# **Appendix A: 2020 UWMP Checklist**

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
х	Chapter 1	10615	A plan shall describe and evaluate sources of supply, reasonable and practical efficient uses, reclamation and demand management activities.	Introduction and Overview	Chapter 4 Chapter 3
х	Chapter 1	10630.5	Each plan shall include a simple description of the supplier's plan including water availability, future requirements, a strategy for meeting needs, and other pertinent information. Additionally, a supplier may also choose to include a simple description at the beginning of each chapter.	Summary	Section 1.1
х	Section 2.2	10620(b)	Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.	Plan Preparation	Section 1.2
x	Section 2.6	10620(d)(2)	Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.	Plan Preparation	Section 1.3
x	Section 2.6.2	10642	Provide supporting documentation that the water supplier has encouraged active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan and contingency plan.	Plan Preparation	Sections 1.3 through 1.5
х	Section 2.6, Section 6.1	10631(h)	Retail suppliers will include documentation that they have provided their wholesale supplier(s) - if any - with water use projections from that source.	System Supplies	Section 1.3 Appendix B
	Section 2.6	10631(h)	Wholesale suppliers will include documentation that they have provided their urban water suppliers with identification and quantification of the existing and planned sources of water available from the wholesale to the urban supplier during various water year types.	System Supplies	n/a
х	Section 3.1	10631(a)	Describe the water supplier service System area. Description		Section 2
х	Section 3.3	10631(a)	Describe the climate of the service area of the supplier.  Description  Description		Section 2.1
х	Section 3.4	10631(a)	Provide population projections for 2025, 2030, 2035, 2040 and optionally 2045.		Section 2.3
х	Section 3.4.2	10631(a)	Describe other social, economic, and demographic factors affecting the supplier's water management planning.	System Description	Section 2.3.3

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
х	Sections 3.4 and 5.4	10631(a)	Indicate the current population of the service area.	System Description and Baselines and Targets	Table 2-2
х	Section 3.5	10631(a)	Describe the land uses within the service area.  System Description		Section 2.3
х	Section 4.2	10631(d)(1)	Quantify past, current, and projected water use, identifying the uses among water use sectors.	Quantify past, current, and projected water use, identifying the uses among System Water Use	
х	Section 4.2.4	10631(d)(3)(C)	Retail suppliers shall provide data to show the distribution loss standards were met.	System Water Use	Section 4.1.2
x	Section 4.2.6	10631(d)(4)(A)	In projected water use, include estimates of water savings from adopted codes, plans, and other policies or laws.	System Water Use	Section 4.4.3
х	Section 4.2.6	10631(d)(4)(B)	Provide citations of codes, standards, ordinances, or plans used to make water use projections.	dinances, or plans used to make water System Water Use	
х	Section 4.3.2.4	10631(d)(3)(A)	Report the distribution system water loss for each of the 5 years preceding the plan update.	System Water Use	Section 4.1.2
х	Section 4.4	10631.1(a)	Include projected water use needed for lower income housing projected in the service area of the supplier.	System Water Use	Section 4.4.4
х	Section 4.5	10635(b)	Demands under climate change considerations must be included as part of the drought risk assessment.	System Water Use	Section 5.1.1 Section 4.4
х	Chapter 5	10608.20(e)	Retail suppliers shall provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.	Baselines and Targets	Section 4.2
х	Chapter 5	10608.24(a)	Retail suppliers shall meet their water use target by December 31, 2020.	Baselines and Targets	Section 4.2
	Section 5.1	10608.36	Wholesale suppliers shall include an assessment of present and proposed future measures, programs, and policies to help their retail water suppliers achieve targeted water use reductions.	Baselines and Targets	n/a
х	Section 5.2	10608.24(d)(2)	If the retail supplier adjusts its compliance GPCD using weather normalization, economic adjustment, or extraordinary events, it shall provide the basis for, and data supporting the adjustment.	Baselines and Targets	n/a

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
х	Section 5.5	10608.22	Retail suppliers' per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use of the 5-year baseline. This does not apply if the suppliers base GPCD is at or below 100.	Baselines and Targets	Section 4.2
х	Section 5.5 and Appendix E	10608.4	etail suppliers shall report on their ompliance in meeting their water use rgets. The data shall be reported using standardized form in the SBX7-7 2020 ompliance Form.		Section 4.2
х	Sections 6.1 and 6.2	10631(b)(1)	Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought.	System Supplies	Section 5.2
x	Sections 6.1	10631(b)(1)	Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought, including changes in supply due to climate change.	System Supplies	Section 5.2 Section 4.4
х	Section 6.1	10631(b)(2)	When multiple sources of water supply are identified, describe the management of each supply in relationship to other identified supplies.	System Supplies	Chapter 3
х	Section 6.1.1	10631(b)(3)	Describe measures taken to acquire and develop planned sources of water.	System Supplies	Section 3.7
х	Section 6.2.8	10631(b)	Identify and quantify the existing and planned sources of water available for 2020, 2025, 2030, 2035, 2040 and optionally 2045.	System Supplies	Section 3.7
х	Section 6.2	10631(b)	Indicate whether groundwater is an existing or planned source of water available to the supplier.	System Supplies	Section 3.2
x	Section 6.2.2	10631(b)(4)(A)	Indicate whether a groundwater sustainability plan or groundwater management plan has been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization.	System Supplies	Section 3.2
х	Section 6.2.2	10631(b)(4)(B)	Describe the groundwater basin.	System Supplies	Section 3.2
х	Section 6.2.2	10631(b)(4)(B)	Indicate if the basin has been adjudicated and include a copy of the court order or decree and a description of the amount of water the supplier has the legal right to pump.	System Supplies	Section 3.2

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x	Section 6.2.2.1	10631(b)(4)(B)	For unadjudicated basins, indicate whether or not the department has identified the basin as a high or medium priority. Describe efforts by the supplier to coordinate with sustainability or groundwater agencies to achieve sustainable groundwater conditions.	System Supplies	Section 3.2
х	Section 6.2.2.4	10631(b)(4)(C)	ovide a detailed description and alysis of the location, amount, and fficiency of groundwater pumped by e urban water supplier for the past five ar.		Section 3.2
х	Section 6.2.2	10631(b)(4)(D)	Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped.	System Supplies	Section 3.2
х	Section 6.2.7	10631(c)	Describe the opportunities for exchanges or transfers of water on a short-term or long- term basis.	System Supplies	Section 3.3
х	Section 6.2.5	10633(b)	Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.	System Supplies (Recycled Water)	Section 4.4 (and subsections)
х	Section 6.2.5	10633(c)	Describe the recycled water currently being used in the supplier's service area.	System Supplies (Recycled Water)	Section 3.1.8 Section 3.1.9
х	Section 6.2.5	10633(d)	Describe and quantify the potential uses of recycled water and provide a determination of the technical and economic feasibility of those uses.	System Supplies (Recycled Water)	Section 3.1.8 Section 3.1.9
х	Section 6.2.5	10633(e)	Describe the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected.	System Supplies (Recycled Water)	Section 3.1.8 Section 3.1.9
х	Section 6.2.5	10633(f)	Describe the actions which may be taken to encourage the use of recycled water and the projected results of these actions in terms of acre-feet of recycled water used per year.	actions which may be urage the use of recycled projected results of these is of acre-feet of recycled (Recycled Water)	
х	Section 6.2.5	10633(g)	Provide a plan for optimizing the use of recycled water in the supplier's service area.  System Supplies (Recycled Water)		Section 3.1.8 Section 3.1.9
х	Section 6.2.6	10631(g)	Describe desalinated water project opportunities for long-term supply.	1.5VSTEM SUPPLIES 1	
х	Section 6.2.5	10633(a)	Describe the wastewater collection and treatment systems in the supplier's service area with quantified amount of collection and treatment and the disposal methods.	System Supplies (Recycled Water)	Section 3.1.8 Table 4-2

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
х	Section 6.2.8, Section 6.3.7	10631(f)	Describe the expected future water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and for a period of drought lasting 5 consecutive water years.	System Supplies	Section 3.7
х	Section 6.4 and Appendix O	10631.2(a)	The UWMP must include energy System Suppliers Energy Intensity		Section 2.5
х	Section 7.2	10634	Provide information on the quality of existing sources of water available to the supplier and the manner in which water quality affects water management strategies and supply reliability	Water Supply Reliability Assessment	Section 3.6
х	Section 7.2.4	10620(f)	Describe water management tools and options to maximize resources and minimize the need to import water from other regions.	Water Supply Reliability Assessment	Chapter 3 Chapter 5
х	Section 7.3	10635(a)	Service Reliability Assessment: Assess the water supply reliability during normal, dry, and a drought lasting five consecutive water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years.	Water Supply Reliability Assessment	Section 5.1 Section 5.2
х	Section 7.3	10635(b)	Provide a drought risk assessment as part of information considered in developing the demand management measures and water supply projects.	Water Supply Reliability Assessment	Section 5.1
х	Section 7.3	10635(b)(1)	Include a description of the data, methodology, and basis for one or more supply shortage conditions that are necessary to conduct a drought risk assessment for a drought period that lasts 5 consecutive years.	Water Supply Reliability Assessment	Section 5.1.1
х	Section 7.3	10635(b)(2)	Include a determination of the reliability of each source of supply under a variety of water shortage conditions.		Section 5.1.2 Section 5.2
х	Section 7.3	10635(b)(3)	Include a comparison of the total water supply sources available to the water supplier with the total projected water use for the drought period.	Water Supply Reliability Assessment	Section 5.1.2 Section 5.2
х	Section 7.3	10635(b)(4)	Include considerations of the historical drought hydrology, plausible changes on projected supplies and demands under climate change conditions, anticipated regulatory changes, and other locally applicable criteria.	Water Supply Reliability Assessment	Section 5.1 Section 5.2

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
х	Chapter 8	10632(a)	Provide a water shortage contingency plan (WSCP) with specified elements below.	Water Shortage Contingency Planning	Chapter 6
х	Chapter 8	10632(a)(1)	Provide the analysis of water supply reliability (from Chapter 7 of Guidebook) in the WSCP	Water Shortage Contingency Planning	Section 6.1
х	Section 8.10	10632(a)(10)	Describe reevaluation and improvement procedures for monitoring and evaluation the water shortage contingency plan to ensure risk tolerance is adequate and appropriate water shortage mitigation strategies are implemented.	Water Shortage Contingency Planning	Section 6.7
х	Section 8.2	10632(a)(2)(A)	Provide the written decision- making process and other methods that the supplier will use each year to determine its water reliability.	Water Shortage Contingency Planning	Section 6.2
х	Section 8.2	10632(a)(2)(B)	Provide data and methodology to evaluate the supplier's water reliability for the current year and one dry year pursuant to factors in the code.	Water Shortage Contingency Planning	Section 6.2
x	Section 8.3	10632(a)(3)(A)	Define six standard water shortage levels of 10, 20, 30, 40, 50 percent shortage and greater than 50 percent shortage. These levels shall be based on supply conditions, including percent reductions in supply, changes in groundwater levels, changes in surface elevation, or other conditions. The shortage levels shall also apply to a catastrophic interruption of supply.	Water Shortage Contingency Planning	Section 6.3
х	Section 8.3	10632(a)(3)(B)	Suppliers with an existing water shortage contingency plan that uses different water shortage levels must cross reference their categories with the six standard categories.	Water Shortage Contingency Planning	n/a
х	Section 8.4	10632(a)(4)(A)	Suppliers with water shortage contingency plans that align with the defined shortage levels must specify locally appropriate supply augmentation actions.	Water Shortage Contingency Planning	Section 6.3 Section 6.9
х	Section 8.4	10632(a)(4)(B)	Specify locally appropriate demand reduction actions to adequately respond to shortages.	Water Shortage Contingency Planning	Section 6.3 Section 6.9
х	Section 8.4	10632(a)(4)(C)	Specify locally appropriate operational changes.	Water Shortage Contingency Planning	Section 6.3 Section 6.9
х	Section 8.4	10632(a)(4)(D)	Specify additional mandatory prohibitions against specific water use practices that are in addition to state-mandated prohibitions are appropriate to local conditions.	Water Shortage Contingency Planning	Section 6.3 Section 6.9

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
х	Section 8.4	10632(a)(4)(E)	Estimate the extent to which the gap between supplies and demand will be reduced by implementation of the action.	Water Shortage Contingency Planning	Section 6.3
х	Section 8.4.6	10632.5	The plan shall include a seismic risk assessment and mitigation plan.	Water Shortage Contingency Plan	Section 6.8
х	Section 8.5	10632(a)(5)(A)	Suppliers must describe that they will inform customers, the public and others regarding any current or predicted water shortages.	customers, the public and others ing any current or predicted water	
x	Section 8.5 and 8.6	10632(a)(5)(B) 10632(a)(5)(C)	Suppliers must describe that they will inform customers, the public and others regarding any shortage response actions triggered or anticipated to be triggered and other relevant communications.	Water Shortage Contingency Planning	Section 6.4
х	Section 8.6	10632(a)(6)	Retail supplier must describe how it will ensure compliance with and enforce provisions of the WSCP.	il supplier must describe how it will vater Shortage compliance with and enforce Contingency	
х	Section 8.7	10632(a)(7)(A)	Describe the legal authority that empowers the supplier to enforce shortage response actions.	the legal authority that Water Shortage rs the supplier to enforce Contingency	
х	Section 8.7	10632(a)(7)(B)	Provide a statement that the supplier will declare a water shortage emergency Water Code Chapter 3.	Water Shortage Contingency Planning	Section 6.3
х	Section 8.7	10632(a)(7)(C)	Provide a statement that the supplier will coordinate with any city or county within which it provides water for the possible proclamation of a local emergency.	Water Shortage Contingency Planning	Section 6.5
x	Section 8.8	10632(a)(8)(A)	Describe the potential revenue reductions and expense increases associated with activated shortage response actions.	Water Shortage Contingency Planning	Section 6.6
х	Section 8.8	10632(a)(8)(B)	Provide a description of mitigation actions needed to address revenue reductions and expense increases associated with activated shortage response actions.	Water Shortage Contingency Planning	Section 6.6
х	Section 8.8	10632(a)(8)(C)	Retail suppliers must describe the cost of compliance with Water Code Chapter 3.3: Excessive Residential Water Use During Drought	Water Shortage Contingency Planning	Section 6.6
х	Section 8.9	10632(a)(9)	Retail suppliers must describe the monitoring and reporting requirements and procedures that ensure appropriate data is collected, tracked, and analyzed for purposes of monitoring customer compliance.	Water Shortage Contingency Planning	Section 6.7

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
х	Section 8.11	10632(b)	Analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas.	Water Shortage Contingency Planning	Section 6.2
х	Sections 8.12 and 10.4	10635(c)	Provide supporting documentation that Water Shortage Contingency Plan has been, or will be, provided to any city or county within which it provides water, no later than 30 days after the submission of the plan to DWR.	Plan Adoption, Submittal, and Implementation	Section 1.5 Section 6.7
х	Section 8.14	10632(c)	Make available the Water Shortage Contingency Plan to customers and any city or county where it provides water within 30 after adopted the plan.	Water Shortage Contingency Planning	Section 6.11
	Sections 9.1 and 9.3	10631(e)(2)	Wholesale suppliers shall describe specific demand management measures listed in code, their distribution system asset management program, and supplier assistance program.	Demand Management Measures	n/a
x	Sections 9.2 and 9.3	10631(e)(1)	Retail suppliers shall provide a description of the nature and extent of each demand management measure implemented over the past five years. The description will address specific measures listed in code.	Demand Management Measures	Chapter 4.3
х	Chapter 10	10608.26(a)	Retail suppliers shall conduct a public hearing to discuss adoption, implementation, and economic impact of water use targets (recommended to discuss compliance).	Plan Adoption, Submittal, and Implementation	Section 1.4
х	Section 10.2.1	10621(b)	Notify, at least 60 days prior to the public hearing, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. Reported in Table 10-1.	Plan Adoption, Submittal, and Implementation	Section 1.3
х	Section 10.4	10621(f)	Each urban water supplier shall update and submit its 2020 plan to the department by July 1, 2021.	Plan Adoption, Submittal, and Implementation	Section 1.5 Section 6.7
x	Sections 10.2.2, 10.3, and 10.5	10642	Provide supporting documentation that the urban water supplier made the plan and contingency plan available for public inspection, published notice of the public hearing, and held a public hearing about the plan and contingency plan.	Plan Adoption, Submittal, and Implementation	Section 1.3 Section 1.4
х	Section 10.2.2	10642	The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water.	Plan Adoption, Submittal, and Implementation	Section 1.4

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP Subject		2020 UWMP Location (Optional Column for Agency Review Use)
х	Section 10.3.2	10642	Provide supporting documentation that the plan and contingency plan has been adopted as prepared or modified.	Plan Adoption, Submittal, and Implementation	Section 1.4 Section 1.5
х	Section 10.4	10644(a)	Provide supporting documentation that the urban water supplier has submitted this UWMP to the California State Library.	Plan Adoption, Submittal, and Implementation	Section 1.5
х	Section 10.4	10644(a)(1)	Provide supporting documentation that the urban water supplier has submitted this UWMP to any city or county within which the supplier provides water no later than 30 days after adoption.	In water supplier has submitted Plan Adoption, MP to any city or county within Submittal, and Implementation	
х	Sections 10.4.1 and 10.4.2	10644(a)(2)	The plan, or amendments to the plan, submitted to the department shall be submitted electronically.	Plan Adoption, Submittal, and Implementation	Section 1.5
х	Section 10.5	10645(a)	Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	Section 1.5
х	Section 10.5	10645(b)	Provide supporting documentation that, not later than 30 days after filing a copy of its water shortage contingency plan with the department, the supplier has or will make the plan available for public review during normal business hours.	orting documentation that, 80 days after filing a copy ortage contingency plan tment, the supplier has or olan available for public	
х	Section 10.6	10621(c)	If supplier is regulated by the Public Utilities Commission, include its plan and contingency plan as part of its general rate case filings.	ties Commission, include its plan and tingency plan as part of its general	
х	Section 10.7.2	10644(b)	If revised, submit a copy of the water shortage contingency plan to DWR within 30 days of adoption.	Plan Adoption, Submittal, and Implementation	Section 1.5

# **Appendix B: Notification and Public Hearing Outreach**

- City/County Notification
- Public Hearing outreach



Joshua Haggmark City of Santa Barbara Public Works Department 630 Garden Street Santa Barbara, CA 93101

#### Re: Notification of Urban Water Management Plan Review and Amendment Period for the Montecito Water District

Dear Mr. Haggmark,

The Montecito Water District (District) is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code. The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide a courtesy notice that the District has initiated its 2020 UWMP update process. As part of the process, the District will a hold a public hearing pursuant to Water Code §10642 to allow public input prior to Board adoption consideration. The content of the 2020 UWMP will be presented and reviewed at several Committee and Board Meetings from January 2021 to April 2021. The District invites regional agency and public involvement at these meetings. A draft of the UWMP will be available for review prior to the public hearing. The District will provide formal public notice for the public hearing, anticipated for May 2021.

If you have any questions regarding the above, please contact me at (805) 969-2271 or at <a href="mailto:nturner@montecitowater.com">nturner@montecitowater.com</a>.

**Board of Directors** 

Tobe Plough President

Kenneth Coates Vice President

Brian Goebel Director

Cori Hayman Director

Floyd Wicks Director

General Manager and Board Secretary Nick Turner

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The District uses recycled paper. Each ton of recycled paper saves 7,000 gallons of water. Nick Turner

Sincerely

General Manager

Montecito Water District



Bob McDonald, P.E., MPA General Manager, Carpinteria Valley Water District 1301 Santa Ynez Ave Carpinteria, CA 93013

Re: Notification of Urban Water Management Plan Review and Amendment Period for the Montecito Water District

Dear Mr. McDonald,

The Montecito Water District (District) is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code. The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide a courtesy notice that the District has initiated its 2020 UWMP update process. As part of the process, the District will a hold a public hearing pursuant to Water Code §10642 to allow public input prior to Board adoption consideration. The content of the 2020 UWMP will be presented and reviewed at several Committee and Board Meetings from January 2021 to April 2021. The District invites regional agency and public involvement at these meetings. A draft of the UWMP will be available for review prior to the public hearing. The District will provide formal public notice for the public hearing, anticipated for May 2021.

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Sincerelv

General Manager

Montecito Water District



Jon Turner Interim General Manager, Montecito Sanitary District 1042 Monte Cristo Lane Santa Barbara, CA 93108

#### Re: Notification of Urban Water Management Plan Review and Amendment Period for the Montecito Water District

Dear Mr. Turner,

The Montecito Water District (District) is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code. The UWMP must be completed by July 1, 2021.

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Sincerely,

General Manager

Montecito Water District



Matt Young Water Resources Program Manager Santa Barbara County Water Agency 130 E. Victoria St., Suite 200 Santa Barbara, CA 93101

Re: Notification of Urban Water Management Plan Review and Amendment Period for the Montecito Water District

Dear Mr. Young,

The Montecito Water District (District) is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code. The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide a courtesy notice that the District has initiated its 2020 UWMP update process. As part of the process, the District will a hold a public hearing pursuant to Water Code §10642 to allow public input prior to Board adoption consideration. The content of the 2020 UWMP will be presented and reviewed at several Committee and Board Meetings from January 2021 to April 2021. The District invites regional agency and public involvement at these meetings. A draft of the UWMP will be available for review prior to the public hearing. The District will provide formal public notice for the public hearing, anticipated for May 2021.

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Sincerely,

General Manager

Montecito Water District



Noe Aguilar Vega Operations Supervisor Summerland Sanitary District 2435 Wallace Avenue Summerland, CA 93067

Re: Notification of Urban Water Management Plan Review and Amendment Period for the Montecito Water District

Dear Mr. Aguilar Vega,

The Montecito Water District (District) is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code. The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide a courtesy notice that the District has initiated its 2020 UWMP update process. As part of the process, the District will a hold a public hearing pursuant to Water Code §10642 to allow public input prior to Board adoption consideration. The content of the 2020 UWMP will be presented and reviewed at several Committee and Board Meetings from January 2021 to April 2021. The District invites regional agency and public involvement at these meetings. A draft of the UWMP will be available for review prior to the public hearing. The District will provide formal public notice for the public hearing, anticipated for May 2021.

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The District uses recycled paper. Each ton of recycled paper saves 7,000 gallons of water. Nick Turner

Sincerely

General Manager

Montecito Water District



May 10, 2021

Matt Young Water Resources Program Manager Santa Barbara County Water Agency 130 E. Victoria St., Suite 200 Santa Barbara, CA 93101

Re: Notification of Urban Water Management Plan and Water Shortage Contingency Plan Public Hearing Date

Dear Mr. Young,

The Montecito Water District (District) is preparing updates to its 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan as required by the California Water Code. The UWMP and Water Shortage Contingency Plan must be completed by July 1, 2021.

The purpose of this communication is to provide notice **pursuant to** Water Code §10642, that the District will a hold a public hearing on June 22, 2021 at 9:30am concerning adoption of the UWMP and Water Shortage Contingency Plan. The District invites regional agency and public involvement at the public hearing. A draft of the UWMP and Water Shortage Contingency Plan will be available on the District website for review prior to the public hearing.

If you have any questions regarding the above, please contact me at (805) 969-2271 or at <a href="mailto:nturner@montecitowater.com">nturner@montecitowater.com</a>.

**Board of Directors** 

Tobe Plough President

Vice President

Brian Goebel Director

Cori Hayman Director

Floyd Wicks Director

General Manager and Board Secretary Nick Turner

583 San Ysidro Road Santa Barbara, CA 93108-2124

Ph 805.969.2271 Fax 805.969.7261

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Sincerely.

General Manager

Montecito Water District



June 1, 2021

Joshua Haggmark City of Santa Barbara Public Works Department 630 Garden Street Santa Barbara, CA 93101

Re: Notification of Urban Water Management Plan and Water Shortage Contingency Plan Public Hearing Date

Dear Mr. Haggmark,

The Montecito Water District (District) is preparing updates to its 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan as required by the California Water Code. The UWMP and Water Shortage Contingency Plan must be completed by July 1, 2021.

The purpose of this communication is to provide notice **pursuant to** Water Code §10642, that the District will a hold a public hearing on June 22, 2021 at 9:30am concerning adoption of the UWMP and Water Shortage Contingency Plan. The District invites regional agency and public involvement at the public hearing. A draft of the UWMP and Water Shortage Contingency Plan is available on the District website for review prior to the public hearing.

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General Manager

Montecito Water District

MONTECITO JOURNAL 1206 COAST VILLAGE CIRCLE, SUITE G SANTA BARBARA, CA 93108 Telephone: (805) 565-1860 / Fax: (805) 969-6654

SUPERIOR COURT OF THE STATE OF CALIFORNIA FOR THE COUNTY OF SANTA BARBARA

#### **PROOF OF PUBLICATION**

(2015.5 C.C.P.)

State of California )
County of Santa Barbara ) ss.

Notice Type: MWD Notice of Public Hearing 2020 Urban Water Management Plan And Water Shortage Contingency Plan Updates on 6/22/21

I am a citizen of the United States and a resident of the county of Santa Barbara; I am over the age of eighteen years, and am not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of Montecito Journal, a weekly newspaper published in the English language in the City and County of Santa Barbara, which has been adjudged a newspaper of general circulation as defined by the laws of California by the Superior Court of the County of Santa Barbara, State of California, under the date of August 18, 2011, Case No. 1381447. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

6/2 and 6/9

Executed on June 14, 2021

At Santa Barbara, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

Kelly/Mahan Herrick, Editor

# MONTECITO WATER DISTRICT NOTICE OF PUBLIC HEARING 2020 URBAN WATER MANAGEMENT PLAN and WATER SHORTAGE CONTINGENCY PLAN UPDATES TUESDAY, JUNE 22, 2021, 9:30 A.M. VIA TELECONFERENCE\*

Montecito Water District (District) is currently preparing updates to its Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan in compliance with the California Urban Water Management Planning Act.

NOTICE IS HEREBY GIVEN that the Board of Directors of the Monteclto Water District (District) will conduct a Public Hearing on Tuesday, June 22, 2021 at 9:30 a.m. via teleconference\* to consider input regarding proposed updates to the UWMP and Water Shortage Contingency Plan.

The proposed updates to the UWMP and Water Shortage Contingency Plan are available for public review as of June 2, 2021 on the District web site at:

www.montecitowater.com/doc/uwmp2020. If you are unable to access the information via this link, or need accommodations to review the document, please contact:

Adam Kanold Montecito Water District 583 San Ysidro Road Santa Barbara, CA 93108 akanold@montecitowater.com Phone: 805.969.2271

Comments can be provided to the contact above up until the date and time of the Public Hearing.

\* In accordance with California Governor Gavin Newsom's Executive Orders issued in response to COVID-19, in person public participation at meetings is suspended and instead meetings are held telephonically and/or electronically. Remote participation information can be found on the meeting agenda and will be posted at the above location, on the website <a href="https://www.montecitowater.com">www.montecitowater.com</a>, and available by calling 805-969-2271.

###

Run, MJ Public/legal notices section, June 2 & 9, 2021

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<del>###</del>

Run, MJ Public/legal notices section, June 2 & 9, 2021

# **Appendix C: 2020 UWMP Adoption Resolution**

#### **RESOLUTION NO. 2212**

# A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTECITO WATER DISTRICT ADOPTING THE MONTECITO WATER DISTRICT 2020 URBAN WATER MANAGEMENT PLAN UPDATE AND WATER SHORTAGE CONTINGENCY PLAN

**WHEREAS,** the Urban Water Management Planning Act (California Water Code §§ 10610-10657) requires urban water suppliers to prepare and adopt an urban water management plan to, among other things, report, describe, and evaluate water deliveries, water supply sources, supply reliability, efficient water use, demand management measures, etc.; and;

**WHEREAS**, a required component of an urban water management plan is a water shortage contingency plan that provides responses for various water shortage conditions; and

**WHEREAS**, the Urban Water Management Planning Act requires that urban water management plans are updated every five years by urban water suppliers with 3,000 or more service connections or supplying 3,000 or more acre-feet of water annually; and

**WHEREAS**, Montecito Water District is an urban water supplier providing water to over 4,600 connections and has prepared its 2020 Urban Water Management Plan Update (UWMP) as required by the Urban Water Management Planning Act; and

WHEREAS, the District coordinated the preparation of the UWMP with other appropriate agencies in the area; notified the County of Santa Barbara, the City of Santa Barbara and the Carpinteria Valley Water District on January 7, 2021 of the District's intent to review its UWMP and consider its adoption; distributed the draft UWMP to local and regional agencies and other parties who requested a copy of the UWMP; posted the draft UWMP on the District's website; published notices of the June 22, 2021 public hearing in the local newspaper once a week for two successive weeks beginning on June 2, 2021 and posted that notice on the District's website; held a public hearing inviting public input regarding the draft UWMP; and considered all comments received during the public hearing.;

**THEREFORE BE IT RESOLVED** that the Montecito Water District hereby approves and adopts the 2020 Urban Water Management Plan Update, including the component Water Shortage Contingency Plan, as presented to the Board and attached to this Resolution.

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager to incorporate comments from the public hearing as approved by the Board after the close of the public hearing.

**BE IT FURTHER RESOLVED** that the General Manager is authorized and directed to submit a copy of the adopted UWMP to the Department of Water Resources, the California State Library, the County of Santa Barbara, and the City of Santa Barbara within 30 days of its adoption, as required by California Water Code § 10644.

**PASSED AND ADOPTED** at a Regular Board Meeting of the Montecito Water District this 22nd day of June, 2021 by the following roll-call vote:

AYES: Directors Coates, Goebel, Hayman, Plough, and Wicks

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:

Charles T. Plough, President
MONTECITO WATER DISTRICT

ATTEST:

Nick Turner, Secretary

MONTECTIO WATER DISTRICT

# **Appendix D: Reduced Delta Reliance Tables**

The following presents the proposed reduced Delta reliance analysis as presented in the California Department of Water Resources 2020 UWMP Guidebook Appendix C – Example Approach to Demonstrate Reduced Delta Reliance. The analysis includes the projected State Water Project supply availability. In the future, the District many not utilize for retail service all of the projected SWP volumes shown in the table depending on current conditions of the full District supply portfolio at that time.

## **Reduced Reliance Calculation**

#### Optional Calculation of Water Use Efficiency -To be completed if Agency does not specifically estimate Water Use Efficiency as a supply

Service Area Water Use Efficiency Demands (Acre-Feet)	2007	2015	2020	2025	2030	2035	2040
Service Area Water Demands with Water Use Efficiency	6,638	4,207	4,495	4,485	4,614	4,719	4,849
Non-Potable Water Demands	-	-	-	-	500	500	500
Potable Service Area Demands with Water Use Efficiency	6,638	4,207	4,495	4,485	4,114	4,219	4,349
Total Service Area Population	2007	2015	2020	2025	2030	2035	2040
Service Area Population	11,772	11,402	11,516	11,790	12,060	12,340	12,610
Water Use Efficiency Since Baseline (Acre-Feet)	2007	2015	2020	2025	2030	2035	2040
Per Capita Water Use (GPCD)	503	329	348	340	305	305	308
Change in Per Capita Water Use from Baseline (GPCD)		(174)	(155)	(164)	(199)	(198)	(196)
Estimated Water Use Efficiency Since Baseline		2,222	1,999	2,163	2,686	2,739	2,762
Total Service Area Water Demands (Acre-Feet)	2007	2015	2020	2025	2030	2035	2040
Service Area Water Demands with Water Use Efficiency	6,638	4,207	4,495	4,485	4,614	4,719	4,849
Estimated Water Use Efficiency Since Baseline	-	2,222	1,999	2,163	2,686	2,739	2,762
Service Area Water Demands without Water Use Efficiency	6,638	6,429	6,494	6,648	7,300	7,458	7,611

#### Calculation of Supplies Contributing to Regional Self-Reliance

Water Supplies Contributing to Regional Self-Reliance (Acre-Feet)	2007	2015	2020	2025	2030	2035	2040
Water Use Efficiency	-	2,222	1,999	2,163	2,686	2,739	2,762
Water Recycling	-				500	500	500
Stormwater Capture and Use							
Advanced Water Technologies - Desal				1,430	1,430	1,430	1,430
Conjunctive Use Projects	-						
Local and Regional Water Supply and Storage Projects							
Cachuma	1,802	1,160	2,493	1,591	1,591	1,591	1,591
Jameson	1,631	351	1,143	1,073	1,073	1,073	1,073
Juncal Seepage	41	-	256				
Doulton	215	160	446	278	278	278	278
Fox/Alder	-	-	-	400	400	400	400
Groundwater	458	637	155	250	250	250	250
Semi Tropic GW Bank	-	-	-	1,500	1,500	1,500	1,500
Juncal Deduction	-	(289)	(297)	(300)	(300)	(300)	(300)
Other Programs and Projects the Contribute to Regional Self-Reliance							
Water Supplies Contributing to Regional Self-Reliance	4,147	4,241	6,195	8,385	9,408	9,461	9,484
Service Area Water Demands without Water Use Efficiency	2007	2015	2020	2025	2030	2035	2040
Service Area Water Demands without Water Use Efficiency	6,638	6,429	6,494	6,648	7,300	7,458	7,611
Change in Degianal Calf Deliance (A one Foot)	2007	2015	2020	2025	2020	2025	2040
Change in Regional Self Reliance (Acre-Feet)	2007	2015	2020	2025	2030	2035	2040
Water Supplies Contributing to Regional Self-Reliance	4,147	4,241	6,195	8,385	9,408	9,461	9,484
Change in Water Supplies Contributing to Regional Self-Reliance		94	2,048	4,238	5,261	5,314	5,337
Change in Regional Self Reliance (As a Percent of Water Demand w/out WUE)	2007	2015	2020	2025	2030	2035	2040
Water Supplies Contributing to Regional Self-Reliance	62.5%	66.0%	95.4%	126.1%	128.9%	126.9%	124.6%
Change in Water Supplies Contributing to Regional Self-Reliance		3.5%	32.9%	63.7%	66.4%	64.4%	62.1%

#### Calculation of Reliance on Water Supplies from the Delta Watershed

Water Supplies from the Delta Watershed (Acre-Feet)	2007	2015	2020	2025	2030	2035	2040
CVP/SWP Contract Supplies	3,016	1,616	-	1,926	1,908	1,891	1,874
Delta/Delta Tributary Diversions				-	-	-	-
Transfers and Exchanges				-	-	-	-
Other Water Supplies from the Delta Watershed				-	-	-	-
Total Water Supplies from the Delta Watershed	3,016	1,616	-	1,926	1,908	1,891	1,874
Service Area Water Demands without Water Use Efficiency	2007	2015	2020	2025	2030	2035	2040
Service Area Water Demands without Water Use Efficiency	6,638	6,429	6,494	6,648	7,300	7,458	7,611
Change in Supplies from the Delta Watershed (Acre-Feet)	2007	2015	2020	2025	2030	2035	2040
Total Water Supplies from the Delta Watershed	3,016	1,616	-	1,926	1,908	1,891	1,874
Change in Water Supplies from the Delta Watershed		(1,400)	(3,016)	(1,090)	(1,108)	(1,125)	(1,142)
nge in Supplies from the Delta Watershed (As a Percent of Water Demand w/out V	2007	2015	2020	2025	2030	2035	2040
Total Water Supplies from the Delta Watershed	45.4%	25.1%	0.0%	29.0%	26.1%	25.4%	24.6%
Change in Water Supplies from the Delta Watershed		-20.3%	-45.4%	-16.5%	-19.3%	-20.1%	-20.8%

# **Appendix E: Annual Water Quality Report**





#### Message from Nick Turner, General Manager

Montecito Water District takes pride in continuing to deliver a reliable supply of high-quality water to the communities of Montecito and Summerland. As in prior years, the test results

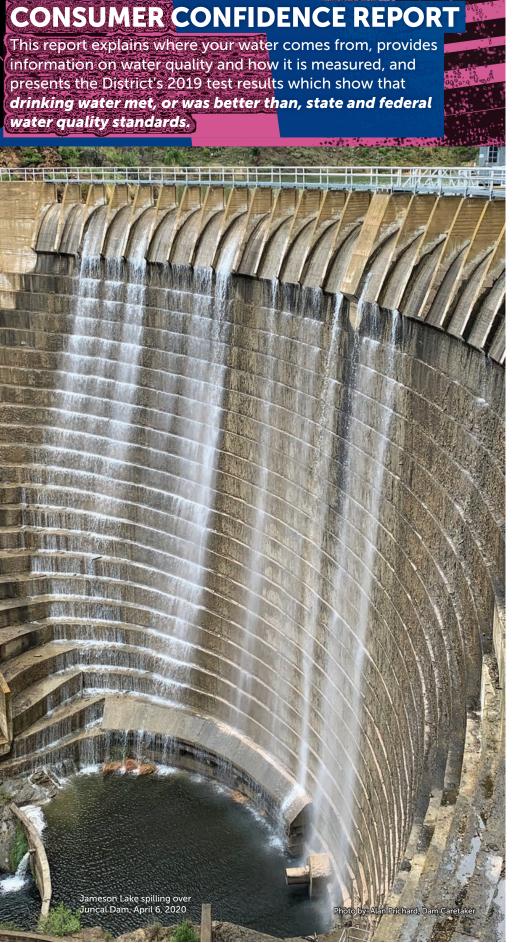
included in this report demonstrate that MWD's water quality met or exceeded all state and federal standards in 2019.

Lead and copper sampling results, as well as other water quality data, are reported in this annual Consumer Confidence Report. To further safeguard water quality for children, in 2019 MWD conducted testing at public and private schools district-wide and lead was not detected. (California Assembly Bill 746 required community water systems to test lead levels in drinking water by July 1, 2019 at all California public, K-12 school sites that were constructed before January 1, 2010.)

For the first time since 2011, Jameson Lake spilled over Juncal Dam in February of 2019. Although the lake was full, water quality issues resulting from the Thomas Fire prevented water delivery for much of the year. MWD implemented innovative and enhanced treatment processes, and is now successfully treating and delivering this important source. With surface water supplies flush and available MWD is strategically resting wells – not pumping – to allow groundwater supplies to recover and replenish following the historic 8-year drought.

Careful supply management and good water quality go hand-in-hand. MWD's current water sources are all rainfall dependent. While 2019 was a year of abundant rainfall, pursuing potential new water sources, such as desalinated and recycled water, remained a top priority. Droughts are forecast to be more severe and longer-lasting in coming years, and MWD plans to be prepared for future water supply challenges.

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien. Para información en español llame al 805.969.2271.



2019 ANNUAL DRINKING WATER

#### **Montecito's Water Quality Summary 2019**

			B 11							
Primary Standards (PDWS)	Units	Maximum Contaminant Level	Public Health Goal (MCLG)	Jameson Lake Average	Jameson Lake Range	Ground Water Average	Ground Water Range	Cachuma Lake Average	Cachuma Lake Range	Common Sources of Contamination in Drinking Water
Water Clarity										
Treated Turbidity	NTU	TT = 1 NTU  TT = 95% of Samples < 0.3	NA	0.09	0.03 - 0.29 100.0%	0.20	0.10 - 0.20 100%	NA	ND -0.18 100%	Soil runoff.
Radioactive Contam	ninants									
Gross Alpha Particle Activity	pCi/L	15	(0)	1.74	1.74	2.63	1.72 - 3.86	NA	NA	Erosion of natural deposits.
Uranium	pCi/L	20	0.43	NA	NA	1.10	0.82 - 1.56	0.83	NA	Erosion of natural deposits.
<b>Inorganic Contamin</b>	ants									
Aluminum	μg/L	1000	600	23.3	ND - 60	ND	ND	19	ND - 54	Erosion of natural deposits; residue from some surface water treatment processes.
Arsenic	μg/L	10	0.004	ND	ND	0.25	ND - 1.0	1	ND - 1.2	
Fluoride	mg/L	2	1	0.2	0.2	0.8	0.5 - 1.0	0.45	0.38 - 0.6	Erosion of natural deposits; discharge from fertilizer.
Nitrate as N (Nitrogen)	mg/L	10	10	0.7	0.7	1.99	0.6 - 6.4	0.21	ND - 0.33	Runoff or leaching from fertilizer use; leaching from septic tanks and sewage; erosion from natural deposits
Selenium	μg/L	50	30	ND	ND	4.8	2.0 - 9.0	NA	NA	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runof from livestock lots (feed additive).

Primary Standards for Distribution System	Units	Maximum Contaminant Level	Public Health Goal (MCLG)	Distribution System Average	Distribution System Range	Common Sources of Contamination in Drinking Water
Disinfectant						
Free Chlorine Residual	mg/L	MRDLG, 4.0	MRDLG, 4.0	0.63	0.20 - 1.95	Drinking water disinfectant added for treatment
Disinfection By Products						
Total Trihalomethanes	μg/L	80	NA	Highest LRAA, 65.6	32 - 88	By-product of drinking water disinfection
Haloacetic Acids	μg/L	60	NA	Highest LRAA, 47.5	10 - 79	By-product of drinking water disinfection
Bromate (Cachuma Lake)	μg/L	10	0.1	3.6	2.2 - 5.4	By-product of drinking water disinfection
Total Organic Carbon (DBP Precursor)	μg/L	TT	NA	3.9	3.9 - 5.0	Various natural and manmade sources. Total Organic Carbon (TOC) has no health effects. However, it provides a medium for the formation of disinfection byproducts.
Microbiological Contamin	ant Samples					
Total Coliform Bacteria	% Tests Positive	<5% of Monthly Samples	0	0.00%	0	Naturally present in the environment.
Cryptosporidium	No. of oocyst/L	TT	0	0	0	Naturally present in the environment.

Lead and Copper Rule				Samples	Above	90th	
(2018)	Units	RAL	PHG	collected	RAL	Percentile	Common Sources of Contamination in Drinking Water
Lead	μg/L	15	0.2	32	0	ND	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits.
Copper	μg/L	1300	300	32	0	309	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives.

Lead and Copper Rule Every three years, a minimum of 30 residences are tested for lead and copper levels at the tap. The most recent set of 32 samples was collected in 2017. All of the samples were well below the regulatory action level (RAL). Copper was detected in 29 samples. The 90th percentile value was at 309 ug/L. Lead was detected in 1 sample (7.6 ug/L). The 90th percentile value was Non-Detect. If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Montecito Water District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at http://www.epa.gov/lead.

Secondary Standards	Units	Maximum Contaminant Level	Jameson Lake Average	Jameson Lake Range	Ground Water Average	Ground Water Range	Cachuma Lake Average	Cachuma Lake Range	Common Sources of Contamination in Drinking Water
Aesthetic Standards									
Chloride	mg/L	500	5	5	256	142 - 472	28.6	25.6 - 36.4	Runoff or leaching from natural deposits; seawater influence.
Iron	μg/L	300	ND	ND	25	ND - 110	ND	NA	Leaching from natural deposits; industrial wastes.
Manganese	μg/L	50	ND	ND	10	ND - 30	ND	NA	Leaching from natural deposits.
Threshold Odor at 60 degrees celcius	Units	3	0.6	ND - 4	ND	ND	3	1.4 - 8	Naturally-occurring organic minerals.
Specific Conductance	μS/cm	1600	754	754	1602	1140 - 1830	1024	852 - 1109	Substances that form ions in water; seawater influence.
Sulfate	mg/L	500	175	175	197	120 - 261	306	206 - 346	Runoff or leaching from natural deposits; industrial wastes.
Total Dissolved Solids	mg/L	1000	500	500	1043	650 - 1180	708	532 - 810	Runoff or leaching from natural deposits.
Zinc	mg/L	5	ND	ND	0.013	ND - 0.030	NA	NA	Runoff or leaching from natural deposits; industrial wastes.

Secondary Standards	Units	Maximum Contaminant Level	Jameson Lake Average	Jameson Lake Range	Ground Water Average	Ground Water Range	Cachuma Lake Average	Cachuma Lake Range
Additional Constituents				9-		9-		90
pH	pH units	NS	7.98	7.10 - 8.54	7.4	7.3 - 7.4	7.62	7.10 - 7.82
Total Hardness	mg/L	NS	391	356 - 420	458	190 - 706	430	300 - 492
Total Alkalinity	mg/L	NS	198	180 - 212	210	190 - 230	222	190 - 370
Boron	μg/L	1000 (RAL)	100	100	20	ND - 80	0.38	0.37 - 0.39
Calcium	mg/L	NS	93	93	116	48 - 169	99.7	75.3 - 110
Magnesium	mg/L	NS	22	22	41	17 - 69	45	31 - 52
Sodium	mg/L	NS	20	20	99	65 - 141	60	57 - 63
Potassium	mg/L	NS	3	3	1	1	3.8	3.2 - 4.2
Unregulated Contamina	nt Monitorin	g Rule 3 (2014-15)						
Total Chromium	μg/L	NS	0.05	ND - 0.30	ND	ND	0.54	ND - 1.7
Molybdenum	μg/L	NS	1.4	1.1 - 2.3	3.8	ND - 10.0	6.3	ND - 11
Strontium	μg/L	NS	1238	1000 - 1400	923	580 - 1200	1045	670 - 1900
Vanadium	μg/L	NS	0.36	ND - 0.81	1.37	0.24 - 3.30	1.7	ND - 4.0
Chromium 6 (Hexavalent Chromium)	μg/L	NS	0.088	ND - 0.240	0.028	ND - 0.120	0.49	ND - 1.8
Chlorate	μg/L	NS	208	ND - 320	143	ND - 270	253	72.0 - 410
1,4-Dioxane	μg/L	NS	ND	ND	ND	ND	0.024	ND - 0.11
1,1-Dichloroethane	ng/L	NS	ND	ND	ND	ND	31	ND - 130
Chloromethane	ng/L	NS	ND	ND	ND	ND	31	ND - 250
<b>Unregulated Contamina</b>	nt Monitorin	g Rule 4 (2019)						
HAA5	μg/L	NS	32.17	23.2 - 47	NA	NA	13	ND - 32
HAA6Br	μg/L	NS	6.92	3.17 - 14.84	NA	NA	14	ND - 24
HAA9	μg/L	NS	38.49	30.67 - 51.5	NA	NA	24	ND - 51
Bromochloroacetic Acid	μg/L	NS	2.53	0.77 - 5.7	NA	NA	3.9	ND - 8.2
Bromodichloroacetic Acid	μg/L	NS	2.96	2 - 4.2	NA	NA	3.5	ND - 5.8
Chlorodibromoacetic Acid	μg/L	NS	0.82	0 - 2.2	NA	NA	2.2	ND - 3.3
Dibromoacetic Acid	μg/L	NS	0.41	0 - 1.8	NA	NA	2.3	ND - 4.2
Dichloroacetic Acid	μg/L	NS	10.44	5.5 - 22	NA	NA	6.0	ND - 16
Monobromoacetic Acid	μg/L	NS	0.19	0 - 0.94	NA	NA	2.3	ND - 4.9
Tribromoacetic Acid	μg/L	NS	ND	ND	NA	NA	2.3	ND - 4.9
Trichloroacetic Acid	μg/L	NS	21.13	12 - 28	NA	NA	4.2	ND - 12

Nitrate as N (Nitrogen): Nitrate in drinking water at levels above 10 mg/L is a health risk for infants of less than six months of age. Such nitrate levels in drinking water can interfere with the capacity of the infant's blood to carry oxygen, resulting in a serious illness; symptoms include shortness of breath and blueness of the skin. Nitrate levels above 10 mg/L may also affect the ability of the blood to carry oxygen in other individuals, such as pregnant women and those with certain specific enzyme deficiencies. If you are caring for an infant, or you are pregnant, you should ask advice from your health care provider.

MWD's highest nitrate level in 2019 was 5.3 mg/L

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

#### People with Sensitive Immune Systems

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (I-800-426-4791).

Contaminants that may be present in source water include: Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, that can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides, that may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agricultural application, and septic systems.

Radioactive contaminants, that can be naturally-occurring or be the result of oil and gas production and mining activities.

#### **Drinking Water Info**

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. Environmental Protection Agency's (USEPA's) Safe Drinking Water Hotline (1-800-426-4791).

In order to ensure that tap water is safe to drink, the U.S Environmental Protection Agency (USEPA) and the California Department of Public Health (CDPH) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. CDPH regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Source Water Assessment: A comprehensive source water assessment of the District's drinking water sources was adopted in May 2017. A copy of this report is available for public inspection at the District Office.

Last year, as in years past, your tap water met all EPA and State drinking water health standards. Montecito Water District vigilantly safeguards its water supplies and once again we are proud to report that our system has never violated a maximum contaminant level or any other water quality standard. This brochure is a snapshot of last year's water quality. Included are details about where your water comes from, what it contains, and how it compares to State standards. We are committed to providing you information because informed customers are our best allies.

#### WATER QUALITY TERMINOLOGY

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

**Primary Drinking Water Standard (PDWS):** MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

**Regulatory Action Level:** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

mg/L: Milligrams per liter, or parts per million. 1 mg/L is equal to about one drop in 17 gallons of water.

**ug/L**: Micrograms per liter, or parts per billion. 1 ug/L is equal to about one drop in 17,000 gallons of water.

<: Less than.

NA: Not applicable.NS: No Standard.ND: Non-detected.

pCi/L: Pico curies per liter, a measure of radiation.

umhos/cm: Micromhos per centimeter (an indicator of dissolved minerals in water).

NTU: Nephelometric turbidity unit.

LRAA: Locational Running Annual Average

For Water Softeners: MWD's surface water has a hardness range of 21 to 25 grains per gallon, while groundwater has a hardness range of 25 to 41 grains per gallon. One grain per gallon equals 17.1 mg/L.

Footnotes: The State allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data, though representative, are more than one year old.

Surface water sources include the District's Jameson Lake and Lake Cachuma. The District's Amapola Well, Paden Well No. 2, Ennisbrook Well No. 5, Ennisbrook Well No. 2 and T Mosby Well No. 2 were used as groundwater supply sources.

An average number of 51 coliform samples were collected each month at 12 District sampling stations in compliance with the Federal Revised Total Coliform Rule . All sample results were negative.

Turbidity is a measure of the cloudiness of the water. Montecito Water District monitors for it continuously because turbidity is a good indicator of water quality. High turbidity can hinder the effectiveness of disinfectants. 100% of the District's samples met the Turbidity Performance standard. The highest single surface water turbidity measurement during the year was 0.29 NTU.

#### Where Does Our Water Come From?



#### **LOCAL SURFACE WATER**

#### Lake Cachuma (A Primary Water Source)

#### **Tecolote Tunnel**

Carries water from Lake Cachuma 6.4 miles through the Santa Ynez mountains to the South Coast.

#### **South Coast Conduit Pipeline**

Conveys water from Tecolote Tunnel across the South Coast, from Goleta to Carpinteria.

### Cater Treatment Plant City of Santa Barbara

Provides treated water to Montecito Water District via the South Coast Conduit.

# **Jameson Lake** (A Primary Water Source) **Doulton Tunnel**

Carries water 2.2 miles from Jameson Lake, and ground water seeps into it providing additional supply.

## Bella Vista and Doulton Treatment Plants

The District provides treated water from Jameson Lake and Doulton Tunnel to customers.

#### **POTENTIAL NEW SOURCES**

#### **Desalinated water**

The District is working toward participation in the regional use of the City of Santa Barbara's desalination facility.

#### **Recycled water**

The District is working toward implementation of recycled water / water reuse.

#### SUPPLEMENTAL SURFACE WATER

State Water Project Table A Allocation and Supplemental Water Purchases

#### San Luis Reservoir

Stores State Water and supplemental water supplies.

# California Aqueduct and the Coastal Branch Pipeline

Convey water from San Luis Reservoir to Lake Cachuma.

#### **LOCAL GROUNDWATER**

#### **Groundwater wells**

District groundwater resources are limited, but provide an important and reliable supply.

#### **CONSERVATION**

#### **Efficient use of water**

Customers have reduced overall water use, and are achieving the District's current conservation target of 30% or more. Conservation is a California way of life!

#### We encourage public participation.

For meeting times, agendas, and additional resources: www.montecitowater.com



For more information please contact **Chad Hurshman**, Water Treatment and Production Superintendent, at 805.969.7924



583 San Ysidro Road, Montecito, CA 93108 www.montecitowater.com

#### **BOARD OF DIRECTORS:**

Floyd Wicks, President
Tobe Plough, Vice-President
Ken Coates, Director
Cori Hayman, Director
Brian Goebel, Director
Nick Turner, P.E.
General Manager & Board Secretary

# **Appendix F: Demand Management Measures**



#### **Contact Information Update**

Date	Feb 22, 2019	
Water District	Montecito Water District	
District Address	583 San Ysidro Road, Santa Barbara,CA 93108	
District Website	www.montecitowater.com	

#### **Conservation Coordinator**

First Name	Mike
Last Name	Clark
Title	Conservation Coordinator I
Phone	805 969-2271
Email	Mike@montecitowater.com

#### **General Manager**

First Name	Nick
Last Name	Turner
Title	General Manager
Phone	805 969-2271
Email	nturner@Montecitowater.com

#### Other Contact

First Name	Adam
Last Name	Kanold
Title	Asst GM
Phone	805 969-2271
Email	akanold@montecitowater.com

#### **Gallons Per Capita Water Reduction**

Reporting Year	2019
Data Year	2018

#### What was your GPCD the last 5 years?

Year	GPCD
2018	230
2017	198
2016	196
2015	198
2014	225

If not using programmatic method of water efficiency, what is your district implementing to reduce water use? Provide a brief narrative.

The District has an increasing tiered rate structure to encourage efficient water use and c



If your district's GPCD is not declining, please provide a narrative of why and what your district will be doing to accomplish water usage savings.

The District's overall Annual demand was reduced almost 50% during the recent drought

Metering With Commodity Rates Are all connections metered? If not 100% metered, please provide a metered.	narrative of	Yes why and when y	No your district will	NA be fully
Are all metered connections billed by water us If no, please provide a brief narrative cusage?		Yes hen your distric	No t will be billing b	NA oy water
Potail Concernation Pricing				
<b>Retail Conservation Pricing</b> Is your district billing utilizing conserving rate s	structure?	Yes	ONo	○ NA
Website to billing rate structure	, actare.	<u> </u>	<u> </u>	<u> </u>

If no, please provide a brief narrative of why or when your district will be implementing a conserving rate structure.



	er Waste Prohibition						
	Waste Ordinance	Y	es (	) No	U N∕	A	
	nance Website Address						
Other	Pertinent Links						
	Title	V	Vebsite				
1	Ordinance 89			www.moi	ntecitowater.c	com	
2	Ordinance 96			www.moi	ntecitowater.c	com	
3							
4							
5							
Brief C	Comments/Narrative						
Ordir	nance 89 is the limit of 1 a	cre-foot of v	water per 1	acre of la	and for a	all new deve	elopmer
			•				
							+
Wate	er Loss Control						_
	Loss Program?	Yes	No		NA		
vvater	If not using AWWA Water Au	$\sim$				l/or link to we	hsite
	II not using AWWA Water At	dait Software,	, brief descrip	otion of pre	grain and	i/OI IIIIK to we	boile.
AWW	A Water Audit Software?	<ul><li>Yes</li></ul>	No		NA		
144	A 12 D + 1/12 12 C						
	er Audit Data Validity Score		53				
	Validity Level		3				
Date	of Last Analysis		9/28/201	18			

**Brief Comments/Narrative** 

The District has been using the AWWA water loss audit software (spreadsheet) since CY



#### **Public Outreach**

Briefly list/describe your Public Outreach Programs:

	Title	Website
1	flyers, brochures, bill stuffers, and info packets	www.montecitowater.com
2	SB County Water Agency Regional Water Efficiency Program (RWEP)	www.WaterWiseSB.org
3	flyers, brochures, info packets	www.WaterWiseSB.org
4	News Releases	www.WaterWiseSB.org
5	Landscape water conservation media campaigns	KEYT, radio and SB News press, Newshawk
6	weekly watering Index as a weather based percentage	www.WaterWiseSB.org
7	scrolling photos updated regularly with links to programs	www.WaterWiseSB.org
8	Gardenwise TV Show quarterly	KEYT Local channel
9	Waterwise Garden Contest	www.WaterWiseSB.org
10		

**Brief Comments/Narrative** 

This District has a conservation web page on its website providing resources to the con

## **School Education Programs**

Briefly list/describe your School Education Programs:

	Title	Website
1	"Shows That Teach" school presentations	www.WaterWiseSB.org
2		
3		
4		
5		
6		
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9		
10		

**Brief Comments/Narrative** 

We don't have any secondary schools in our District here, and all the Primary schools a

+



## **Residential Programs**

	in the state of th			
Brief	ly list/describe your Residential Programs:			
	Title	Website	9	
1	Landscape Irrigation Efficiency Audits, All SFR Customers & New Owners	s	www.montecitowater.com	
2 WaterWise Landscape Recognition Contest			www.waterwisesb.	com
3				
4				
5				
6				
7				
8				
9				
10				
Are y	vour programs effective?	Yes	No	NA
	your district reached program participation saturation? Comments/Narrative	Yes	No	NA
	nmercial, Institutional, and Industrial Progra	ams		ı
Briet	ly list/describe your CII Programs:	VAZ de esta e		
1	Title	Website		
1	Water Efficiency Audits to businesses and institutions		www.montecitowate	
2	Award to local school for water saving landscape and drainage project		www.montecitowate	
3	Hotel door hangers to reduce laundry water use (RWEP program)		www.waterwisesb.	com
4				
5				
6				
7				
8				
Are ۷	your programs effective?	Yes	No	<b>○</b> NA
Has y	your district reached program participation saturation?	Yes	No	<b>○</b> NA



+

Brief Comments/Narrative

we offer usage Efficiency Audits to our small number of CII Accounts (265), and local plu

Lan	dscape Programs			
Brief	y list/describe your Landscape Programs:			
	Title	Website		
1	Water Efficiency Audits offered	www.montecitowater.com		
2	Funding for Conservation Brochures, Tabling at Events (RWEP Program)	www.waterwisesb.com		
3	Annual Green Gardener Program	www.waterwisesb.com		
4				
5				
6				
7				
8				
9				
10				
Are y	your programs effective?	Yes ONO NA		
	your district reached program participation saturation? Comments/Narrative	Yes •No NA		

These are the most effective audits done to achieve Conservation here in MWD and du



## **Contact Information Update**

Date	April 16, 2020	
Water District	Montecito water District	
District Address	583 San Ysidro Road, Santa Barbara, CA 93108	
District Website	www.montecitowater.com	

#### **Conservation Coordinator**

First Name	Michael	
Last Name	Clark	
Title	Water Conservation Coordinator	
Phone 805 969-2271		
Email	mike@montecitowater.com	

#### **General Manager**

First Name	Nick
Last Name	Turner
Title	General Manager
Phone	805 969-2271
Email	nturner@montecitowater.com

#### **Other Contact**

First Name	Adam
Last Name	Kanold
Title	Assistant General Manager/Engineering Manager
Phone	(805)969-2271
Email	akanold@montecitowater.com

## **Gallons Per Capita Water Reduction**

Reporting Year	2020
Data Year	2019

#### What was your GPCD the last 5 years?

Year	GPCD
2019	284
2018	230
2017	198
2016	196
2015	198

If not using programmatic method of water efficiency, what is your district implementing to reduce water use? Provide a brief narrative.

The District has an increasing tiered rate structure to encourage efficient water use and offer all customers a free landscape efficiency visit that seeks to identify and corrrect/improve systems and practices that lead to high water usage. The District also has the mandated restrictions in place to avoid wasting water such as no washing down of hard surfaces, allowing running water from excessive irrigation or overspray.



If your district's GPCD is not declining, please provide a narrative of why and what your district will be doing to accomplish water usage savings.

The District's overall Annual demand was reduced almost 50% during the recent drought from pre-drought high of 6348 AF (2013) to a low of 3206 AF (2016) due to strict allocations and fine, in addition to aggressive landscape usage audits. Since the drought ended in 2018 and the District eliminated the mandatory allocations, there has been a moderate increase in usage. The District has the same Landscape Efficiency audits offered to all customer classes and emphasizes their importance to all new owners in the District.

Are all connections metered?  If not 100% metered, please provide a narrative of why and when your district will be fully metered.
Are all metered connections billed by water usage?  If no, please provide a brief narrative of why and when your district will be billing by water usage?
Retail Conservation Pricing s your district billing utilizing conserving rate structure?  We be it to billing rate structure  We be it to billing rate structure  We be it to billing rate structure  We be it to billing rate structure

If no, please provide a brief narrative of why or when your district will be implementing a conserving rate structure.



	r Waste Prohibition Waste Ordinance	•	Yes	ONG		) <sub>NA</sub>	
Ordina	ance Website Address	www.montecito	water.com				
Other P	Pertinent Links						
	Title		Website	9			
1	Ordinance 89			,	www.montecitow	ater.com	
2	Ordinance 96			,	www.montecitow	ater.com	
3							
4							
5							
Brief Co	omments/Narrative						
water, amon	opments to limit new ar provides 13 mandated g other things in line wi ince is violated.	d water use	restrict	ions inclu	iding wash	ing hard surface	
Water I	r Loss Control Loss Program? If not using AWWA Water	Yes Audit Softwa	re, brief (	No description	ONA of program	and/or link to web	site.
	Water Audit Software?	Yes	0	No	ONA	7	
	Audit Data Validity Score			52		_	
	/alidity Level		;	3		_	
Date o	of Last Analysis			2018 CALEND	AR YEAR		

#### **Brief Comments/Narrative**

The District has been using the AWWA water loss audit software (spreadsheet) since CY2016. The District now has an in-house staff member trained in performing water loss audits who will be performing District audits moving forward. This person reviewed the 2018 water loss audit developed by other District staff and submitted in October 2019 and which the score for 2018 is shown above. The District is implementing a smart meter program including new ultrasonic water meters and Itron collector network to provide customers with immediate access to real time water usage including leak alerts. The District also is installing magnetic flow meters at all production meter locations to improve accuracy and water loss calculation accuracy.



#### **Public Outreach**

Briefly list/describe your Public Outreach Programs:

	Title	Website
1	Pertinent Conservation messaging and FREE Landscape audits	www.montecitowater.com
2	SBCWA Regional Water Efficiency Program (RWEP)	www.WaterWiseSB.org
3	flyers, brochures, info packets	www.WaterWiseSB.org
4	Landscape water conservation media campaigns	www.WaterWiseSB.org
5	TV, radio, news releases	KEYT, radio and SB News press, Newshawk
6	weekly water Index	www.WaterWiseSB.org
7	Gardenwise TV Show quarterly	KEYT Local channel
8	Waterwise Garden Contest	www.WaterWiseSB.org
9		
10		

#### **Brief Comments/Narrative**

This District has a conservation web page on its website providing resources to the community for conserving water. The District is also an active participant in the County's local Regional Water Efficiency Program (RWEP) coordinated by SB County Water Agency. The District is pleased to report excellent public outreach programs are conducted in many different media outlets in SB County. The many long established programs and events have proven to be effective elements of an all encompassing education & outreach water conservation campaign for the County.

## **School Education Programs**

Briefly list/describe your School Education Programs:

	Title	Website
1	"Shows That Teach" school presentations	WaterWiseSB.org
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Brief Comments/Narrative** 



### **Residential Programs**

Briefly list/describe your Residential Programs:

	Title	Website				
1	Landscape Irrigation Efficiency Audits, All SFR Customers & New Owners	www.montecitowater.com				
2	WaterWise Landscape Recognition Contest	www.WaterWiseSB.org				
3						
4						
5						
6						
7						
8						
9						
10						
Are y	your programs effective?	Yes ONO NA				
Has your district reached program participation saturation? Brief Comments/Narrative		Yes No NA				

In CY 2019, the District completed 82 landscape irrigation audits and continues to track them monthly to see the results of site specific recommendations. Often the District observes a 20-30% reduction in usage when customers begin tracking their own usage & using District schedules and tips to optimize their landscape efficiency. These are the most effective and measurable methods for the District's largest customer class that result in sustainable savings, as evidenced by the District's demand reduction numbers since 2006.

## **Commercial, Institutional, and Industrial Programs**

Briefly list/describe your CII Programs:

	Title	Website
1	Water Efficiency Audits to businesses and institutions	www.montecitowater.com
2	Award to local school for water saving landscape and drainage project	www.montecitowater.com
3	Hotel door hangers to reduce laundry water use (RWEP program)	www.waterwisesb.com
4		
5		
6		
7		
8		
8		

8				
Are	your programs effective?	Yes	No	NA
Has	your district reached program participation saturation?	Yes	No	NA



#### **Brief Comments/Narrative**

The District offers water efficiency audits for CII properties and performed 1 commercial audit in 2019. The County RWEP program assisted hotels with providing water saving information to hotel guests. The CII category is near full buildout in the District service area resulting in saturation of this category.

## **Landscape Programs**

Briefly list/describe your Landscape Programs:

	Title	Website
1	Water Efficiency Audits offered	www.montecitowater.com
2	Funding for Conservation Brochures, Tabling at Events (RWEP Program)	www.waterwisesb.com
3	Annual Green Gardener Program	www.waterwiseSB.com
4		
5		
6		
7		
8		
9		
10		

Are your programs effective?

No

NA

Has your district reached program participation saturation?

Yes

No

NA

Brief Comments/Narrative

As mentioned above, the District performed 82 water efficiency audits in 2019, most of these visits focused on reducing landscape water usage.

## **Appendix G: Hazard Mitigation Plan**



# MONTECITO WATER DISTRICT

## 2018 HAZARD MITIGATION ANNEX

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### 1.0 PLANNING PROCESS

§201.6(b): In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

- (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
- (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and
- (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

§201.6(c)(1): [The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that engages Montecito Water District (District) personnel to anticipate future hazards and develop meaningful strategies to address possible impacts and identified needs. The hazard mitigation planning process involves the following tasks:



- Organizing resources
- Assessing risks
- Developing mitigation strategies, goals, and priorities
- Adopting a plan
- Implementing the plan
- Monitoring progress
- Revising the plan as necessary

The overall approach to the Hazard Mitigation Plan (HMP) Annex development included building off the baseline understanding of hazards as defined in the 2017 Santa Barbara County Multi-

Jurisdictional Hazard Mitigation Plan, determining ways to reduce those risks, and prioritizing those recommendations for implementation.

#### 1.1 Planning Team / Public Involvement

While District personnel and Risk Management Professionals had lead responsibility for the development of the District's annex, neighboring communities, agencies, and other interested parties were invited to participate on the Planning Team to review the annex during each phase of the document development. Each participating member of the Planning Team had the opportunity to impact all aspects of the planning process. In addition, District and Risk Management Professionals personnel assessed community support through active community involvement. Engaging the public through open planning meeting invitations, online review opportunities, and a public meeting

**§201.6(b):** In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process **shall** include:

- (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
- (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and non-profit interests to be involved in the planning process; and

§201.6(c)(1): [The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

The District solicited participation in the HMP Annex Planning Team by contacting both internal and external stakeholders via email. Internal stakeholders included members of the various District departments. External stakeholders were comprised of representatives from local agencies and the public.

The Planning Team met twice during the course of the project to discuss project progress and obtain valuable input and information for documenting the annex. In additional, a flyer was posted on the District website advertising the date and location of the initial meeting to allow the public an opportunity to learn more about the hazard mitigation planning process and provide feedback regarding the direction planning should go. No members of the public participated in the planning process. The meetings held by the Planning team are detailed over the subsequent pages.

#### 1.2 Planning Team Meeting Descriptions

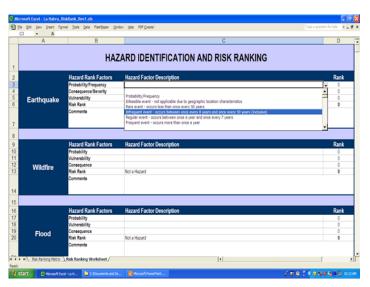
Planning Team Meeting #1 – Project Initiation, Hazard Identification, and Information Collections
July 19, 2018

#### Attendees:

- Ryan Bray
- Michael Dyer

During the Project Initiation, Hazard Identification, and Information Collection Risk Meeting, Management Professionals provided а project overview that detailed the objectives and scope of the annex development. After a review of the project schedule and key tasks, the Planning Team participant's areas of expertise, resultant member responsibilities, and the public meeting was discussed.

- Martha Lange
- Nick Turner



The Planning Team meeting also served as a mechanism to determine the hazards the annex would profile. To effectively characterize the District's risk and vulnerability, Risk Management Professionals facilitated a discussion of the historical hazards with the Planning Team during this meeting. This meeting also served as a forum to discuss any background information and obtain asset inventory specifics.

The Planning Team determined the initial hazard profile ranking through a facilitated exercise using an automated interactive spreadsheet that asked specific questions regarding potential hazards and then assigned a relative value to each potential hazard accordingly, including numerical rankings (1-5) for the following criteria:

- Consequence/Severity How wide spread is the impact area?
- Secondary Effects Could the event trigger another event and separate response?
- Probability/Frequency Historical view of how often this type of event occurs locally and projected recurrence intervals.
- Warning/Onset Advance warning of the event, or none.
- Duration Length of elapsed time where response resources are active.
- Recovery Length of time until lives and property return to normal.

Section 3 outlines the methodology used for hazard rankings. All Planning Team participants were requested to provide existing plans and technical studies and identify existing mitigation features as part of a detailed information request.

Additionally, the Plan's mitigation goals and objectives were updated with the intention of reducing or eliminating the potential hazard impacts, which also provided the basis for determining the associated mitigation projections. The Planning Team reviewed the goals and objectives from the the California State Multi-Hazard Mitigation Plan, and the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan as a baseline for determining the District's current mitigation goals.

1.3 Review and incorporation of Existing Plans

**§201.6(b):** In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process **shall** include:

(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

While developing the District's annex, the Planning Team reviewed existing plans (detailed below) and incorporated relevant information into the planning efforts.

#### 2013 State of California Multi-Hazard Mitigation Plan

The State of California Multi-Hazard Mitigation Plan was reviewed to ensure consistency between the State and District plan with respect to identified hazards and vulnerability, goals and objectives, and mitigation actions. The State goals served as the basis for developing the goals at the District level. District goals and objectives are outlined in Section 4.

#### Santa Barbara County 2017 Multi-Jurisdictional Hazard Mitigation Plan

Like the California Multi-Hazard Mitigation Plan, the County HMP was reviewed to ensure consistency between the County Plan and the District annex. County Plan goals were adopted as the District's goals in addition to utilizing hazard profile information as the basis for determining the hazards which impact the District.

#### **2012 California Adaptation Planning Guide**

FEMA, Cal OES, and the California Natural Resources Agency developed the California Adaptation Planning Guide to assist municipalities in recognizing local climate change and to provide guidance addressing potential vulnerabilities. The information was used to develop potential hazards and to provide background information that allowed the Planning Team to make

educated decisions regarding mitigation actions designed to alleviate the effects of climate change.

## 2.0 PLANNING AREA PROFILE

The District, located in the southern coastal portion of Santa Barbara County California, was formed in 1921, under the name Montecito County Water District, to provide potable water. The District serves the unincorporated communities of Montecito and Summerland with a total service area of approximately 9,888 acres and provides retail water supply to about 11,380 people.

The District is supplied by multiple water sources: Lake Cachuma, the State Water Project, supplemental purchases, and local natural sources including Jameson Lake, Doulton Tunnel, and groundwater basin.

A five-member Board of Directors governs the District. Each director is elected by the District's registered voters for staggered four-year terms.

The District's climate is a temperate Mediterranean style that generally consists of cool wet winters and mild dry summers with coastal fog in some of the summer months. As stated in the District's 2015 Urban Water Management Plan, temperatures in the winter rarely fall below freezing. Spring conditions remain mild with light amounts of rain and fog. During the summer and fall, the climate is usually dry and warm, moderate conditions; however, the area often experiences the hot dry Santa Ana winds during the late summer and early fall periods.

The map on the following page provides an overview of the District' service area.

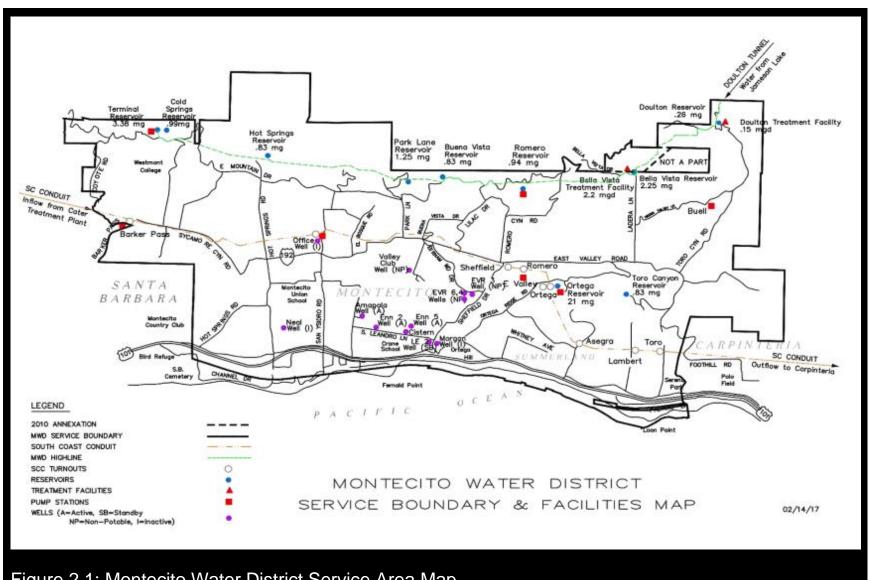


Figure 2.1: Montecito Water District Service Area Map

#### 2.1 Development Trends

§201.6(c)(2)(ii)(C): [The plan **should** describe vulnerability in terms of] providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

The District has a customer base that is approximately 92% residential which, during periods of normal water supplies and hydrologic conditions, accounts for approximately 71% of the water use in the District. The remaining 7% of the customer base is made up of commercial, institutional, and agricultural entities with a few remaining non-potable water users. Table 2.1, taken from the 2015 Urban Water Management Plan, outlines water usage for the District and illustrates how the vast majority of the District service area is comprised of residential customers.

Table 2.1: Water Use By Customer Classification 2015

Customer Type	Percent of Total Service Connections	Percent of Total Water Use
Single-Family Residential	91.8%	70.6%
Multi-Family Residential	1.4%	1.9%
Commercial	3.0%	6.9%
Institutional	2.7%	8.8%
Agricultural	1.0%	8.9%
Non-Potable	0.2%	3.0%

The areas within the District's service area boundary are generally built out, so sharp increases in population and the need for additional infrastructure development are unlikely. Currently, there are no plans to expand the current water infrastructure system. However, following damage sustained due to the Thomas Fire in late 2017 and 2018, there are plans to make repairs to current infrastructure and mitigate further impacts of ground movement.

## 3.0 RISK ASSESSMENT

The Risk Assessment consists of three steps: Hazard Identification, Hazard Profiling, and Loss Estimates. This section includes the Hazard Identification and Hazard Profiling steps to evaluate the hazards of primary concern to local decision-makers to provide a basis for loss estimates which is also included within this chapter. Additionally, the Risk Assessment provides a foundation for the evaluation of mitigation measures that can help reduce the impacts of a potential hazard event. As an annex to the County's multi-jurisdictional hazard mitigation plan, the Planning Team used the information found in the County's Plan as a basis for elements of the Risk Assessment.

<u>Step 1: Identify Hazards:</u> This step identified the natural and man-made hazards that might affect the District and then narrowed the list to the hazards that are most likely to occur. These hazards included natural, technical, and human-caused events, with an emphasis on the effect disasters may have on critical facilities. The Planning Team participated in a Hazard Identification exercise to identify and rank the potential hazards within the District.

<u>Step 2: Profile Hazard Events:</u> The hazard event profiles are mostly products of the County's multi-jurisdictional Plan. The Planning team utilized the basic understanding of each hazard from the County Plan and then considered how that hazard would impact the District specifically.

<u>Step 3: Loss Estimates:</u> The loss estimate step relied on detailed information regarding the hazard probability and maps that were completed as part of the hazard profiles. This information was utilized to apply the hazard probabilities and recurrence intervals to the assets and inventory (buildings and infrastructure) of the District. This step was critical in determining which assets were subject to the greatest potential damages and which hazard event was likely to produce the greatest potential losses.

The conclusion of this step precipitated a comprehensive loss estimate (vulnerability assessment) for each identified hazard for each specific asset in terms of damages, economic loss, and the associated consequences for the District.

#### 3.1 Hazard Identification

**§201.6(c)(2)(i):** [The risk assessment **shall** include a] description of the type, location, and extent of all-natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.

**§201.6(c)(2)(ii)**: [The risk assessment **shall** include a] description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description **shall** include an overall summary of each hazard and its impact on the community.

**§201.6(c)(2)(ii):** [The risk assessment] **must** also address National Flood Insurance Program (NFIP) insured structures that have been repetitively damaged by floods.

§201.6(c)(2)(iii): For multi-jurisdictional plans, the risk assessment must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

The hazard identification and ranking were obtained primarily from a Hazard Identification Exercise completed during the initial Planning Team meeting. Each hazard profile includes a summary of the Hazard Identification Exercise identified risk factors and overall rank for each hazard, in addition to the detailed hazard description, historical occurrences, and projected future probability, magnitude, and frequency.

Each member of the Planning Team participated in the Hazard Identification Exercise to identify the potential hazards within the District's service area. The Hazard Identification Workshop was facilitated using an interactive spreadsheet program that asks specific questions on potential hazards and then rates them accordingly. These questions guided the Planning Team in the correct facilitation and application of the program. Table3.1 summarizes the Hazard Identification Workshop risk factors, lists the descriptions of each factor, provides the specific descriptor choices for each risk factor and description, and summarizes the risk ranking associated with each hazard:

Table 3.1: Hazard Identification Risk Factors

Risk Factor	Description	Descriptors	Value
		Infeasible event - not applicable due to geographic location characteristics	0
		Rare event - occurs less than once every 50 years	1
Probability/ Frequency	Prediction of how often a hazard will occur in the future	Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	2
	rataro	Regular event - occurs between once a year and once every 7 years	3
		Frequent event - occurs more than once a year	4
		No damage	1
	Physical Damage - structures and lifelines Economic Impact – loss of function for power, water, sanitation, roads, etc.	Minor/slight damage to buildings and structures, no loss of lifelines	2
Consequence/		Moderate building damage, minor loss of lifelines (less than 12 hours)	3
Severity		Moderate building damage, lifeline loss (less than 24 hours)	4
		Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	5
	Impact Area - area impacted	No physical damage, no secondary impacts	1
	by a hazard event Secondary Impacts - Localized damage area		2
\/lm.a.mahilitu	Capability of triggering additional hazards	Localized damage area, minor secondary impacts, delayed hazard onset	3
Vulnerability	between initial recognition of an approaching hazard and	Moderate damage area, moderate secondary impacts, moderate warning time	4
		Widespread damage area, significant secondary impacts, no warning time	5

Each hazard was assigned a risk rank (ranging from no/low hazard to severe/high hazard) based on the risk factors determined during the Hazard Identification Workshop. The risk score is calculated by Risk = Probability x Consequence x Vulnerability. Table 3.2 provides the risk ranking matrix used to calculate the risk score.

Table 3.2: Risk Ranking Matrix

Probability/Frequency Description	Risk Ranking Matrix						
	Probability/Frequency		Consequence/ Severity				
	Value	1	1	2	3	4	5
Rare Event:			1	2	3	4	5
Occurs less than once every 50		2	2	4	6	8	10
years	Vulnerability	3	3	6	9	12	15
		4	4	8	12	16	20
		5	5	10	15	20	25
	Probability/Frequen	су			seque everi		
Infrequent Event:	Value	2	1	2	3	4	5
Occurs between once every 8		1	2	4	6	8	10
years and once every 50 years		2	4	8	12	16	20
(inclusive)	(inclusive) Vulnerability 3 4 5	3	6	12	18	24	30
			8	16	24	32	40
		5	10	20	30	40	50
	Probability/Frequency Consequence/						
	Value	3	1	2	3	4	5
Regular Event:		1	3	6	9	12	15
Occurs between once a year and once every 7 years		2	6	12	18	24	30
Office every 7 years	Vulnerability	3	9	18	27	36	45
		4	12	24	36	48	60
		5	15	30	45	60	75
	Probability/Frequency Consequen Severity						
	Value	4	1	2	3	4	5
Frequent Event:		1	4	8	12	16	20
Occurs more than once a year		2	8	16	24	32	40
	Vulnerability	3	12	24	36	48	60
		4	16	32	48	64	80
			20	40	60	80	100

The final risk score yields a profile ranking of each hazard, as illustrated in Table 3.3.

Table 3.3: Risk Rank Categorization

Risk Rank Categorization	
High Hazard	50 to 100
Moderately High Hazard	25 to 49
Moderate Hazard	15 to 24
Moderately Low Hazard	5 to 14
Low Hazard	1 to 4

The following illustrates the final hazard ranking developed by the Planning Team to rank each of the identified hazards in order of the highest perceived vulnerability to lowest.

Table 3.4: Hazard Ranking Summary

Hazard Rank	Score
High	
Moderately High	
Wildfire	48
Earthquake	40
Energy Shortage & Resiliency	36
Earth Movement	30
Moderate	
Drought	24
Terrorism	16
Moderately Low	
Flood	12
Dam Failure	8
Low	
HazMat Release	4

#### 3.2 Wildfire Hazard Profile

Wildfire Risk Assessment Summary		
Risk Rank: Modera	Risk Rank: Moderately High	
Probability/ Frequency:	Regular event – occurs between once a year and once every 7 years	
Consequence/ Severity:	Moderate building damage, lifeline loss (less than 24 hours), severe injury or disability	
Vulnerability:	Moderate damage area, moderate secondary impacts, moderate warning time	
Hazard Risk Rank Score:	48	

Wildfire vulnerability for the region is described in the County's Multi-jurisdictional Hazard Mitigation Plan. The areas north and east of the District's service area were identified as very high fire hazard severity zones in maps prepared by the Santa Barbara County Fire Department in the County's Plan.

The Planning Team discussed that during the recent Thomas Fire in 2017/2018, the District only sustained minimal damage. However, the fire was followed by rain and extensive debris flows which caused severe damage to the District. Earth Movement, including debris flow, is discussed in Section 3.5.

Additionally, the Planning team discussed how the impacts of climate change may result in a fire hazard. Increased usage of fossil fuels for transportation and electricity, along with increased deforestation has led to the overloading of the atmosphere with greenhouse gases such as carbon dioxide (CO2). These heat-trapping emissions act as a blanket and increase the overall atmospheric temperature, thus warming the planet. As summers get hotter and longer, the conditions for wildfires increase exponentially. Wildfires in the U.S. have been on an increasing trend and the effects of climate change has shown to aggravate the frequency and duration of wildfires.

#### 3.3 Earthquake Hazard Profile

Earthquake Risk Assessment Summary		
Risk Rank: Modera	Risk Rank: Moderately High	
Probability/ Frequency:	Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	
Consequence/ Severity:	Moderate building damage, lifeline loss (less than 24 hours), severe injury or disability	
Vulnerability:	Widespread damage area, significant secondary impacts, no warning time	
Hazard Risk Rank Score:	40	

Earthquake vulnerability for the region is described in the County's Multi-jurisdictional Hazard Mitigation Plan. According to maps developed by the County off Santa Barbara Office of Emergency Management, the Montecito area has minor fault lines running through the District's service area, with some areas being subject to moderate severity liquefaction. When considered by the Planning Team, it was decided that the pipeline and infrastructure were most likely to be vulnerable to the impacts of an earthquake. However, a mainline would need to be impacted before water service to end users would be interrupted. To date, an earthquake has not been the cause of pipe breakage, but the District is cognizant of the possible damage during a large seismic event.

#### 3.4 Energy Shortage & Resiliency Hazard Profile

Energy Shortage & Resiliency Risk Assessment Summary		
Risk Rank: Modera	Risk Rank: Moderately High	
Probability/ Frequency:	Regular event - occurs between once a year and once every 7 years	
Consequence/ Severity:	Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability	
Vulnerability:	Moderate damage area, moderate secondary impacts, moderate warning time	
Hazard Risk Rank Score:	36	

Energy Shortage & Resiliency vulnerability for the region is described in the County's Multijurisdictional Hazard Mitigation Plan. There is currently no system to anticipate the probably of energy shortage without evaluating the failure as a cascade effect from natural hazards (i.e., earthquakes). However, California has implemented numerous conservation measures to ensure an adequate power supply. The Planning Team noted that all parts of the District's service area are vulnerable to power shortages.

#### 3.5 Earth Movement Hazard Profile

Earth Movement Risk Assessment Summary		
Risk Rank: Modera	Risk Rank: Moderately High	
Probability/ Frequency:	Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	
Consequence/ Severity:	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	
Vulnerability:	Localized damage area, minor secondary impacts, delayed hazard onset	
Hazard Risk Rank Score:	30	

Landslide and Earth Movement vulnerability for the region is described in the County's Multijurisdictional Hazard Mitigation Plan. The Planning Team discussed its specific vulnerabilities and determined that debris flows, although not specifically outlined in the County's Plan, represented the most viable hazard to the District.

A debris flow is a geological phenomenon in which water-laden masses of soil and fragmented rock rush down mountain sides, funnel into stream channels, collect objects in their paths, and form thick, muddy deposits on valley floors. Some debris flows are very fast. In areas of steep slopes, geology.com states that some debris flows can reach speeds of over 100 miles an hour.

Debris flows can be triggered in several different ways including the following.

<b>Addition of Moisture</b>	A sudden flow of water from heavy rain, or rapid snowmelt,	
	can be channeled over a steep valley filled with debris that is	
	loose enough to be mobilized. The water soaks down into the	
	debris, lubricates the material, adds weight, and triggers a	
	flow	
Removal of Support:	Streams often erode materials along their banks. This	
	erosion can cut into thick deposits of saturated materials	

stacked high up the valley walls. This erosion removes support from the base of the slope and can trigger a sudden flow of debris.

# Failure of Landslide Deposits:

Some debris flows originate from older landslides. These older landslides can be unstable masses perched up on a steep slope. A flow of water over the top of the old landslide can lubricate the slide material, or erosion at the base can remove support. Either of these can trigger a debris flow.

#### Wildfires or Timbering:

Some debris flows occur after wildfires have burned the vegetation from a steep slope or after logging operations have removed vegetation. Before the fire or logging, the vegetation's roots anchored the soil on the slope and removed water from the soil. The loss of support and accumulation of moisture can result in a catastrophic failure. Rainfall that was previously absorbed by vegetation now runs off immediately. A moderate amount of rain on a burn scar can trigger a large debris flow

On January 9<sup>th</sup>, 2018, the areas of Montecito and Carpinteria experienced a debris flow event as a secondary impact of the 2017 Thomas Fire and subsequent rain fall. According to the event's After-Action Report, millions of tons of mud and rocks flowed out of the mountains toward the ocean creating destruction along the way. There were multiple significant incidents including: natural gas



pipeline explosions, structure fires in Montecito, flooded structures, and persons trapped in structures, attics, and roofs that required rescuing. Helicopters transported multiple burn victims, individuals stranded, and people with traumatic injuries. The debris flow ultimately led to 23 deaths, including two missing persons and numerous injuries.

The District sustained damages as a result of the 2018 debris flow and is currently in the process of repairing facilities while mitigating future debris flow events.

Debris flows, landslides and other earth movement events are a geologic hazard common to every U.S. State, including California's central coast area. According to a US Geological Survey report, landslides cause more than \$1 billion in damages and 25 to 50 deaths in the U.S. each year. Earth movement in California is caused mainly due to increased precipitation and earthquakes. Large winter storms and earthquakes are usually accompanied by landslides that result in fatalities and property damage. The Planning Team reviewed its vulnerability and estimated the entire District is vulnerable to the impacts of a debris flow.

#### 3.6 Drought & Water Shortages Hazard Profile

Drought & Water Shortages Risk Assessment Summary		
Risk Rank: Modera	Risk Rank: Moderate	
Probability/ Frequency:	Regular event - occurs between once a year and once every 7 years	
Consequence/ Severity:	Minor/slight damage to buildings and structures, no loss of lifelines, first aid injury and no disability	
Vulnerability:	Moderate damage area, moderate secondary impacts, moderate warning time	
Hazard Risk Rank Score:	24	

Drought & Water Shortages vulnerability for the region is described in the County's Multijurisdictional Hazard Mitigation Plan. During the recent California drought from 2012-2017, the District was able to provide sufficient water to its end-users. However, conservation efforts lead to a decrease in water usage which resulted in less revenue for the District. The Planning Team identified that, while water shortage doesn't impact District assets and typically does not prevent water service, the District is vulnerable to high water costs and revenue impacts of reduced water usage.

The Planning Team also discussed Water Shortage as an impact of climate change. Increased population and exploitation of fossil fuels during the past century has led to longer and more prevalent droughts in many parts of the U.S. The global warming phenomenon has led to increased rainfall instead of snowfall in many regions resulting in increased flooding. This, combined with earlier and rapid melting of snow, has led to fluctuation in water availability and resulted in increased floods in wet regions and drought in dry regions. As Southern California temperatures rise and water sources are depleted, the potential for droughts in California, including the District's service area, are expected to continue to increase.

District personnel would recognize decreased water supply and decreased precipitation, common impacts of climate change, as a drought scenario. As mitigation activities focused on water supply reliability are indifferent to the root cause of water shortage, the Planning

Team has chosen to blend the applicable impacts of climate change with its drought mitigation efforts. All mitigation actions for drought described in Section 4 also consider the impacts of climate change.

#### 3.7 Terrorism Hazard Profile

Terrorism Risk Assessment Summary		
Risk Rank: Modera	Risk Rank: Moderate	
Probability/ Frequency:	Rare event - occurs less than once every 50 years	
Consequence/ Severity:	Moderate building damage, lifeline loss (less than 24 hours), severe injury or disability	
Vulnerability:	Moderate damage area, moderate secondary impacts, moderate warning time	
Hazard Risk Rank Score:	16	

Terrorism vulnerability for the region is described in the County's Multi-jurisdictional Hazard Mitigation Plan. In 2004, the District completed a Security Vulnerability Assessment which determined the different avenues by which the District could be impacted by acts of Terrorism. For security purposes, a discussion of those vulnerabilities is not included in this annex. However, the Planning Team reviewed the safeguards that have been utilized to prevent a malevolent attack and discussed the areas of vulnerability that remain. For the purpose of this Annex, it should be noted that the Planning Team is conscious of the specific areas that are vulnerable to an act of terrorism.

#### 3.8 Flood Hazard Profile

Flood Risk Assessment Summary		
Risk Rank: Modera	Risk Rank: Moderately Low	
Probability/ Frequency:	Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	
Consequence/ Severity:	Minor/slight damage to buildings and structures, no loss of lifelines, first aid injury and no disability	
Vulnerability:	Localized damage area, minor secondary impacts, delayed hazard onset	
Hazard Risk Rank Score:	12	

Flood vulnerability for the region is described in the County's Multi-jurisdictional Hazard Mitigation Plan. As demonstrated in the maps developed by the Santa Barbara County Office of Emergency Management in the County's Plan, the District's service area is not prone to flooding. The area is built on a natural slope which allows rain waters to flow toward the coast and into the ocean. Only local flooding in a few specific areas is expected for the area but will likely not severely affect the District. The Planning Team identified the Morgan Well and a cistern tank as the assets recently impacted by flooding following the Thomas Fire and were identified as points of vulnerability.

#### 3.9 Dam Failure Hazard Profile

Dam Failure Risk Assessment Summary	
Risk Rank: Moderately Low	
Probability/ Frequency:	Rare event - occurs less than once every 50 years
Consequence/ Severity:	Minor/slight damage to buildings and structures, no loss of lifelines, first aid injury and no disability
Vulnerability:	Moderate damage area, moderate secondary impacts, moderate warning time
Hazard Risk Rank Score:	8

Dam Failure vulnerability for the region is described in the County's Multi-jurisdictional Hazard Mitigation Plan. According to maps developed by the Santa Barbara County Office of Emergency Management, the District service area is not within any inundation zones for dam failure. However, some water supply comes from Jameson Lake. If the Juncal Dam, associated with the lake, were to fail, it would impact, not only the District water supply, but a District facility and employee nearby.

#### 3.10 HazMat Release Hazard Profile

HazMat Release Risk Assessment Summary		
Risk Rank: Low	Risk Rank: Low	
Probability/ Frequency:	Rare event - occurs less than once every 50 years	
Consequence/ Severity:	Minor/slight damage to buildings and structures, no loss of lifelines, first aid injury and no disability	
Vulnerability:	Localized damage area	
Hazard Risk Rank Score:	4	

HazMat Release vulnerability for the region is described in the County's Multi-jurisdictional Hazard Mitigation Plan. The County Plan outlines how hazardous materials traverse the County via roadways and railways daily exposing communities to risk. The Planning Team discussed the District's vulnerability to roadway/railway hazards and determined it to be very low. The Planning Team argues that an accident would need to be so severe that it damaged underground water infrastructure in order to impact the District. This scenario was determined to be unlikely. Instead, the District's vulnerability focused on the District's small chlorination system. While hazard assessments have determined that it is unlikely for a chlorine release will impact offsite areas, staff still have a minimal risk of exposure at the location.

#### 3.11 Climate Change

With the release of the California Adaptation Planning Guide (APG) in March 2015, the District aimed to include the effects of climate change into the Annex. As identified in the "Understanding Regional Characteristics" portion of the APG, the District is located in the Central Coast Region of California. As a result, the Planning Team considered the following climate change impacts as recommended by the APG:

- Increased Temperatures
- Reduced Precipitation
- Reduced Agricultural Productivity
- Sea Level Rise

- Biodiversity Threat
- Public Health Threats
- Reduced Tourism

The Planning Team engaged in a discussion to determine which impacts posed a viable threat to the District. While some impacts clearly applied, others required additional research. Studies were conducted to look at recorded trends for sea level rise, wildfire, and regional temperature increases. The result of the study was the following list of perceived, feasible impacts that might affect the District over the next 5 to 10 years:

- Increased Temperatures
- Reduced Precipitation

After reviewing the results of each of these impacts, the Planning Team decided to include hazards in the Plan update that represented how the impacts would be felt by the District. For example, increased temperatures and reduced precipitation would be recognized as a drought. Additionally, increased temperatures and reduced precipitation might result in a wildfire. Therefore, the Planning Team identified Drought and Wildfire as perceived hazards. Any information regarding the effects of these impacts on the District will be found under the hazard profiles listed above. Additionally, mitigation strategies that apply to these impacts will be classified under Drought and Wildfire in the mitigation actions identified in Section 4

#### 3.12 Loss Estimates

The loss estimate began with a review of the District's asset inventory. The Asset Inventory Summary Tables are presented on the following tables.

Table 3.5: Asset Inventory Summary

Туре	Name	TOTAL
Wells	Various Well sites	\$1,260,058.00
Building	Administration Property	\$1,920,650.00
Pump Station	Barker Pass Pump Station	\$320,580.00
Water Facility	Bella Vista Treatment Facility	\$4,179,995.00
Water Facility	Doulton Treatment Plant	\$875,287.00
Dam	Juncal Dam Site	\$771,139.00
Reservoir	Ortega Reservoir	\$6,388,866.00
Pump Station	East Valley Pumping Station	\$352,700.00
Pump Station	Ortega Ridge Pump Station	\$458,651.00
Pump Station	East Mountain Pump Station	\$314,460.00
Pump Station	Romero Reservoir Pump Station	\$375,971.00
Pump Station	Buell Pump Station	\$77,891.00
Water Facility	Picay Hydroelectic Plant	\$142,584.00
Water Facility	Alder Creek Flume	\$15,918.00
	Total	\$17,454,750

Note: Several of the asset were damaged in the Thomas Fire. The figures provided above the insured value of the assets at the time of the Fire. Actual damage and restoration values would likely be much higher than the figure provided above.

The Planning Team reviewed each asset category and assigned a potential percentage of damage expected due to each identified hazard. In addition, if there were identified water service interruptions the loss of function values was also included. The tables of the following pages identify each asset category, name, total value, and the percent damage/damage value for each asset. The damages for each asset are totaled for each hazard to obtain the overall loss estimate for each hazard.

Table 3.6: Vulnerability Assessment Calculations

Montecito Wa Vulnerability	iter District Assessment Calculations		Wil	dfire	Earth	quake	Energy Sh Resili		Earth Mo	ovement	Drou	ght
Туре	Name	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate
Wells	Various MWD Wells	\$1,260,058.00	30%	\$378,017	90%	\$1,134,052	10%	\$126,006	10%	\$126,006	0%	\$0
Building	MWD Administration Property	\$1,920,650.00	100%	\$1,920,650	90%	\$1,728,585	5%	\$96,033	2%	\$38,413	0%	\$0
Pump Station	Barker Pass Pump Station	\$320,580.00	5%	\$16,029	10%	\$32,058	10%	\$32,058	0%	\$0	0%	\$0
Water Facility	Bella Vista Treatment Facility	\$4,179,995.00	80%	\$3,343,996	40%	\$1,671,998	0%	\$0	10%	\$418,000	0%	\$0
Water Facility	Doulton Treatment Plant	\$875,287.00	100%	\$875,287	90%	\$787,758	0%	\$0	20%	\$175,057	0%	\$0
Dam	Juncal Dam Site	\$771,139.00	10%	\$77,113	100%	\$771,139	0%	\$0	0%	\$0	0%	\$0
Reservoir	Ortega Reservoir	\$6,388,866.00	5%	\$319,443	10%	\$638,887	0%	\$0	0%	\$0	0%	\$0
Pump Station	East Valley Pumping Station	\$352,700.00	50%	\$176,350	90%	\$317,430	10%	\$35,270	5%	\$17,635	0%	\$0
Pump Station	Ortega Ridge Pump Station	\$458,651.00	10%	\$45,865	90%	\$412,786	10%	\$45,865	0%	\$0	0%	\$0
Pump Station	East Mountain Pump Station	\$314,460.00	50%	\$157,230	90%	\$283,014	10%	\$31,446	0%	\$0	0%	\$0
Pump Station	Romero Reservoir Pump Station	\$375,971.00	5%	\$18,798	90%	\$338,374	10%	\$37,597	0%	\$0	0%	\$0
Pump Station	Buell Pump Station	\$77,891.00	50%	\$38,945	90%	\$70,102	10%	\$7,789	0%	\$0	0%	\$0
Water Facility	Picay Hydroelectic Plant	\$142,584.00	100%	\$142,584	90%	\$128,326	0%	\$0	0%	\$0	0%	\$0
Water Facility	Alder Creek Flume	\$15,918.00	50%	\$7,959	100%	\$15,918	0%	\$0	30%	\$4,775	0%	\$0
	Water Service	\$1,807,800.00	25%	\$451,950	100	\$1,807,800	85%	\$1,536,630	40%	\$723,120	\$723,120	25%
			Wildfire	\$7,970,219	Earthquake	\$10,138,226	Energy Shortage & Resiliency	\$1,948,694	Earth Movement	\$1,503,006	Drought	\$451,950

Table 3.7: Vulnerability Assessment Calculations Continued

Montecito Water District Vulnerability Assessment Calculations			Terrorism		Flood		Dam Failure		HazMat Release	
Туре	Name	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate
Wells	Various MWD Wells	\$1,260,058.00	2%	\$25,201	10%	\$126,006	0%	\$0	5%	\$18,901
Building	MWD Administration Property	\$1,920,650.00	2%	\$38,413	1%	\$19,207	0%	\$0	1%	\$19,207
Pump Station	Barker Pass Pump Station	\$320,580.00	2%	\$6,412	1%	\$3,206	0%	\$0	0%	\$0
Water Facility	Bella Vista Treatment Facility	\$4,179,995.00	2%	\$83,600	1%	\$41,800	0%	\$0	0%	\$0
Water Facility	Doulton Treatment Plant	\$875,287.00	2%	\$17,506	1%	\$8,753	0%	\$0	0%	\$0
Dam	Juncal Dam Site	\$771,139.00	2%	\$15,423	100%	\$771,139	100%	\$771,139	0%	\$0
Reservoir	Ortega Reservoir	\$6,388,866.00	2%	\$127,777	1%	\$63,889	0%	\$0	0%	\$0
Pump Station	East Valley Pumping Station	\$352,700.00	2%	\$7,054	1%	\$3,527	0%	\$0	0%	\$0
Pump Station	Ortega Ridge Pump Station	\$458,651.00	2%	\$9,173	1%	\$4,587	0%	\$0	20%	\$9,173
Pump Station	East Mountain Pump Station	\$314,460.00	2%	\$6,289	1%	\$3,145	0%	\$0	0%	\$0
Pump Station	Romero Reservoir Pump Station	\$375,971.00	2%	\$7,519	1%	\$3,760	0%	\$0	0%	\$0
Pump Station	Buell Pump Station	\$77,891.00	2%	\$1,558	1%	\$779	0%	\$0	0%	\$0
Water Facility	Picay Hydroelectic Plant	\$142,584.00	2%	\$2,852	1%	\$1,426	0%	\$0	0%	\$0
Water Facility	Alder Creek Flume	\$15,918.00	2%	\$318	1%	\$159	0%	\$0	0%	\$0
	Water Service	\$1,807,800.00	2%	\$36,156	15%	\$271,170	0%	\$0	40%	\$180,780
			Terrorism	\$385,251	Flood	\$1,322,550	Dam Failure	\$1,042,309	HazMat Release	\$228,060

Table 3.8 summarizes the loss estimates for each hazard

Table 3.8: Loss Estimate Summary

Hazard	Estimated Losses
Earthquake	\$10,138,000
Wildfire	\$7,970,000
Energy Shortage & Resiliency	\$1,949,000
Earth Movement	\$1,503,000
Flood	\$1,323,000
Dam Failure	\$1,042,000
Drought	\$452,000
Terrorism	\$385,000
HazMat Release	\$228,000

Note: Values are rounded to the nearest thousand

### 4.0 MITIGATION STRATEGIES

**§201.6(c)(3)(i):** [The hazard mitigation strategy **shall** include a] description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

As an extension of the County's Multi-jurisdictional Hazard Mitigation Plan, the Planning Team felt it was important to continue with the goals and objectives laid out in the County's plan. The goals listed below guided the Planning Team in the development of mitigation activities that align with the objectives being upheld throughout the region.

Table 4.1: Hazard Mitigation Planning Goals

Goal 1	Promote disaster resiliency for future development to help them become less vulnerable to hazards
Goal 2	Promote disaster resiliency for existing assets (critical facilities/infrastructure and public facilities) and people to help them become less vulnerable to hazards
Goal 3	Enhance hazard mitigation coordination and communication

Note: Goals are taken from the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan

### 4.1 Identification of Mitigation Recommendations

**§201.6(c)(3)(ii):** [The mitigation strategy **shall** include a] section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.

§201.6(c)(3)(iv): For multi-jurisdictional plans, there **must** be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.

Mitigation actions are administrative and/or engineering project recommendations to reduce the District's vulnerability to the identified hazards. During the second Planning Team meeting, a team-based approach was used to brainstorm mitigation projects based on the identified hazards and associated loss. In addition, the Federal Emergency Management Agency's (FEMA) Local Mitigation Planning Handbook and the California Adaptation Planning Guide were used to identify actions to mitigate the effects of climate change.

Table 4.2 provides an overview of the mitigation actions, and other relevant information, in no specific order. Following the identification of the mitigation action, a Cost-Benefit Review was conducted in order to determine a prioritization of the items.

Table 4.2: Mitigation Activity Worksheet

Mitigation Activity	Hazards Mitigated	Corresponding Plan Goal	Responsible Agencies/Departments	Resources	Estimated Project Cost	Timeframe	Protects New Buildings	Protects Existing Buildings
2018HMP.01 - Cistern Tank Retaining Wall - Construct a 3-5-foot-high retaining wall within the existing fenced area approximately 80 feet long surrounding the existing cistern	Flood/ Earth Movement	Goal 2	Engineering	Grant Funding	\$25,000	Short	N	Y
2018HMP.02 - Jameson Lake Sedimentation Prevention - Install erosion control within the Jameson Lake watershed to prevent sedimentation in the lake and water quality issues.	Fire/ Earth Movement	Goal 2	Engineering	Grant Funding	\$200,000	Short	N	N
2018HMP.03 - Bella Vista Automatic Transfer Switch  – Install an automatic transfer switch at BVPT that would automatically transfer power from Edison to the existing backup generator in the event of power loss.	Fire/ Energy Shortage and Resiliency	Goal 2	Engineering	Grant Funding	\$100,000	Short	N	Y
2018HMP.04 - Office Automatic transfer Switch - Install an automatic transfer switch at MWD Office that would automatically transfer power from Edison to the existing backup generator in the event of power loss.	Fire/ Energy Shortage and Resiliency	Goal 2	Engineering	Grant Funding	\$120,000	Short	N	Y
2018HMP.05 - Barker Pass Backup Generator – Install a backup generator at the Barker Pass Pump Station	Fire/ Energy Shortage and Resiliency	Goal 2	Engineering	Grant Funding	\$180,000	Short	N	Y
2018HMP.06 - Implement structural integrity project at critical facilities	Earthquakes	Goal 2	Engineering	Capital Improvement/ Grant Funding	\$2,000,000 per project	Medium	N	Υ

Mitigation Activity	Hazards Mitigated	Corresponding Plan Goal	Responsible Agencies/Departments	Resources	Estimated Project Cost	Timeframe	Protects New Buildings	Protects Existing Buildings
2018HMP.07 - Ensure new structures are built with considerations for seismic activity and earth movement	Earthquake/ Earth Movement	Goal 1	Engineering	Insurance Coverage/ Capital Improvement	\$10,000,000 per project \$750,000 in project planning/consultan t fees	Short	Y	N
2018HMP.08 - Develop a policy for purchasing and distributing emergency water supply when water service is interrupted	Earthquake/ Fire/ Drought/ Terrorism	Goal 3	General Manager	Staff Time	Staff Time	Short	Y	N
2018HMP.09 - Update Emergency Plan and train critical in ICS Emergency Management	All-Hazard	Goal 3	General Manager	General Fund	\$20,000 in planning and training costs	Short	N	N
2018HMP.10 - Enhance protective structures surrounding critical facilities.	Earth Movement	Goal 2	Engineering	Capital Improvements/ Grant Funding	\$200,000 per project	Short	N	N
2018HMP.11 - Update Water Shortage Contingency Plan implementing lessons learned from the 2013 CA drought.	Drought	Goal 3	Finance/ Engineering	General Fund	\$50,000 in planning costs	Short	N	N
2018HMP.12 - Develop evacuation Plan and acquire backup communication a for the District's Dam caretaker staff to provide safe egress in a Dam failure scenario	Dam Failure	Goal 3	Engineering	General Fund/ Grant Funding	\$150,000	Medium	N	Y
2018HMP.13 - Upgrade technology (including SCADA) and security systems to withstand the impacts of a cyber-attack.  Mention sensitive customer data and better protect sensitive client information.	Terrorism	Goal 3	IT Department	General/ Grant Funding	\$75,000	Medium	Y	Y

Mitigation Activity	Hazards Mitigated	Corresponding Plan Goal	Responsible Agencies/Departments	Resources	Estimated Project Cost	Timeframe	Protects New Buildings	Protects Existing Buildings
2018HMP.14 - Install pressure management system to monitor the water system for malevolent disturbance.	Terrorism	Goal 2	Engineering	Capital Improvements/ Grant Funding	\$1,000,000	Long	N	Υ
2018HMP.15 - Conduct security& Awareness training to prepare staff to appropriately react to cyber and inperson attacks.	Terrorism	Goal 3	Administration	General Fund	\$10,000	Medium	N	N
2018HMP.16 - Install Back-up power supply for critical facilities	Energy Shortage	Goal 2	Engineering	Capital Improvements/ Grant Funding	\$100,000 per facility	Medium	N	Y
2018HMP.17 - Update all critical facilities with surge protection equipment	Energy Shortage	Goal 2	Engineering	Capital Improvement Project	\$10,000 per unit	Medium	N	N

### 4.2 Prioritization of Mitigation Recommendations

**§201.6(c)(3)(iii):** [The mitigation strategy section **shall** include] an action plan describing how the actions identified in section (c)(3)(ii) will be prioritized, implemented, and administered by the local jurisdiction. Prioritization **shall** include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.

A simplified Benefit-Cost Review was applied in order to prioritize the mitigation recommendations for implementation. The priority for implementing mitigation recommendations depends upon the overall cost effectiveness of the recommendation, when considering monetary and non-monetary costs and benefits associated with each action. Additionally, the following questions were considered when developing the Benefit-Cost Review:

- How many people will benefit from the action?
- How large an area is impacted?
- How critical are the facilities that benefit from the action?
- Environmentally, does it make sense to do this project for the overall community?

Table 4.3 provides a detailed benefit-cost review for each mitigation recommendation, as well as a relative priority rank (High, Medium, and Low) based upon the judgment of the Planning Team. The general category guidelines are listed below:

- High Benefits are perceived to exceed costs without further study or evaluation
- Medium Benefits are perceived to exceed costs, but may require further study or evaluation prior to implementation
- Low Benefits and costs evaluation requires additional evaluation prior to implementation

It should be noted that values for costs are estimates only

Table 4.3: Benefit Cost Review Summary

Mitigation Activity	Benefits (Pros)	Costs (Cons)	Priority
2018HMP.01 - Cistern Tank Retaining Wall -Construct a 3-5-foot-high retaining wall within the existing fenced area approximately 80 feet long surrounding the existing cistern	<ul> <li>Avoided Property Damages</li> <li>Avoided Emergency Management Costs</li> <li>Avoided Service Interruptions</li> </ul>	<ul><li>\$25,000 in construction costs</li><li>Staff Time</li></ul>	High
2018HMP.02 - Jameson Lake Sedimentation Prevention - Install erosion control within the Jameson Lake watershed to prevent sedimentation in the lake and water quality issues.	<ul> <li>Avoided Property Damages</li> <li>Avoided Emergency Management Costs</li> <li>Avoided Service Interruptions</li> </ul>	<ul><li>\$200,000 in construction costs</li><li>Staff Time</li></ul>	Medium
2018HMP.03 - Morgan Well Retaining Wall — Construct a 3-5-foot-high retaining wall around the wellhead approximately 30 feet long.	<ul> <li>Avoided Property Damages</li> <li>Avoided Emergency Management Costs</li> <li>Avoided Service Interruptions</li> </ul>	<ul><li>\$40,000 in construction costs</li><li>Staff Time</li></ul>	High
2018HMP.04 - Bella Vista Automatic Transfer Switch – Install an automatic transfer switch at BVPT that would automatically transfer power from Edison to the existing backup generator in the event of power loss.	<ul> <li>Avoided loss of power</li> <li>Avoided Emergency Management Costs</li> <li>Avoided Loss of Services</li> </ul>	\$100,000 in construction     Costs	High

2018HMP.05 - Office Automatic transfer Switch - Install an automatic transfer switch at MWD Office that would automatically transfer power from Edison to the existing backup generator in the event of power loss.	<ul> <li>Avoided loss of power</li> <li>Avoided Emergency Management Costs</li> <li>Avoided Loss of Services</li> </ul>	<ul> <li>\$120,000 in construction costs</li> <li>Staff Time</li> </ul>	High
2018HMP.06 - Barker Pass Backup Generator – Install a backup generator at the Barker Pass Pump Station	<ul> <li>Avoided loss of power</li> <li>Avoided Emergency Management Costs</li> <li>Avoided Loss of Services</li> </ul>	• \$180,000 in construction Costs	Medium
2018HMP.07 - Implement structural integrity project at critical facilities	<ul> <li>Avoided Property Damage</li> <li>Avoided Injury/Fatality</li> <li>Avoided Emergency Management Costs</li> </ul>	• \$2,000,000 per project	Low
2018HMP.08 - Ensure new structures are built with considerations for seismic activity and earth movement	<ul> <li>Avoided Property Damage</li> <li>Avoided Injury/Fatality</li> <li>Avoided Emergency Management Costs</li> </ul>	• \$10,000,000 per project \$750,000 in project planning/consultant fees	Low
2018HMP.09 - Develop a policy for purchasing and distributing emergency water supply when water service is interrupted	<ul> <li>Avoided Injury/Fatality</li> <li>Avoided Emergency Management Costs</li> </ul>	Staff Time	High

2018HMP.10 - Update Emergency Plan and train critical staff in ICS Emergency Management	Avoided Emergency     Management Costs	\$20,000 in planning and training costs	High
2018HMP.11 - Enhance protective structures surrounding critical facilities.	<ul> <li>Avoided Property Damage</li> <li>Avoided Injury/Fatality</li> <li>Avoided Emergency Management Costs</li> </ul>	• \$200,000 per project	Low
2018HMP.12 - Update Water Shortage Contingency Plan implementing lessons learned from the 2013 CA drought.	<ul> <li>Avoided Service</li> <li>Interruptions</li> <li>Improved Water Supply reliability</li> </ul>	\$50,000 in planning costs	Medium
2018HMP.13 - Develop evacuation Plan and acquire backup communication a for the District's Dam caretaker staff to provide safe egress in a Dam failure scenario	<ul> <li>Improved Emergency         Management</li> <li>Avoided Injury/Fatality</li> </ul>	\$150,000 in planning costs	Medium
2018HMP.14 - Upgrade technology (including SCADA) and security systems to withstand the impacts of a cyberattack and better protect sensitive client information.	<ul> <li>Improved Resilience to malevolent acts</li> <li>Avoided Emergency Management Costs</li> <li>Improved information security for customers</li> </ul>	• \$75,000 in equipment costs	Medium

2018HMP.15 – Install pressure management system to monitor the water system for malevolent disturbance.	<ul> <li>Avoided Property Damage</li> <li>Avoided Service Interruptions</li> </ul>	\$1,000,000 in construction costs	Low
2018HMP.16 – Conduct security& Awareness training to prepare staff to appropriately react to cyber and inperson attacks.	<ul> <li>Avoided injury/fatality</li> <li>Avoided Emergency Management Costs</li> </ul>	\$10,000 in training costs	High
2018HMP.17 – Install Back-up power supply for critical facilities	<ul><li>Avoided loss of Power</li><li>Avoided service interruptions</li></ul>	• \$100,000 per facility	Medium
2018HMP.18 - Update all critical facilities with serge protection equipment	<ul> <li>Avoided loss of Power</li> <li>Avoided service interruptions</li> <li>Avoided property damage</li> </ul>	• \$10,000 per unit	Medium

### 5.0 PLAN MAINTENANCE

The Mitigation Strategies section of this annex identifies mitigation actions that have been prioritized based on the loss estimates and the probability of each hazard, which will typically be implemented according to the priority rank. To thoroughly track hazard mitigation status, the District must continuously monitor and document the progress of the implementation of the mitigation actions. Though mitigation actions may be delegated to different departments within the District, the District Engineer will have the responsibility of monitoring overall progress.

### 5.1 Planning Mechanisms

§201.6(c)(4)(ii): [The plan **shall** include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

The District maintains the following processes to incorporate mitigation strategies into planning mechanisms. The following resources were identified by the Planning Team as being most inherent to District operations and most likely to be avenues for the first steps in hazard mitigation implementation. Also, lists of identified resources are described in Tables 5.1 through 5.5 later in this section.

### **District Board of Directors**

The Board of Directors is responsible for approving projects and programs on a District-wide level. By providing mitigation planning concepts to the Board of Directors, mitigation actions and concepts will be incorporated into relevant planning efforts.

#### Office of the General Manager

The General Manager provides leadership in the management of the District and execution of District policies. The General Manager serves as the District's chief executive officer and oversees the day-to-day operations of the District's departments. The General Manger will can expand integration of hazard mitigation with the planning, direction, and management of District operations.

### **Engineering Department**

The Engineering Departments oversee the Capital Improvement Program, Water Resources Management, Development Services, and Property Management, and Geographic Information System. Through these programs, the District can incorporate key mitigation actions.

### **Operations Department**

This department operates and maintains the District's own distribution systems and facilities. The Operations Department can expand implementation of hazard mitigation projects on an ongoing basis into the District's infrastructure.

### **Resource Tables**

This section serves as a high-level capability assessment of the District's resources through which hazard mitigation objectives may be achieved. The following subsections attempt to document the Regulatory, Administrative/Technical, Fiscal, Grant funding, and Outreach/Partnerships resources available to the District.

Table 5.1 Regulatory Tools Table

Regulatory Tool	Comments
Urban Water Management Plan	The Plan outlines forecasts for drought probability and magnitude while expanding upon awareness of drought hazard vulnerability.
Capital Improvement Plan	The plan outlines proposed efforts for capital projects and programs needed to carry out the goals and objectives of the District; including those regarding hazard mitigation.
Juncal Dam Inundation Mapping and Emergency Response Plan	The inundation flood maps identify flooding ones downstream of the District owned Juncal Dam and the Emergency Response Plan identifies mitigation efforts in the event of a dam breach.
Emergency Response Plan – District-Wide	The plan outlines the procedures for responding to fire, flood, earthquakes, and other disasters that could occur in the District.

Table 5.2: Administrative/Technical Tools Table

Administrative/Technical Tool	Personnel/Resources
Board of Directors	The Board of Directors can review and approve mitigation proposal for implementations
Administration	Administration is a multi-faceted resource. The District may utilize experts in its many departments for mitigation activity implementation

Table 5.3: Fiscal Tools Table

Fiscal Tool	Available
General Fund	Yes, with Board approval
Capital Improvement Plan	Yes, with Board approval

Table 5.4 Grant Funding Tools Table

Grant Funding Tool	Agency	Purpose	Contact
Pre-Disaster Mitigation Program (PDM)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To provide funding for States, and communities for cost-effective hazard mitigation activities which complement a comprehensive hazard mitigation program and reduce injuries, loss of life, and damage and deconstruction of property.	FEMA 500 C. Street, SW Washington, DC 20472 Phone: (202) 646-4621 www.fema.gov
Hazard Mitigation Grant Program	U.S. Department of Homeland Security, Federal Emergency Management Agency	To prevent future losses of lives property due to disasters; to implement State of local hazard mitigation plans; to enable mitigation measures to be implemented during immediate recovery from a disaster;	500 C Street S.W. Washington, DC 20472

		and to provide funding for previously identified mitigation measures to benefit the disaster area.	www.fema.gov
Flood Mitigation Assistance (FMA)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To help States and communities plan and carry out activities designed to reduce the risk of flood damage to structures insurable under the NFIP.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Emergency Management Performance Grants (EMPG)	U. S. Department of Homeland Security; Federal Emergency Management Agency	To encourage the development of comprehensive emergency management at the State and local level and to improve emergency management planning, preparedness, mitigation, response, and recovery capabilities.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Community Development Grant Program (CDBG)	U.S. Department of Housing and Urban Development	To develop viable urban communities by providing decent housing and a suitable living	HUD 451 7 <sup>th</sup> Street, S. W. Washington, DC 20410-7000

		environment. Principally for low-to-moderate income individuals.	Phone: (202) 708-3587  www.hud.gov
Public Assistance Program (PA)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To provide supplemental assistance to States, local governments, and certain private nonprofit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Under Section 406, Public Assistance funds may be used to mitigate the impact of future disasters.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Emergency Watershed Protection	U.S. Department of Agriculture, Natural Resource Conservation Service	To provide emergency technical and financial assistance to install or repair structures that reduce runoff and prevent soil erosion to safeguard life and property.	NRCS PO BOX 2890 Washington, DC 20013 Phone: (202) 720-3527 www.nrcs.usda.gov
Disaster Mitigation and Technical Assistance Grants	U.S. Department of Commerce, Economic	To help States and localities to develop and /or implement a variety of disaster mitigation strategies.	EDA Herbert C. Hoover Building

	Development Administration		Washington, DC 20230 Phone: (800) 345-1222 www.eda.gov
Watershed Surveys and Planning	U.S. Department of Agriculture, Natural Resource Conservation Service	To provide planning assistance to Federal, State, and local agencies for the development of coordination water and related land resources programs in watersheds and river basins	NRCS PO Box 2890 Washington, DC 20013 Phone: (202) 720-3527 www.nrcs.usda.gov
National Earthquake Hazards Reduction Program (NEHRP)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To mitigate earthquake losses that can occur in many parts of the nation providing earth science data and assessments essential for warning of imminent damaging earthquakes, land-use planning, engineering design, and emergency preparedness decisions.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Engineering for Natural Hazards	National Science Foundation	Supports fundamental research that advances knowledge for understanding and mitigating the	National Science Foundation Phone: (703) 292-7024 https://www.nsf.gov

		impact of natural hazards on constructed civil infrastructure	
Pre-Disaster Mitigation Program (PDM)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To provide funding for States, and communities for cost-effective hazard mitigation activities which complement a comprehensive hazard mitigation program and reduce injuries, loss of life, and damage and deconstruction of property.	500 C. Street, SW Washington, DC 20472

Table 5.5 Outreach and Partnerships Tools Table

Outreach/Partnership Tools	Comments
District Website	The District website is an open forum for providing hazard information and for accepting ongoing comments from the public. The website will likely be the main avenue for maintaining an open dialogue with the public for hazard mitigation throughout the planning period.
Public Outreach	The District holds several outreach opportunities throughout the year. Public outreach will be able to be expanded to include a broader spectrum of hazard-specific information to improve hazard awareness.
Mutual Aid Agreements	As part of expanding its resilience to the impacts of hazard events, the District intends to review its current mutual aid agreements, identify gaps, and secure new agreements to expand it available mutual resources, if required.

### 5.2 Periodic assessment Requirements

§201.6(c)(4)(i): [The plan maintenance process **shall** include a] section describing the method and schedule of monitoring, **evaluating**, and updating the mitigation plan within a five-year cycle.

Planning is an ongoing process and, as such, this annex should be treated as a living document that must grow and adapt in order to keep pace with changes within the District. An annual assessment will be completed to document the changes in site hazards (e.g., updated FIRM maps, contemporary seismic studies, etc.) or the installation and purchase of new equipment (e.g., back-up generators, emergency response equipment, etc.), to ensure they do not have any major effects on the District's hazard vulnerabilities that would impact the conclusions or actions associated with the Plan. Prior to the fifth year of the revision cycle, these annual observations will be reviewed to determine what changes should be implemented in the required Plan update. The results of the annual evaluations will be folded back into each phase of the planning process and should yield decisions on how to update each section of the Plan.

The District Engineer has the responsibility of implementing these annual and five-year requirements. During the annual review, if any updates are deemed minor, then the District Engineer will perform the updates. However, if more major updates are required, then the Planning Team will be reconvened to discuss the effects on the Plan. For the fifth-year revision, the entire Planning Team will reconvene in order to use their expertise to update the Plan in its entirety. Each of the annual assessments will be utilized as an opportunity to evaluate the progress of hazard mitigation action implementation. The District Engineer will be responsible for reviewing the mitigation actions annually, determining which have the potential to be accomplished over the next year, and encouraging implementation with the proper departments. If the Plan is not meeting its goals, the District Engineer will document the shortcomings, suggest modifications, and implement changes to the plan as appropriate.

In addition to these periodic requirements, any significant modification to the District's facilities should be considered with respect to a possible impact on the Plan. All Planning Team members are responsible for providing updates for the District Engineer as necessary. As noted in the following section, the completed Plan will be available on the District's website to allow the public to continue to be involved during these periodic reviews.

### 5.3 Update Requirements

§201.6(c)(4)(i): [The plan maintenance process shall include a] section describing the method and schedule of monitoring, evaluating, and **updating** the mitigation plan within a five-year cycle.

§201.6(c)(4)(iii): [The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.

The Emergency Management and Assistance regulations (44 CFR Part 201) state that it is the responsibility of local agencies (i.e., the District) to "at a minimum, review and, update the local mitigation plan every five years from date of plan approval to continue program eligibility". The evaluation procedures listed below will provide insight into the major changes that need to be included in the five-year update and resubmission to FEMA:

- Annual HMP review with respect to changes in hazard vulnerability (e.g., additional hazards identified, natural hazard events, etc.)
- Annual HMP review with respect to development of new facilities
- Five-year comprehensive update to address the findings of the annual reviews
- Re-submittal of the updated HMP to California Governor's Office of Emergency Services (Cal OES)/FEMA

Additionally, the risk assessment portion of the plan will be reviewed to determine if the information should be updated or modified. Each department responsible for the various implementation actions will report on:

- Status of their projects
- Implementation processes
- Any difficulties encountered
- How coordination efforts are proceeding
- Which strategies should be revised

## **Appendix H: Emergency Response Plan**





**EMERGENCY RESPONSE PLAN** 2019

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## **QUICK REFERENCE SECTION**

# MONTECITO WATER DISTRICT EMERGENCY RESPONSE PLAN

### QUICK REFERENCE SECTION TABLE OF CONTENTS

EMERGENCY RESPONSE PLAN DISTRIBUTION LIST	3
RECORD OF REVISIONS AND UPDATE NOTICES	4
EMERGENCY OPERATIONS PLAN CONTENTS	5
EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS	6
EMERGENCY RESPONSE GUIDANCE	8
DAMAGE ASSESSMENT	10
EOC DEACTIVATION	12
RECOVERY	12
EMERGENCY CONTACT INFORMATION	
POSITION-SPECIFIC ICS CHECKLISTS	



Copie	Copies of this Emergency Operations Plan have been distributed to:		
	Name/Position	Organization	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



Revision	Date	General Basis
0	2010	Initial Distribution
1	2019	Plan reorganization and streamline to improve efficiency



### **EMERGENCY OPERATIONS PLAN CONTENTS**

### **SECTION 1 - QUICK REFERENCE:**

- Emergency Operations Center Activation Levels
- Emergency Response Guidance
- Damage Assessment
- EOC Deactivation
- Emergency Contact Information
- EOC Position-specific checklists

#### **SECTION 2** – INTRODUCTION

- Purpose of the Plan
- National Incident Management System
- General Concept
- Plan Implementation
- Plan Scope
- Plan Components and Organization

# SECTION 3 - NATIONAL INCIDENT MANAGEMENT SYSTEM / STANDARDIZED EMERGENCY MANAGEMENT SYSTEM/INCIDENT COMMAND SYSTEM

SECTION 4 - TRAINING, EXERCISE AND EVALUATION

SECTION 5 - RESPONSE PLAN MAINTENANCE

SECTION 6 - POST INCIDENT RECOVERY

### Appendices:

- A. Facility Specific Emergency Response or Action Plans
- B. Mutual Aid Agreements
- C. NIMS/ICS Standard Forms
- D. NIMS Field Operations Guide



### **EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS**

As stated in the Introduction Section, 6.0 Plan Scope, this Emergency Response Plan (ERP) focuses on "next-level" support of incidents by the District's Emergency Operations Center (EOC). This "next level" support refers to any incident which requires additional personnel or resources than are immediately available at the emergency location. This document assumes the early implementation of the Incident Command System (ICS) by personnel as well as a thorough and timely initial analysis of the magnitude of the event and any perceived damages. There are other cases, (e.g. earthquakes) where awareness of an incident will be obvious to management personnel at its inception.

Based on the nature, magnitude and potential of the incident as reported, or experienced by District personnel, an immediate assessment and determination of one of the following Emergency Operations Center Activation Levels shall be made, and initiated:

#### **Awareness Level**

- A relatively routine emergency has occurred, but it is of sufficient magnitude to warrant using the Incident Command System to manage. "This is not your ordinary upset."
- The first person at the site, or the Field Incident Commander, notifies the General Manager (GM) (or his/her designee) and the Operations Section Chief/Engineering Manager.
- Communications is established between Field Command Post, GM and Operations Section Chief to monitor progress of the incident and determine if additional support activity is required. Incident status monitoring should be ongoing until the incident is demobilized or the EOC activated.



### **Phased Activation**

- An incident has occurred that will require the use of ICS to manage and will almost certainly require more resources on scene than are currently present at the incident site.
- The first person at the site, or the Field Incident Commander, notifies the General Manager (GM) (or his/her designee) and the Operations Section Chief/Engineering Manager.
- GM (or his designee) determines, in consultation with the Operations Section Chief, and other appropriate stakeholders, the degree of EOC activation appropriate to support the incident.
- EOC Director/Operation Sections Chief determine appropriate initial assignments for incoming EOC Staff.
- EOC Director/Operation Sections Chief initiates EOC set up and contact of appropriate personnel to staff EOC based on the above
- EOC Director/Operation Sections Chief briefs EOC Staff arriving and makes initial assignments.
- District EOC contacts Santa Barbara Operational Area EOC to notify that the EOC has been activated.

#### **Full Activation**

- A significant incident has occurred that will require both internal and external resources to manage.
- Field Incident Commander notifies the EOC Director/Operation Sections Chief, or, the incident is of such magnitude that senior management personnel are immediately aware (e.g. significant earthquake).
- The EOC Director/Operation Sections Chief initiates full activation of the EOC and full staffing of EOC functional positions.
- The District General Manager (or his/her designee) assumes role of EOC Director and initiates district-wide assessment of Situation-Status.
- District EOC contacts Santa Barbara Operational Area EOC to notify that the EOC has been activated.



### **EMERGENCY RESPONSE GUIDANCE**

From previous planning efforts and information contained in the 2018 Montecito Water District Hazard Mitigation Plan Annex, the following event types are considered a credible basis for EOC activation consideration, action planning, training, and response guidance:

- Earthquake
- Energy Shortage
- Earth Movement
- Drought & Water Shortages
- "Adversarial or Human Caused Events"
  - Terrorism
  - Cyber attack
  - Civil Unrest
  - Criminal/violent acts/Active Shooter
  - o "Threats"
  - Bomb/Suspicious Package
- Flood
- Dam Failure
- HazMat Release

At the EOC level, response guidance should prompt action focused on the following:

- Taking immediate steps to establish and channel communication with field Incident Commanders
- A rapid assessment of conditions "on the ground" in the District
- Triaging incident status and potential, and taking action based on Standard Emergency Response Priorities
- Coordination and support field level activity as appropriate
- Initiating an appropriate planning process for ongoing strategic oversight and support of field level incident management activity
- Guiding individuals in fulfilling their specific functional roles in the EOC (Position-specific checklists)

In any emergency situation, action taken should be based on appropriate priorities. In the National Incident Management System, the California Standardized Emergency Management System, and the Incident Command System, there is a set of standardized response priorities applicable to any incident or event.



The Standard Emergency Response Priorities are:

- 1. Life Safety
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Protection of Property
- 5. Continuity of Operations

As a guide to effective EOC response activity the following questions might be asked, as prompts for action/attention, based upon the Standard Response Priorities, and in light of current *and potential* incident conditions:

### **Standard Response Priority Considerations:**

### Life Safety

- Personnel accountability where is everyone?
  - Internal and visitors?
  - External is a family status check appropriate?
- o In harm's way now, or could be?
- o In a safe location now or need evacuation or movement to safe location?
- Public notification required to assure safety?

#### Incident Stabilization

- Damage Assessment? (See Damage Assessment Checklist, below)
  - Facility specific?
  - District wide?
- Short duration event, or ongoing?
- o What has been done, and what needs to be done to stabilize the incident(s)?
- o Prioritize incidents and their resource needs?

#### Protection of the Environment

- o Incident(s) on-site/off-site, or both?
- Sensitive environmental areas involved?
  - Agency notification required?
- Need for public notification?
- Action required to protect the environment during emergency operations?

### Protection of Property

- District property involved or threatened?
  - Intervention/mitigation resources needed?

- Internal
- External
- Off-site property involved or threatened?
  - Intervention/mitigation resources needed?
    - Internal
    - External
- Action required to protect property during emergency operations?

#### Continuity of Operations

- Do results of damage assessment prompt action to assure continuity of operations?
- Resources needed? Action Planning?
- o Time considerations?
- o Public impact considerations?
- Identification of minimum District services (e.g., drinking water quality level) that must be continuously maintained.
- Identification of the minimum practical staffing needed to maintain the identified services.

### **DAMAGE ASSESSMENT**

Depending on the magnitude of the incident, it may be prudent to immediately evaluate all district facilities in order to obtain a robust Situation Status for the District as a whole.

All facilities and pipes, starting with those closest to the incident should be inspected to identify any damage. Level of EOC activation should be commensurate with level of damage sustained by the District and the level of response needed.

The following checklist, excerpted from the "Emergency Handbook for Water Supply Managers," may serve as a guide for a District wide assessment:

#### **GENERAL**

Determine need to repair, replace, or abandon facility
Include estimate of cost to restore facility
Consider possible effects of aftershocks
Evacuate buildings in danger of collapse
Confirm that field crew does the following and closes and tags damaged facilities and equipment:

RESERVOIRS	R	ES	E	R۱	<b>/</b> 0	IR	S
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	Check for seepage, leaks, cracks, landslides, embankment slump, broken inlet-outlet pipes, piezometers, underdrains
	Notify State Div. of Safety of Dams (through District Emergency Operations Center) if problems appear
WEL	_S
	Check for power disconnect
	Test for contamination
	Check for failure of pump or motor
	Check for physical damage
TANK	KS .
	Check for evidence of failure of subbase
	Check for leaks, cracks, broken inlet-outlet pipes, underdrains
	Check for buckling
PUMI	PS AND GENERATORS
	Check transformers for damage and test capacity
	If generators are water-cooled, check for adequate water storage and provide make-up water
	Check suction and discharge lines for cracks and broken connections
	Check for power disconnect
	Check for structural damage
PIPE	S
	Check air and vacuum valves
	Check for leaks, breaks, pressure loss in lines, cross-connections between water and sewage, overflow into streets, watercourses
П	Check mechanical couplings



# **EOC DEACTIVATION**

Only the EOC Director has the authority to initiate the deactivation of the EOC. Deactivation may be declared only when all of the following are satisfied:

- The likelihood of recurrence of the emergency is low.
- All field level Incident Commanders have agreed that the conditions at their locations are stabilized and deactivation would apply to their location.
- All governmental agencies involved (e.g., fire and police departments) in the emergency response have de-escalated their efforts, agree with initiation of deactivation process and could allow District staff and/or the public to enter the emergency areas.
- Reasonable communication and operations can be maintained as normal.

# **RECOVERY**

See EOP Section 6: POST INCIDENT RECOVERY

# **EMERGENCY CONTACT INFORMATION**

The following pages contain the internal and external contacts for critical District, Agency, and media representatives during an emergency.

Emergency CONTACT INFORMATION – Internal					
Main Line for all CONTACTS	805-969-	2271			
Name	Department	Cell			
BAUTISTA, JESUS	DISTRIBUTION	805-895-6378			
CAMP, LAURA	ADMIN	805-453-2387			
CANO, RAY	FINANCE	N/A			
CARRILLO, JOHN	DISTRIBUTION	805-895-6600			
CHUA, JOE	TREATMENT	805-453-9437			
CLARK, MIKE	DISTRIBUTION	805-895-6392			
DIAZ, JOEY W.	DISTRIBUTION	805-886-2921			
HURSHMAN, CHAD 969-7924	TREATMENT	805-689-6408			
KANOLD, ADAM	ENGINEERING	805-456-9802			
LIMON, O. CESAR	DISTRIBUTION	805-895-6347			
MENAHEN, LAURA	ENGINEERING	N/A			
PEREZ, MARLA	FINANCE	N/A			
PETANOVICH, JIM	TREATMENT	805-453-9438			
PRICHARD, ALAN M	TREATMENT	805-284-6050			
PRINCE, AUSTIN 969-7960	TREATMENT	805-453-9439			
RODRIGUEZ, DAN	DISTRIBUTION	805-895-0753			
RODRIGUEZ, RYAN	DISTRIBUTION	805-252-2606			
ROMERO, RICHARD	DISTRIBUTION	805-895-6526			
SANCHEZ, MARK	TREATMENT	805-453-9436			
SICILIA, SUSAN	ADMIN	N/A			
SMITH, DARYL	FINANCE	805-452-8953			
TOBAR, NANCYJEAN	ADMIN	N/A			
TURNER, NICK	GENERAL MANAGER	805-453-2078			
TORRES, UBALDO	DISTRIBUTION	805-689-5015			
VALENZUELA, BETO	DISTRIBUTION	805-570-9236			
WERNER, LOIS	ADMIN	N/A			
WONG, DAVID	ENGINEERING	805-689-7680			



Emergency CONTACT INFORMATION – EXTERNAL	MATION – EXTERNAL		
Location	Contact	Day #	Office #
CALIFORNIA REGIONAL WATER QUALITY CONTROL	Y CONTROL BOARD		
San Luis Obispo Office	Daniel Burdett	805-549-3147	805-549-3147
STATE OF CALIFORNIA			NIGHT#
Division of Drinking Water	Jeff Densmore	805-566-9021	805-570-7830
SANTA BARBARA COUNTY			
Flood Control District	Tom Fayram	805-568-3436	805-568-3436





	Email Office Cell	assignmentdesk@KEYT.com 805.882.3933 N/A	news@newspress.com 805.564.5200 N/A	news@montecitojournal.net 805.565.1860 805.208.1451	news@noozhawk.com (805) 705-7372 N/A	ed@edhat.com N/A N/A N/A	gdepinto@countyofsb.org (805) 568-3428 (805) 319-9155	jim@ktms.com 805.879.8300 N/A	nd@kcsb.org 805-893-2426 N/A	Director / Board executive the monte of the second street and 1905 060 2026
TION - Media	Title/Location	News Reporter	News Reporter	News Reporter	News Reporter	News Reporter	Communications Manager	News Reporter	News Reporter	
TACT INFORMA	Reporter	News Desk	News Desk	News Desk / Kelly N Mahan	News Desk	News Desk	Gina DePinto O	Jim Sirianni	Newsroom N	Executive Director / Executive
Emergency CONTACT INFORMATION	Organization	KEYT	Santa Barbara News Press	Montecito Journal	Noozhawk	Edhat	County of Santa Barbara - Communications	KTMS - 990 AM radio station	KCSB	

Contact Information



# EMERGENCY OPERATIONS CENTER ICS – POSITION-SPECIFIC CHECKLISTS



# **ICS POSITION CHECKLISTS - INTRODUCTION**

This Section provides position-specific Incident Command System (ICS) Checklists. These checklists provide a definition of each position and general guidance for the scope of responsibility and task level activity required to successfully meet the general obligations of each position's primary function.

### It is important to remember the following when using these Checklists:

- They are general guidance only. The unique needs and priorities of each incident should dictate the specific priorities and tasks addressed.
- It isn't necessary, or even desirable to see the Checklists as something that requires "all the boxes to be checked." They are better seen as prompters of primary responsibilities and appropriate task level activities generally necessary to perform effectively in each position.
- There is not a checklist for every ICS position that ultimately may be needed and established in a well-developed ICS Organization. In these instances, refer to the NIMS ICS FIELD GUIDE located in the Appendices for a comprehensive set of generic ICS Position checklists.
- These Checklists should be used during training exercises and evaluated, expanded, and tailored over time to the specifics of District operations and norms. Care should be exercised in this effort to remain consistent with NIMS/ICS terminology and function.
- Advanced general ICS familiarization, position-specific training, and participation in emergency response exercises are necessary as a prerequisite to effective performance in ICS roles and responsibilities. (See Training and Evaluation Section)



### **EMERGENCY OPERATIONS CENTER DIRECTOR:**

The Emergency Operations Center (EOC) Director's responsibility is the strategic oversight and support of incidents occurring within the District. The EOC Director is responsible for providing direction and guidance to the Command and General Staff working within the EOC. The EOC Director should analyze the overall requirements of incidents occurring within the District and prioritize action appropriate to assure the safety of employees responding, as well as assure the greatest likelihood for the District's ability to provide vital services to its customers. This is accomplished by making key decisions, setting overall priorities for all incidents occurring in the District, directly supporting field activity, and assigning work (tasks) to primary staff within the first operational period and ongoing throughout the incident(s)/event(s). A Deputy EOC Director, if appointed, should have the same certifications/qualifications as the person for whom he/she works, because he/she should be ready to take over that position at any time.

# **EOC Director**

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

- Responsible for strategic oversight and support of field activity
- Responsible for the development and communication of strategic priorities to field personnel
- Establish appropriate level of EOC Activation/Organization
- Facilitate development of Incident Action Plan (EOC level)
- Supervise Command and General Staff; ensure welfare and safety of incident personnel
- Responsible for all ICS functions not assigned/delegated to EOC staff
- Responsible for continuity of District operations as the emergency event allows

Initial Phase:		
Assume command/obtain initial briefing.		
Assess incident situation:		
• Problem(s)		
Resources immediately available		
<ul> <li>Need to call 911 for support of fie</li> </ul>	ld activity?	
<ul> <li>Initial action of field units – approp</li> </ul>	priate in light of district wide	
situation?		

Take Action:	
Establish initial EOC organization/level of staffing needed	
<ul> <li>Assign staff to initiate check-in process</li> </ul>	
Formulate/communicate action plan	
Make assignments/take action	
<ul> <li>Establish chronological log of actions directed (ICS 214)</li> </ul>	
Assure that key stakeholders are aware and kept up to date on situation status	
Monitor effectiveness of initial action, adjust strategic priorities as necessary, communicate with field Command Posts, as appropriate.	
Schedule first evaluation and planning meeting:	
ID response coordination issues	
<ul> <li>ID appropriate objectives for next Operational Period</li> </ul>	
<ul> <li>Initiate Action Plan development for the next Operational Period</li> </ul>	

Operational Phase:	<b>✓</b>
Continuously assess effectiveness of initial action plan, make adjustments as necessary:	
Safety	
Progress toward objectives	
Establish operational period (for the EOC)	
Communications Support	
Logistical support	
Request additional resources	
Assess incident needs to meet objectives	
<ul> <li>Make additional assignments as personnel are available.</li> </ul>	
<ul> <li>Develop EOC organization as needed</li> </ul>	
<ul> <li>Maintain chain of command, unity of command, span of control.</li> </ul>	
Consider next operational period needs.	
Relief personnel	
o Logistics; materiel, food, shelter, etc.	
Level of ongoing action planning required:	
IAP – Assign Planning function to develop for next     Operational Period	
Contingency Planning	
Periodic Planning Meetings	
Need for outside agency notification, interface, liaison?	



Monitor staffing and resource requirements, requests  • Status of personnel/equipment requests?  • Impact on Action Plan?	
Establish PIO as appropriate  Review and approve press releases as appropriate  Conduct news conferences as appropriate	
Ensure that Liaison Officer function is initiated	
Demobilization:	<b>✓</b>
See that a robust demobilization plan is developed	
Ensure appropriate personnel participate in a post incident critique session prior to leaving, or arrange a date/place/time certain.	
Ensure that the Finance/Administration function is active and capturing cost related incident information.	
Evaluate the need for a Critical Incident Stress Debriefing session and ensure that all EOC staff, field response units and volunteers also attend as appropriate.	

and practical to do so.

Direct staff to take action to restore normal operations as soon as safe

Order the demobilization of the EOC when appropriate. Close out log, give to EOC Manager	
Report demobilization and incident status to next level ICS chain (Riverside Operational Area EOC) and Mutual Aid partners	

### Resources

Response Guidance (Quick Reference Section)

NIMS ICS FIELD OPERATIONS GUIDE

#### Forms:

- ICS Form 201, Incident Briefing
- ICS Form 202, Incident Objectives
- ICS Form 213, General Message
- ICS Form 214, Unit Log

### PUBLIC INFORMATION OFFICER:

The Public Information Officer is responsible for developing and releasing information about the incident to the news media, key District stakeholders, and other appropriate agencies and organizations. Only one primary Public Information Officer will be assigned for each incident. The Public Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Agencies have different policies and procedures relative to the handling of public information.



# **EOC Public Information Officer**

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

- Responsible for developing and managing public information and media relations.
- Assist in developing emergency public notification information, news releases, and announcements.
- Plan and conduct news media briefings and assist with public relations and rumor control.

Activation Phase Procedures:	$\checkmark$
Check in with the General Manager/EOC Director and receive a briefing of the situation.	
Prepare to monitor activities with the possibility of the following topics needing to be communicated to the public:	
What to do (and why)	
What NOT to do (and why)	
Status of the District	
Instructions, precautions for customers	
Obtain PIO Log (ICS 214) begin chronological record of events / releases etc.	
Make preparations for a <b>safe</b> location to gather/meet with media representatives that provide opportunities for photo and video and that is far enough from the EOC to not interfere with EOC activity.	
Establish media and public hot lines and publish telephone number(s).	

Monitor commercial television and radio for information and rumor control, if possible.		
Review pre-scripted, general information for accuracy and appropriateness to situation.		

Operational Phase Procedures:	<b>✓</b>
Attend Command Staff/Section Chief briefings as appropriate.	
Brief Command on public information issues and concerns.  Monitor media reporting for accuracy	
Prepare media release information for EOC Director approval and release to the press as appropriate per the Director's direction.	
As required, periodically prepare briefings for District Executives or Board of Directors.	
Arrange media briefings/press conferences on a regular or "as needed" basis.	
Become, or arrange for, official spokesperson. Announce briefing times.	
Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop methodology to curtail/correct erroneous information.	
Coordinate media tours/filming (or pool camera) for field level incidents (if appropriate) and interviews with the spokesperson, if such action will not hinder response efforts.	
Develop and coordinate dissemination of public emergency action instructions or information, as required.	

Keep EOC Director informed of all actions taken.	
Demobilization Phase Procedures:	$\checkmark$
Continue to release status information on request.	
Conduct situation briefings for visitors.	
Coordinate with state and federal information officers and assist them in releasing information on assistance programs, as appropriate.	
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. Close out log and submit to EOC Director.	
Collect newspaper clippings and TV videotapes, if available.	
Resources	
NIMS ICS FIELD OPERATIONS GUIDE	
Forms:	
ICS Form 213, General Message	
ICS Form 214, Unit Log	

### LIAISON OFFICER:

Incidents that are multijurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. Only one primary Liaison Officer will be assigned for each incident, including incidents operating under Unified Command (UC) and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is assigned to the incident to be the point of contact for assisting and/or cooperating with Agency Representatives. A critical function for the Liaison Officer in the District's ICS implementation is to assure proper notification/reporting to outside agencies.



# **EOC Liaison Officer**

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

- Reports directly to the EOC Director.
- Responsible for representing the District to agencies and groups.
- Responsible for outside agency reporting/notification and notification tracking.
- Agency representatives assigned to the incident by assisting or cooperating agencies report to the Liaison Officer for their assignment.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed. Provide Agency Representatives with appropriate information on the current situation.
- Ensure that position specific guidelines, policy directives, situation reports, and a copy of the Action Plan is provided to Agency Representatives upon check-in.

Activation Phase Procedures:	<b>✓</b>
Check in with the EOC Director and receive a briefing of the situation.	
Start and maintain activity log. (ICS 214)	
Create/maintain a list of assisting and cooperating Agency Representatives, including name and contact information. Monitor check-in sheets (ICS 211) to ensure that all Agency representatives are identified.	
Establish communication protocol with the EOC Director	
Coordinate with the PIO.	

Operational Phase Procedures:	<b>✓</b>
Contact Agency Representatives already on-site, ensuring:  They have signed into the EOC  They have been briefed on incident status  I have received agency concern/needs/input for EOC Director	
Determine agency notification/reporting requirements and make timely notification/report:	
Determine if additional representation is required from:  Other agencies,  Volunteer organizations,  Private organizations, and  Utilities not already represented.	
Respond to requests from liaison personnel from other agencies.	
In conjunction with the EOC Director, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.	
Assist the EOC Director in conducting regular briefings for the Interagency Coordination Group and with distribution of the current Action Plan and Situation Report.	
Request that Agency Representatives maintain communication with their agencies and obtain situation status reports regularly.	

Maintain a roster of agency representatives located at the EOC.	
Demobilization Phase Procedures:	<b>✓</b>
Continue communication with other jurisdictions, primarily during the demobilization period.	
Deactivate your assigned position and close out logs when authorized by the EOC Director.	
Ensure that all required agency forms, reports, and documents are completed prior to demobilization.	
Complete all required forms, reports, and other documentation. 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.	
Release agency representatives that are no longer required when authorized by the EOC Director.	
Resources	
NIMS ICS FIELD OPERATIONS GUIDE	
Forms:	
ICS Form 201, Incident Organization	
ICS 211, Check-in List	
ICS Form 213, General Message	
ICS Form 214, Unit Log	

### **EOC OPERATIONS SECTION CHIEF:**

As a member of the General Staff, the Operations Section Chief is responsible for the coordination of all operations conducted at field level incidents. The Operations Section Chief should be qualified for the nature of the operations being performed. The Operations Section Chief communicates with Incident Commanders (or designees) and coordinates / supports field activity in accordance with the Incident Action Plan(s) (IAP). The Operations Section Chief also directs the preparation of EOC operational plans, requests and releases resources in support of field activity, monitors operational progress, makes expedient changes to the IAP as necessary, and reports any such changes to the EOC Director

# **EOC Operations Section Chief**

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

- Report to/coordinate with EOC Director on all matters pertaining to Section activities.
- Ensure that the Operations Section function is carried out in support of ICS field activity
- Develop and ensure that the Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section

Activation Phase Procedures	<b>√</b>
Review General Duties and Responsibilities	
Obtain briefing from EOC Director	
Set up work area. Secure communications capability with Field Command Post(s).	
Evaluate and request sufficient Section supervisory staffing for both operational and planning activities.	
Review organization in place in the EOC. Know where to go for information or support.	
Confirm that all key Operations Section personnel have been notified that you have assumed the position.	

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
See that incoming Section personnel are briefed.  Briefings should include:  Current situation assessment.  IAP and Objectives  Identification of specific job responsibilities.  Communications modes and protocols.  Location of work area.  Identification of eating and sleeping arrangements as appropriate.  Procedural instructions for obtaining additional resources.  Operational Period parameters.	
Open and maintain Section logs.	
Using activity log(s), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.	
From the Situation Status Unit of the Planning/Intelligence Section, review District-wide situation status	
Based on the situation as known and forecast, determine likely future District-wide Operations Section needs.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	

Operations Phase Procedures	<b>√</b>
Carry out responsibilities of the Operations Section that are not currently staffed and delegated.	
Evaluate progress toward Objectives in the IAP for this Operational Period. Evaluate on-scene operations and coordinate/support as appropriate (e.g. additional manpower, equipment, etc.).	
Keep up to date on situation and resources, District wide.	
Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.	
Provide input for the Hazard Risk Analysis (ICS 215A) to the Safety Officer	
Ensure that the Logistics Section, Resources Unit is advised of changes in the status of resources assigned to Operations.	
Monitor the need for additional resources and request them, as necessary, to support field operations.	
Develop work assignments and allocate tactical resources based on strategic requirements in the Operational Planning Worksheet (ICS 215).	
Ensure that your Section logs and files are maintained.	
Ensure internal coordination between branches/divisions/groups.	
Ensure that the Logistics Section, Resources Unit is advised of changes in the status of resources assigned to Operations.	
Monitor the need for additional resources and request them, as necessary, to support field operations.	

Develop work assignments and allocate tactical resources based on strategic requirements in the Operational Planning Worksheet (ICS 215).	
Ensure that your Section logs and files are maintained.	
Ensure internal coordination between branches/divisions/groups	
Update status information with other Sections as appropriate.	
Anticipate potential situation changes, such as aftershocks or other escalation, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities	
Use face-to-face communication whenever possible and document decisions and policy.	
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).	
Ensure that all your Section personnel and equipment time records and record expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.	
Brief your relief at shift change. Ensure that in-progress activities are identified and follow-up requirements are known.	
Establish communications with field Operations Section Chief(s).	
Determine need for representation or participation of outside mutual aid system resources.	

Provide copies of activity logs to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.	
Coordinate the activities of all agencies involved in incident operations.	
Monitor resources committed and resource needs. Track request and/or release of field resources. Coordinate resource requests with the Logistics Section.	
Receive, evaluate and disseminate information relevant to the Operations of the incident.	
Provide all relevant information to the Public Information Officer.	
Work closely with the Planning/Intelligence Section Coordinator in the development of the Action Plan.	
Work closely with Logistics Section in the development of the Communications Plan	
Ensure that intelligence information form is made available to the Planning/Intelligence Section.	
Coordinate with Field Incident Command Posts regarding resources to be released and track/coordinate their release or reassignment. Notify the Resources Unit of the Logistics Section.	

Demobilization Phase Procedures	<b>✓</b>
Assist with the development of demobilization plan.	
Authorize deactivation of organizational elements within your Section as they are no longer required. Ensure that any open actions are handled by your Section or transferred to other elements as appropriate.	
Ensure that any required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Deactivate your Section and close out logs when authorized by the EOC Director.	

### Resources

Response Guidance information in the Quick Reference Section NIMS ICS FIELD OPERATIONS GUIDE

#### Forms:

- ICS Form 201, Incident Briefing
- ICS Form 202, Incident Objectives
- ICS Form 204, Division Assignment
- ICS Form 213, General Message
- ICS Form 214, Unit Log

# LOGISTICS SECTION CHIEF:

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the field incident(s). The Logistics Section Chief participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section. Deputy Logistics Section Chief(s) may be assigned from the same agency or from an assisting agency. The Deputy Logistics Section Chief(s) should have the same qualifications as the person for whom they work.



\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

- Provide general logistical support for the incident(s), as needed.
- Provide and maintain communications support for the incident.
- Coordinating transportation needs.
- Obtain materials, equipment and supplies to support emergency operations.
- Set up and management of facilities used during incident response and recovery.
- Create Medical Plan for the incident in cooperation with the Planning Section.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units/functions as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Work with Finance and Administration section for purchase authority, processes and procedures.

Activation Phase Procedures	<b>√</b>
Review Common Responsibilities	
Obtain briefing from EOC Director	
Set up work area. Secure communications capability.	
Evaluate and request sufficient Section supervisory staffing for both operational and planning activities	
Review organization in place at the EOC. Know where to go for information or support.	

Confirm that all key Operations Section personnel have been notified that you have assumed the position.	
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
See that incoming Section personnel are briefed. Briefings should include:	
Current situation assessment.	
IAP and Objectives  Identification of appoint ich reapposibilities.	
<ul> <li>Identification of specific job responsibilities.</li> <li>Identification of co-workers within the job function and/or</li> </ul>	
<ul> <li>Identification of co-workers within the job function and/or geographical assignment.</li> </ul>	
Communications modes and protocols.	
Location of work area.	
Procedural instructions for obtaining additional resources.	
Operational Period parameters.	
Open and maintain Section logs.	
Review incident-wide situation status information, from the Situation	
Status Unit of the Planning/Intelligence Section, that may pertain to	
or affect your Section operations.	
Based on the situation as known and forecast, determine likely logistical support needs.	
Obtain existing logistics resource support needs/requests from all available sources – primarily field counterparts and Operations Section Chief.	

Operations Phase Procedures	$\checkmark$
Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities	
Evaluate progress toward filling current supplies/support requests.	
Keep the EOC Director and General Staff apprised of overall situation and status of resource requests. Ensure that the Operations Section is advised of changes in the status of resource/supply requests.	
Resolve problems associated with requests for supplies, facilities, transportation, communication and food.	
Meet with Finance/Administration Section and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.	
Project estimated logistics needs. Review with EOC Director/Operations and procure as appropriate/directed.	
Provide regular section status updates to the Planning/Intelligence Section.	
Ensure Section logs and files are maintained.	
Assure field Staging Areas are supported as needed.	
Update status information with other Sections as appropriate.	
Use face-to-face communication whenever possible and document decisions and policy.	
Participate in Management's action planning meetings.	

Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and with ICS field unit Command Post(s).	
Ensure all personnel and equipment time records as well as records of the used expendable materials are provided to the Finance/Administration Section at the end of each operational period.	
Identify long-term service and support requirements for planned and expected operations.	
Brief your relief at shift change. Ensure that in-progress activities are identified, and follow-up requirements are known.	

Demobilization Phase Procedures	<b>√</b>
Assist with the development of demobilization plan	
Authorize deactivation of organizational elements within your Section as they are no longer required. Ensure that any open actions are handled by your Section or transferred to other elements as appropriate.	
Ensure that any required forms or reports are completed prior to your release and departure.	
Be prepared to provide input to the After-Action Report.	
Deactivate your Section and close out logs when authorized by the EOC Director. Submit position log to EOC Manager.	

Leave a forwarding phone number where you can be reached.		

### Resources

NIMS ICS FIELD OPERATIONS GUIDE

### Forms:

- ICS Form 213, General Message
- ICS Form 214, Unit Log

### **EOC PLANNING / INTELLIGENCE SECTION CHIEF:**

The Planning/Intelligence Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of incident information and for maintaining status of assigned resources.

### Information is needed to:

- Understand the current situation.
- Predict the probable course of incident events.
- Prepare strategies and plans, as well as alternative strategies and plans, for the incident.
- Submit required incident status reports.

Deputy Planning Section Chief(s) may be assigned from the same agency or from an assisting agency. The Deputy Planning Section Chief(s) should have the same qualification as the person for whom they work. A Deputy Planning Section Chief or subordinate position(s) may be assigned to lead long-range and /or contingency planning.



### **EOC Planning/Intelligence Section Chief**

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

### Responsibilities:

- Ensure that the Planning/Intelligence function is performed consistent with NIMS Guidelines, including:
  - o Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports.
  - Preparing and distributing the Incident Action Plan and After-Action Report.
  - Advance planning.
  - o Planning for demobilization.
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Report to EOC Director on all matters pertaining to Section activities.

Activation Phase Procedures	<b>✓</b>
Review Common Responsibilities.	
Obtain briefing from EOC Director.	
Set up work area. Secure communications capability.	
Evaluate and request sufficient Section supervisory staffing for both operational and planning activities.	

Review organization in place at the EOC. Know where to go for information or support.	
Confirm that all Planning Section personnel have been notified that you have assumed the position.	
Activate organizational elements within your Section as needed and designate leaders for each unit.  Situation Status Unit Resource Status Unit Documentation Unit Demobilization Unit	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
See that incoming Section personnel are briefed.  Briefings should include:  Current situation assessment.  IAP and Objectives.  Identification of specific job responsibilities.  Identification of co-workers within the job function and/or geographical assignment.  Communications modes and protocols.  Location of work area.  Identification of eating and sleeping arrangements as appropriate.  Procedural instructions for obtaining additional resources.	
Open and maintain Section logs.	
Direct the Situation Status Unit Leader to initiate collection and graphic display of District wide incident status.	
Using activity log (see Part Two, Operations Support Documentation-Activity Log), maintain all required records and documentation to support the After-Action Report.	

Review situation status of the organizational elements in your Section.	
Prepare work objectives for your personnel, make assignments	
Coordinate with other Section Chiefs as required.	
Request additional resources through the Logistics Section or established ordering procedures, as needed.	
Operational Phase Procedures	$\checkmark$
Carry out responsibilities of the Planning/Intelligence Section that are not currently staffed and delegated.	
Evaluate progress toward Objectives in the IAP for this Operational Period.	
Assess the impact of the disaster/emergency, including the initial safety/damage assessment by field units	
Develop situation analysis information on the impact of the emergency from appropriate field sources, e.g.:  IOC Incident Command Posts/Unified Command Law enforcement Red Cross Volunteers Media (Radio and Television)	
Monitor the need for additional resources and request them, as necessary, to support activities.	
Collect, process, and display incident information for use by EOC Staff. (SitStat)	
Determine the need for any specialized resources in support of the	

Ensure that your Section logs and files are maintained	
Assemble information on alternative strategies.	
Update status information with other Sections as appropriate.	
Develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication whenever possible and document decisions and policy.	
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO)	
Participate in EOC action planning meetings.	
Supervise preparation of the Incident Action Plan.	
Provide periodic predictions on incident potential.	
Ensure that all your Section personnel and equipment time records and record expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.	
Brief your relief at shift change. Ensure that in-progress activities are identified and follow-up requirements are known.	
Maintain Unit Log. (ICS 214)	

Demobilization Phase Procedures	<b>✓</b>
Oversee preparation and implementation of the Incident Demobilization Plan.	
Authorize deactivation of organizational elements within your Section as they are no longer required. Ensure that any open actions are handled by your Section or transferred to other elements as appropriate.	
Ensure that any required forms or reports are completed prior to your release and departure.	
Receive instructions from the EOC Director on the creation of an After Action Report/Incident Summary. Coordinate with other General Staff and Command Staff personnel as appropriate.	
Deactivate your Section and close out logs when authorized by the EOC Director.	
Leave forwarding phone number where you can be reached	

### Resources

NIMS ICS FIELD OPERATIONS GUIDE

### Forms:

- ICS Form 213, General Message
- ICS Form 214, Unit Log

### FINANCE AND ADMINISTRATION SECTION CHIEF:

The Finance/ Administration Section Chief, a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. Deputy Finance/Administration Section Chief(s) may be assigned from the same agency or from an assisting agency. The Deputy Finance/Administration Section Chief(s) should have the same qualifications as the person for whom they work.



### **EOC Operations Section Chief**

### \*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

### Responsibilities:

- Ensure that the Finance/Administration function is performed consistent with NIMS Guidelines, including:
- Implement an incident accounting system.
- Maintain financial records for the incident.
- Track and record all staff time involved in managing the incident(s).
- Process purchase orders and contracts in coordination with Logistics Section.
- Process worker's compensation claims.
- Handle travel and expense claims.
- Provide administrative support to the General Staff.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Establish additional units/functions as dictated by the situation.
- Exercise overall responsibility for the coordination unit activities within the Section.
- Ensure that the Section is supporting other sections consistent with priorities established in the Incident Action Plan.

Activation Phase Procedures	•	<b>/</b>	
Review Common Responsibilities			
Obtain briefing from EOC Director.			
Set up work area. Secure communications capability.			

Identify yourself as the Finance/Administration Section Chief.	
Review organization in place at the EOC. Know where to go for information or support	
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.	
Activate organizational elements within your Section as needed and designate leaders for each element:  Timekeeping Unit Purchasing Unit Compensation and Claims Unit Cost Analysis Unit	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
Obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations (Planning/Intelligence Section Chief). Provide information to appropriate members of the Command and General Staff.	
Request additional personnel for the Section to maintain a 24-hour operation as required.	
Operational Phase Procedures	$\checkmark$
Manage all financial aspects of the incident.  Carry out responsibilities of the Finance/Administration Section units that are not currently staffed.	
Coordinate with/assist Logistics Section Chief for purchase authority/procedures.	

Establish an Incident Accounting System

Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.	
Ensure that your Section logs and files are maintained.	
Monitor your Section activities and adjust Section organization as appropriate.	
Ensure internal coordination between unit leaders	
Update status information with other sections as appropriate.	
Anticipate potential situation changes. Develop a backup plan for all plans and procedures requiring off-site communications.	
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.	
Use face-to-face communication whenever possible and document decisions and policy.	
Participate in Management's action planning meetings. Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.	
Use activity log to maintain all required records and documentation to support the After-Action Report and the history of the incident.  Document:	
Messages received	
Action taken	
Decision justification and documentation	
Requests filled	
Precise information is essential to meet requirements for possible reimbursement by the State and FEMA.	

Ensure that all obligation documents initiated for the incident are properly prepared and completed.	
Provide input in all planning sessions on finance and cost analysis matters.	
Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period.	
Coordinate with Cost Analysis Unit to make recommendations for cost savings to the General staff.	
Keep the EOC Director and General Staff apprised of overall financial situation.	

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

### Resources

NIMS ICS FIELD OPERATIONS GUIDE

### Forms:

- ICS Form 213, General Message
- ICS Form 214, Unit Log



### **INTRODUCTION**

### MONTECITO WATER DISTRICT EMERGENCY RESPONSE PLAN

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### 1.0 PURPOSE OF THE PLAN

The purpose of the Emergency Response Plan (ERP) is to create a standardized approach for managing emergencies using the National Incident Management System (NIMS) and the California Standard Emergency Management System (SEMS) in order to provide for a safe, effective, coordinated and uniform response to emergency incidents. In utilizing NIMS, the District's response efforts may be easily integrated/coordinated with other local, regional, State and National response efforts.

### 2.0 AUTHORITIES AND REFERENCES

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political Montecito Water District ERP is, therefore, considered to be an extension of the State Emergency Plan.

The following authorities and references establish:

The legal basis (statutes, ordinances, executive orders, regulations, proclamations) for emergency operations; and

The basis for delegation of emergency authority, i.e., enabling measures sufficient to ensure that specific emergency-related legal authorities can be exercised by elected or appointed leadership or their delegated successors.

### 2.1 Federal Laws and Regulations

- Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Public Law 84-99 (US Army Corps of Engineers Flood Fighting)
- Disaster Mitigation Act of 2000 (DMA 2000, Public Law 106-390)



 Homeland Security Presidential Directive (HSPD) – 5, Management of Domestic Incidents.

### 2.2 State Laws and Regulations

- California Emergency Services Act of the California Government Code, Title 2, Division 1, Chapter 7.
- California Code of Regulations (CCR), Title 19, Chapter 2, Subchapter 3, §2620 et seq.
- Standardized Emergency Management System (SEMS) Regulations, California Code of Regulations (CCR), Title 21, Division 2, Chapter 1.
- California Disaster Assistance Act, California Government Code, Title 2, Division 1, Chapter 7.5.
- California Government Code (Section 8607), Disaster Preparedness.
- Water Code, Division 1, Chapter 2, Article I, Section 128 (California Department of Water Resources – Flood Fighting).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.

### 3.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

HSPD-5 establishes NIMS, and its integral Incident Command System (ICS), as the national standard for emergency incident management. The National Response Framework (NRF) further provides the context for NIMS/ICS to be utilized by Federal, State, Local, Tribal, Private Sector and Non-governmental Organizations:

"Response doctrine defines basic roles, responsibilities, and operational concepts for response across all levels of government and with NGOs and the private sector." (NRF – Response Doctrine, P.8 – 2008)

Montecito Water District (District) utilizes NIMS/SEMS/ICS as the basis for this ERP. ICS establishes a standard incident management methodology that is modular, scalable, and can be used for incidents of any type, size and complexity. The ICS is based on common terminology, functionality and organizational structures that all responders and response agencies learn and utilize in managing emergencies. The use of ICS is intended to avoid the inevitable confusion



that results when agency-specific terminology, functionality and organization are in conflict when brought together under the stressful conditions encountered when managing an emergency.

ICS may be broadly summarized as a system that uses this common terminology, functionality and organizational structure as it employs five major functional areas in the management of any emergency incident.

These functional areas are:

- Command (Management)
- Operations
- Planning and Intelligence
- Logistics
- Finance and Administration



### 4.0 GENERAL CONCEPT

This ERP is intended to provide a District-wide approach to assure uniform organization, operations, procedures and information resources in handling emergency incidents of any type, size and complexity. In addition, while primarily focused on Emergency Operations Center (EOC) activity, the NIMS/SEMS/ICS operating philosophy in this ERP is applicable for all levels within the District from personnel in the field who serve as first responders, through District management personnel providing support, coordination, and strategic oversight. Use of the NIMS/SEMS/ICS assures compatibility internally, as well as interoperability, externally, with other public agency and private sector response resources.

The ERP is not intended to restrict common sense or appropriate action that may not be specifically addressed in the body of the plan. First responders, the Incident Commander (IC) and EOC personnel should continually evaluate the effectiveness of all action taken and make appropriate adjustments to the response based on actual incident conditions, past experience and training as part of their utilization of ICS in the implementation of this ERP.

Although the ERP provides a framework for emergency management, it does not attempt to identify and discuss every possible contingency. All responding personnel should have foremost in mind, and take action based upon, the following incident response priorities:

### **Life Safety**

- 1. Incident Stabilization
- 2. Protection of the Environment
- 3. Protection of Property
- 4. Continuity of Operations

### 5.0 PLAN IMPLEMENTATION

In a sense, this ERP is always in effect. Safe, efficient and timely response to emergencies begins with early recognition of the existence and extent of an incident taking place and its potential for escalation.

This ERP is based on ICS being initiated as the normal mode of operation during any emergency incident involving District facilities. Since ICS is scalable and flexible, the use of ICS may be as simple as the thought processes and action of a single individual successfully handling an incipient incident, or as large and complex as a regional disaster requiring multiple resources over sustained operational periods that include District, local, regional, State and Federal agencies, as well as mutual aid partners.

Immediate implementation of ICS by field personnel during any emergency helps to assure that time is not wasted in the evaluation of the situation and the application of appropriate action to mitigate the emergency.

An in-depth discussion of ICS, and ICS resources are contained in Section 3, NIMS/SEMS/ICS.

### 6.0 PLAN SCOPE

Since NIMS/SEMS/ICS provides for an integrated national approach to emergency response, the District's ERP should be viewed in this broader context. While the vast majority of incidents that occur are local, and do not require additional response/support, it is worthwhile to recognize the availability of additional resources, their organizational structure under NIMS/SEMS/ICS, and how the District's ERP fits into the broader arena of emergency response.

This plan document focuses on the activation and utilization of the District's EOC to provide strategic oversight and support of field ICS activity. Appendices to this plan include facility specific Emergency Response and Action Plans to be utilized by facility and field personnel in the management of emergencies utilizing NIMS/ICS.

### 7.0 PLAN COMPONENT AND ORGANIZATION

This ERP is composed of the following plan components:

### Section 1 - QUICK REFERENCE:

- Emergency Operations Center Activation Levels
- Emergency Response Guidance
- ICS Position-specific checklists
- Damage Assessment
- EOC Deactivation
- Emergency Contact Information

### **Section 2 - INTRODUCTION**

- Purpose of the Plan
- Authorities and References
- National Incident Management System
- General Concept
- Plan Implementation
- Plan Scope

### Section 3 - National Incident Management System/Standardized Emergency Management System/Incident Command System

- Section 4 Training, Exercise and Evaluation
- **Section 5 Response Plan Maintenance**
- **Section 6 Post Incident Recovery**

### Appendices:

- A. Facility Specific Emergency Response or Action Plans
- B. Mutual Aid Agreements
- C. NIMS/ICS Standard Forms
- D. NIMS Field Operations Guide

### NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

## CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

**INCIDENT COMMAND SYSTEM (ICS)** 

### MONTECITO WATER DISTRICT EMERGENCY RESPONSE PLAN

### NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

### CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

### **INCIDENT COMMAND SYSTEM (ICS)**

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### 1.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The Federal Emergency Management Agency (FEMA) has developed the National Incident Management System (NIMS) to provide consistency for emergency responders. NIMS establishes standardized incident management organization, processes, protocols, and procedures that all responders, public, private sector and volunteer use to conduct and coordinate emergency response actives. NIMS incorporates incident management best practices developed and proven by thousands of responders and authorities across the country.

The Montecito Water District's (MWD) use of NIMS/Incident Command System (ICS), and compliance with California's Standardized Emergency Management System (SEMS), assures interoperability with local, regional, state and federal resources that also employ NIMS/ICS.

### 1.1 LEGAL BASIS

The legal basis for the implementation of NIMS in this Emergency Response Plan (ERP) is Homeland Security Presidential Directive (HSPD) - 5. On March 1, 2004, the Department of Homeland Security established NIMS to provide a comprehensive national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.

The District operates in compliance with NIMS/ICS for managing response to internal as well as multi-agency and multi-jurisdiction emergencies.

### 1.2 KEY COMPONENTS OF NIMS

### **Preparedness**

Preparedness is essential for effective incident and emergency management. Achieving National preparedness requires partnership among all levels of government, the private sector, and nongovernmental organizations. NIMS preparedness encompasses a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness provides for better coordination during times of crisis.

### **Communications and Information Management**

NIMS prompts the use of flexible communications and information systems that allow all emergency management and response partners to establish and maintain a common operating picture of the incident. This NIMS component builds on the key concepts of interoperability,



reliability, scalability, and portability to ensure that personnel from different disciplines, jurisdictions, organizations, and agencies are able to communicate with each other.

### **Resource Management**

Careful management of resources is essential before, during, and after incidents. NIMS describes standardized resource management practices such as resource typing, inventorying, organizing, and tracking. These practices allow for effective sharing and integration of critical resources across jurisdictions.

### **Command and Management**

The NIMS Command and Management component enables effective and efficient incident management and coordination by providing a flexible, standardized incident management structure. This structure integrates three key organizational constructs: The Incident Command System (ICS), Multiagency Coordination Systems, and Public Information.

### **Ongoing Management and Maintenance**

The FEMA National Integration Center's Incident Management Systems Integration (IMSI) Division provides strategic direction, oversight, and coordination of NIMS. Working with stakeholders, IMSI supports ongoing maintenance and continuous refinement of NIMS concepts and principles.

### 2.0 CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS works seamlessly within the NIMS structure and uses ICS as its operating principle.

The Standardized Emergency Management System (SEMS) is the system required by:

- Government Code Section 8607 (a) Statute, which directs the Governor's Office of Emergency Services (OES) to establish SEMS by regulation.
- California Code of Regulations Section 2400-2450 --Regulations establishing SEMS.

### SEMS incorporates:

- The Incident Command System (ICS),
- A field-level emergency response system based on management by objectives.
- Multi/Inter-agency coordination,
- Affected agencies working together to coordinate allocations of resources and emergency response activities.
- Mutual aid,
- A system for obtaining additional emergency resources from non-affected jurisdictions.
- Operational Area Concept
- County and its sub-divisions to coordinate damage information, resource requests and emergency response.

SEMS consists of five organizational levels, which are activated as necessary:

- 1. Field response
- 2. Local government (MWD as a district)
- 3. Operational area (County Santa Barbara)



- 4. Regional (Cal OES Region I)
- 5. State (and access to federal resources)

SEMS incorporates the functions and principles of ICS, the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area concept, and multi-agency or interagency coordination.

Local governments must use SEMS to be eligible for funding of their response-related personnel costs under state disaster assistance programs.

### **SEMS Organizational Levels**

### Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

### **Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center is activated, or a local emergency is declared or proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

There also exists state (e.g., CDF, CHP, State Colleges and Universities) and federal jurisdictions at the Local Government organizational level of SEMS with responsibility to manage and coordinate the overall emergency response and recovery activities within their jurisdictions. State agencies are required to use SEMS at this level and should be incorporated (or at least coordinated), as appropriate, at the SEMS Local Government or Operational Area organizational level.

### **Operational Area**

Under SEMS, the operational area means an intermediate level of the state's emergency management organization which encompasses the county and all political subdivisions located



within the county including special districts. The operational area manages and/or coordinates information, resources, and priorities among local governments within the operational area, and serves as the coordination and communication link between the local government level and regional level.

It is important to note, that while an operational area always encompasses the entire county area, it does not necessarily mean that the county government manages and coordinates the response and recovery activities within the county. The governing bodies of the county and the political subdivisions within the county make the decision on organization and structure within the operational area.

### Region

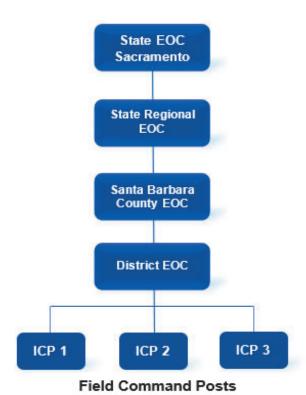
Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region, and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

### State

The state level of SEMS tasks and coordinates state resources in response to the requests from the Regional Emergency Operations Centers (REOC) and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

For the District, the SEMS organization chain may be represented by the chart below:



### 3.0 INCIDENT COMMAND SYSTEM (ICS)

The District utilizes NIMS/ICS as the basis for this ERP. ICS establishes a standard incident management methodology that is modular and scalable, and can be used for incidents of any type, size and complexity. ICS is based on common terminology, functionality and organizational structures that all responders and response agencies utilize in order to avoid the inevitable confusion that results when agency-specific terminology, functionality and organization conflict when brought together under the stressful conditions encountered while managing an emergency.

ICS may be broadly summarized as a system that uses this common terminology, functionality and organizational structure as it employs five major functional areas in the management of any emergency incident.

These functional areas are:

- Command/Management
- Operations
- Planning and Intelligence



- Logistics
- Finance and Administration

ICS was designed by identifying these primary functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were used in ICS development. These analyses identified the primary requirements for safe and effective incident management.

As incidents become more complex, the need for organizational control and oversight become more evident. Thus, in ICS, and especially in larger, more complex incidents, the Incident Commander's role shifts more toward managing the organization and not the task level aspects of the incident.

In addition to the Command function, other critical functions and activities are:

- To delegate authority and to provide a separate organizational level within the ICS structure with sole responsibility for the tactical direction and control of resources.
- To provide logistical support to the incident organization.
- To provide planning services for both current and future activities.
- To provide cost assessment, time recording, and procurement control necessary to support the incident and the managing of claims.
- To promptly and effectively interact with the media, and provide informational services for the incident, involved agencies, and the public.
- To provide a safe operating environment within all parts of the incident organization.
- To ensure that assisting and cooperating agencies' needs are met, and to see that they
  are used in an effective manner.

There are two levels of ICS. Field level ICS, which is implemented at the actual scene of the emergency and directly commands and implements the task level activities required to mitigate the event (often in conjunction with external response resources, e.g. local fire departments, and/or contractors), and Emergency Operations Center level strategic oversight, coordination and support of field level activity.

### 3.1 ICS IMPLEMENTATION



Immediate implementation of ICS by field personnel during any emergency helps to assure that time is not wasted in the evaluation of the situation and the application of appropriate action to mitigate the emergency.

The field Incident Commander should always evaluate the situation quickly to determine the resources necessary to address the incident, establish next-level communication and provide a size-up of the situation, order additional response resources, and then take action with immediately available resources as appropriate.

The Incident Commander's initial evaluation must contemplate:

- The need for additional internal resources, not immediately available
- The need for local emergency responder assistance and/or other external resources
- The need for trained personnel to fill Command and General Staff positions, and
- The need to provide incident size-up information/report to the General Manager so the need for EOC Activation may be determined.

### 3.2 ICS ORGANIZATION

Whether at the field ICS Command Post level or at the Emergency Operations Center, the features, functions, and standardization of the Incident Command System remain consistent. ICS is a process and not merely an organization chart. Because of this, ICS is a system that requires familiarity, training and practice to utilize effectively.

The first arriving (discovering) person on scene should not hesitate to establish command and immediately initiate ICS. While it is likely that an almost immediate transfer of command may take place (as more qualified and experienced personnel arrive on scene) the immediate implementation of ICS is always preferable to delayed implementation.

The following diagrams depict typical ICS organization structures for field level and next level NIMS Emergency Operations Center level implementation. These examples depict a substantial (though not fully developed) ICS organizational implementation and it should be noted that only those elements required to effectively manage an incident need to be activated. Often the standard five functional areas may be effectively addressed without full ICS organizational implementation. The emphasis in ICS, along with providing standardization, is flexibility. ICS is

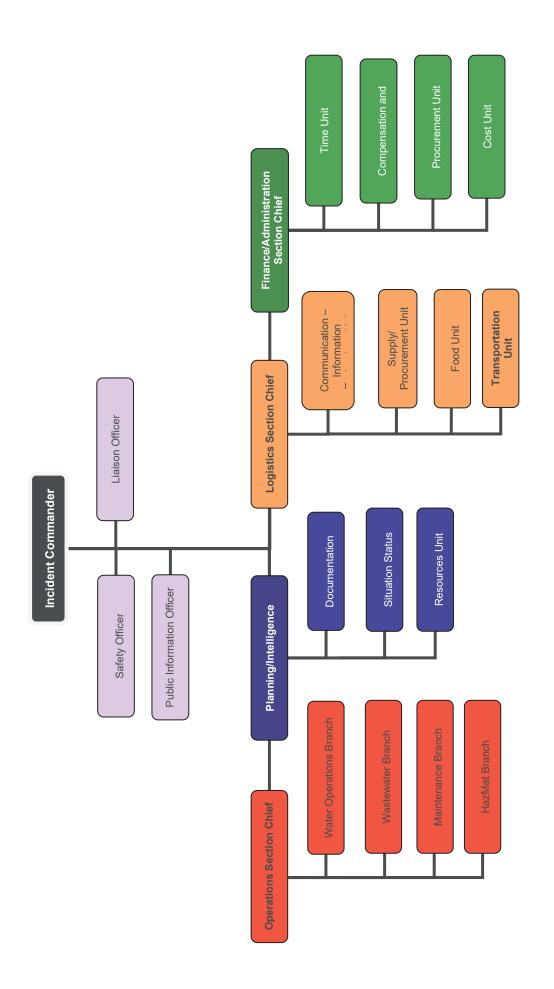


designed to be flexible in its implementation in order to suit the type, size and complexity of any given emergency.

Flexibility does not mean that the ICS feature of common terminology is superseded. Note that flexibility is allowed within the standard ICS organizational structure and position titles.

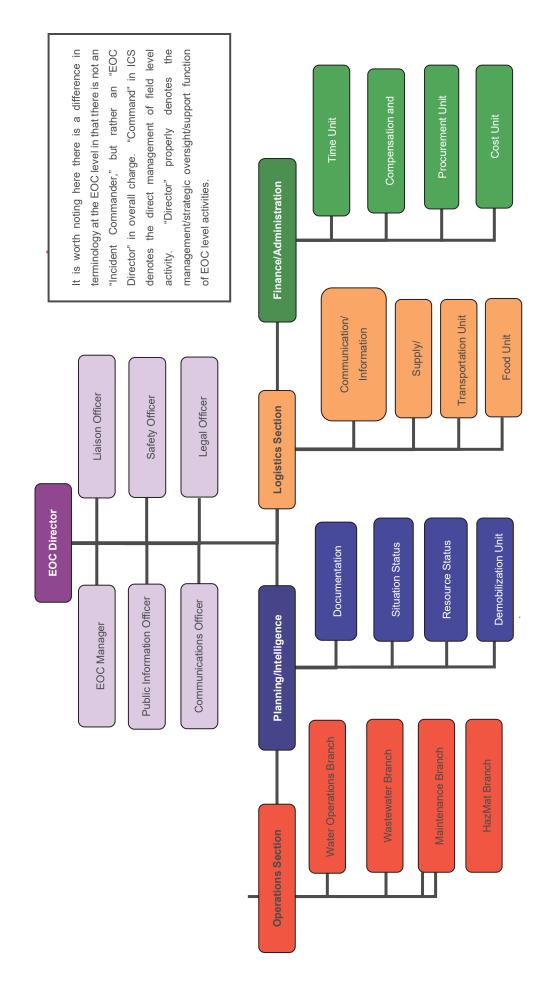


# **Typical Field Level ICS Organization**





# Typical Emergency Operations Center Support Level ICS Organization





As used in the preceding charts, the standard ICS organizational components are:

**Section**: The organization level having functional responsibility for primary segments

of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between

Branch and Incident Commander.

Branch: That organizational level having functional, geographical, or jurisdictional

responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional

name.

**Division**: That organizational level having responsibility for operations within a defined

geographic area. The Division level is organizationally between the Strike

Team and the Branch.

**Group:** Groups are established to divide the incident into functional areas of

operation. Groups are located between Branches (when activated) and

Resources in the Operations Section.

**Unit**: That organization element having functional responsibility for a specific

incident planning, logistics, or finance/administration activity.

In addition, resources within these organizational components are often composed of the following types as a means of describing function and managing span of control:

**Task Force**: A group of resources with common communications and a leader that may

be pre-established and sent to an incident or formed at an incident.

Strike Team: Specified combinations of the same kind and type of resources, with

common communications and a leader.

Single Resource: An individual piece of equipment and its personnel complement, or an

established crew or team of individuals with an identified work supervisor

that can be used on an incident.



### 4.0 ICS ASSIGNMENTS

Pre-designation of ICS position assignments and may have some value in terms of the *most likely* individuals to fill these positions in order to help focus the emphasis of training for these individuals. However, the needs of any given emergency or event will dictate which qualified individuals should be selected to serve in these capacities. NIMS/ICS emphasizes the functional responsibility and capability requirements of these positions so that they may be filled appropriately for the unique needs of each incident. It is important that the most qualified individuals be assigned ICS positions and not merely those pre-designated, or those most senior.



### 5.0 ICS FEATURES

There are fourteen essential features of the Incident Command System

### Standardization:

• Common Terminology: Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.

### Command:

- Establishment and Transfer of Command: The command function must be clearly
  established from the beginning of an incident. When command is transferred, the process
  must include a briefing that captures all essential information for continuing safe and
  effective operations.
- Chain of Command and Unity of Command: Chain of command refers to the orderly line
  of authority within the ranks of the incident management organization. Unity of command
  means that every individual has a designated supervisor to whom he or she reports at the
  scene of the incident. These principles clarify reporting relationships and eliminate the
  confusion caused by multiple, conflicting directives. Incident managers at all levels must
  be able to control the actions of all personnel under their supervision.
- Unified Command: In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

### **Planning/Organizational Structure:**

 Management by Objectives: Includes establishing overarching objectives; developing strategies based on incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.



- Modular Organization: The Incident Command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- Incident Action Planning: Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- Manageable Span of Control: Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.

#### **Facilities and Resources:**

- Incident Locations and Facilities: Various types of operational support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical designated facilities include Incident Command Posts, Staging Areas, Bases, Camps, and others as required.
- Comprehensive Resource Management: Maintaining an accurate and up-to-date picture
  of resource utilization is a critical component of incident management. Resources are
  defined as personnel, teams, equipment, supplies, and facilities available or potentially
  available for assignment or allocation in support of incident management and emergency
  response activities.

#### **Communications/Information Management**

- Integrated Communications: Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.
- Information and Intelligence Management: The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

#### **Professionalism:**

 Accountability: Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:



- Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- Incident Action Plan: Response operations must be directed and coordinated as outlined in the IAP.
- Unity of Command: Each individual involved in incident operations will be assigned to only one supervisor.
- Personal Responsibility: All responders are expected to use good judgment and be accountable for their actions.
- Span of Control: Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- Resource Tracking: Supervisors must record and report resource status changes as they occur.
- Dispatch/Deployment: Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.



## 6.0 ICS POSITIONS/TITLES

At each level within the ICS organization, individuals with primary responsibility positions have distinct titles. Titles provide a common standard for all users. For example, if one agency uses the title Branch Chief, another Branch Manager, etc., this lack of consistency can cause confusion at the incident.

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel, Leaders, etc.

Listed below are the standard ICS titles:

Organizational Level	Title	Support Position
Incident Command /	Incident Commander/	Deputy/
EOC Management	EOC Director	EOC Manager
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss



## 7.0 ICS FUNCTIONAL POSITIONS AND ORGANIZATIONAL COMPONENTS

At the field level, ICS positions and functions are as follows.

#### **Incident Commander**

The Incident Commander is technically not a part of either the General or Command Staff.

The Incident Commander is responsible for overall incident management, including:

- Ensuring clear authority and knowledge of agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Obtaining a briefing from the prior Incident Commander and/or assessing the situation.
- Establishing immediate priorities.
- Determining incident objectives and strategy(ies) to be followed.
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization.
- Managing planning meetings as required.
- Approving and implementing the Incident Action Plan.
- Coordinating the activities of the Command and General Staff.
- Approving requests for additional resources or for the release of resources.
- Approving the use of participants, volunteers, and auxiliary personnel.
- Authorizing the release of information to the news media.
- Ordering demobilization of the incident when appropriate.
- Ensuring incident after-action reports are complete.
- Authorizing information release to the media.

There is also a direct analog for all ICS positions in an Emergency Operations Center. The only difference in ICS terminology at Emergency Operations Center level is for the person in overall charge. Rather than having an Incident Commander, at the EOC level we find an EOC Director.



When activated, the support and strategic oversight provided by an EOC can ease much of the burden for the Incident Commander and the field level ICS organization.

#### **Command Staff**

The Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information.

Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer, Safety Officer, and Liaison Officer, in addition to various others, as required and assigned by the Incident Commander.

#### **General Staff**

The General Staff represents and is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections.

General guidelines related to General Staff positions include the following:

- Only one person will be designated to lead each General Staff position.
- General Staff positions may be filled by qualified persons from any agency or jurisdiction.
- Members of the General Staff report directly to the Incident Commander. If a General Staff
  position is not activated, the Incident Commander will have responsibility for that functional
  activity.
- Deputy positions may be established for each of the General Staff positions. Deputies are
  individuals fully qualified to fill the primary position. Deputies can be designated from other
  jurisdictions or agencies, as appropriate. This is a good way to bring about greater
  interagency coordination.
- General Staff members may exchange information with any person within the organization.
- Direction takes place through the chain of command. This is an important concept in ICS.
- General Staff positions should not be combined. For example, to establish a "Planning and Logistics Section," it is better to initially create the two separate functions, and, if



necessary, for a short time, place one person in charge of both. That way, the transfer of responsibility can be made easier.

The following table summarizes the responsibilities of the Command and General Staff.

Command Staff	Responsibilities
Public Information Officer	<ul> <li>Determine, according to direction from the IC, any limits on information release.</li> <li>Develop accurate, accessible, and timely information for use in press/media briefings.</li> <li>Obtain IC's approval of news releases.</li> <li>Conduct periodic media briefings.</li> <li>Arrange for tours and other interviews or briefings that may be required.</li> <li>Monitor and forward media information that may be useful to incident planning.</li> <li>Maintain current information, summaries, and/or displays on the incident.</li> <li>Make information about the incident available to incident personnel.</li> </ul>
Safety Officer	<ul> <li>Participate in the planning meeting.</li> <li>Identify and mitigate hazardous situations.</li> <li>Ensure safety messages and briefings are made.</li> <li>Exercise emergency authority to stop and prevent unsafe acts.</li> <li>Review the Incident Action Plan for safety implications.</li> <li>Assign assistants qualified to evaluate special hazards.</li> <li>Initiate preliminary investigation of accidents within the incident area.</li> </ul>
Liaison Officer	<ul> <li>Act as a point of contact for agency representatives.</li> <li>Maintain a list of assisting and cooperating agencies and agency representatives.</li> <li>Assist in setting up and coordinating interagency contacts.</li> <li>Monitor incident operations to identify current or potential interorganizational problems.</li> <li>Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.</li> <li>Provide agency-specific demobilization information and requirements.</li> </ul>
Assistants	In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.



Additional Command	Additional Command Staff positions may also be necessary depending on the
Staff	nature and location(s) of the incident, and/or specific requirements established
	by the Incident Commander. For example, a Legal Counsel may be assigned
	directly to the Command Staff to advise the Incident Commander on legal
	matters, such as emergency proclamations, legality of evacuation orders, and
	legal rights and restrictions pertaining to media access. Similarly, a Medical
	Advisor may be designated and assigned directly to the Command Staff to
	provide advice and recommendations to the Incident Commander in the context
	of incidents involving medical and mental health services, mass casualty, acute
	care, vector control, epidemiology, and/or mass prophylaxis considerations,
	particularly in the response to a bioterrorism event.

General Staff	Responsibilities
Operations Section	The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance.
Chief	The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.  Major responsibilities of the Operations Section Chief are to:
	Assure safety of tactical operations.
	Manage tactical operations.
	<ul> <li>Develop the operations portion of the IAP.</li> </ul>
	<ul> <li>Supervise execution of operations portions of the IAP.</li> </ul>
	Request additional resources to support tactical operations.
	Approve release of resources from active operational assignments.
	Make or approve expedient changes to the IAP.
	<ul> <li>Maintain close contact with Incident Commander, subordinate Operations personnel, and other agencies involved in the incident.</li> </ul>



### Planning Section

#### Chief

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays.

Major responsibilities of the Planning Section Chief are:

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
- · Conduct and facilitate planning meetings.
- Reassign personnel within the ICS organization.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for units (e.g., Resources, Situation Units).
- Determine need for specialized resources.

## Logistics Section Chief

The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing:

- Facilities.
- Transportation.
- Communications.
- Supplies.
- Equipment maintenance and fueling.
- Food services (for responders).
- Medical services (for responders).
- All off-incident resources.

Major responsibilities of the Logistics Section Chief are to:



Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.

- Manage all incident logistics.
- Provide logistical input to the IAP.
- Brief Logistics Staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.
- Oversee demobilization of the Logistics Section and associated resources.

# Finance/ Administration Section Chief

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated.

Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident.
   Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.



- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.
- Provide input to the IAP.

## TRAINING AND EVALUATION

## MONTECITO WATER DISTRICT EMERGENCY RESPONSE PLAN

### TRAINING AND EVALUATION

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#### 1.0 EMERGENCY PREPAREDNESS TRAINING APPROACH

The effectiveness of this Emergency Response Plan (ERP) depends in large part upon recurrent training. Regular training exercises should be conducted to familiarize personnel with the ERP, emergency response concepts and procedures, facilities and equipment. The level and type of training is dependent upon specific roles, responsibilities, capabilities and resources.

The primary purpose of emergency response training is to educate personnel on potential hazards and their associated effects, and to practice responding to emergencies in a safe and effective manner using the Incident Command System.

Training should be seen as a routine part of normal business practice:

- When the ERP is approved and implemented, or revised,
- For all new employees,
- Whenever procedures have been updated or revised,
- When response exercises reveal opportunities for improvement, and
- At least annually.

Effective emergency response training should include:

- Introductory SEMS/NIMS Orientation Courses,
- Tabletop Exercises,
- Functional Exercises for emergency responders and EOC personnel and,
- Targeted training for those expected to fill Command, General Staff, and key supporting positions within the EOC ICS organizational structure.

A rigorous training program includes all of the elements required, from orientation training through recurrent functional exercises in order to maintain appropriate response readiness.



#### 2.0 RESPONSIBILITIES

Safety, Risk and Emergency Management has the following responsibilities:

- See that an appropriate training program is implemented for all potential EOC staff.
- See that qualified trainers / programs are available to train EOC staff in their specific functional roles in the EOC.
- See that managers and supervisors with responsibilities identified in this ERP receive recurrent familiarization training for this EOP and related topics.
- See that managers and supervisors are properly informed of changes to this ERP.
- Maintain training records relevant to this ERP.
- Update this training program to ensure that it is compliant with NIMS requirements.

Supervisors and Managers who manage District staff that have identified or potential roles in the implementation of this ERP have the following responsibilities:

- See that refresher training is conducted on a periodic basis as defined below.
- See that training is conducted on all changes to this ERP.
- Generate appropriate training records and submit copies to the Training Department

#### **Record Keeping**

Standardized District training form shall be used to record the training sessions, topics covered, staff members present and the name of the trainer. A copy of all training records shall be submitted to <u>EOC Manager</u>. All records should be maintained indefinitely until guidance regarding records retention is provided by FEMA or U.S. Department of Homeland Security.



#### 3.0 TRAINING TOPICS AND CERTIFICATION

The most recent FEMA "Five-Year NIMS Training Plan", available from the National Integration Center (NIC), Incident Management Systems Integration (IMSI) Division, should be used to establish appropriate levels of training and certification for personnel staffing the Emergency Operations Center.

#### 4.0 EMERGENCY OPERATIONS PLAN ORIENTATION

The Emergency Response Plan (ERP) is both a training and reference document. Those using it need to be familiar with its contents to ensure optimum usefulness in an emergency situation. To facilitate a robust emergency response capability, personnel should be trained on the content and value of the Plan as well as trained in the range of their potential roles during an emergency.

An ERP overview and orientation class should be part of new employee training and part of recurrent training for all EOC personnel expected to participate in managing emergency situations.

#### 5.0 TABLETOP EXERCISES

Tabletop exercises are simulated scenarios designed to test the response capability of an organization to a given event. The scenarios seek a coordinated response to a realistic situation that develops, in real time, with participants gathered to formulate responses to each incident development. Tabletop exercises have been used extensively in the police, fire, and EMS fields as a method for gathering key personnel to practice response to and recovery from a wide range of incidents that could occur within a specific jurisdiction.

A key element of the tabletop format is its flexibility. A tabletop exercise may be used to assess capabilities at the local level, or to bring together regional and district resources to develop comprehensive response strategies to complex emergencies.

A tabletop exercise is an activity in which those with emergency management responsibilities are gathered together informally, usually in a conference room, to discuss action to be taken during an emergency. The primary characteristic is a verbal "walk through" of a response to an emergency incident. The exercise is designed to elicit



constructive discussion without time constraints. Periodic tabletop exercises should be conducted to ensure that personnel discuss and understand the issues and challenges associated with emergency response and have an opportunity to talk through these issues without the pressure associated with managing an actual event.

The purpose of a tabletop exercise is to:

- Practice problem-solving
- Resolve coordination issues
- Consider communications modes, methods, channeling
- Apply standard incident priorities in selecting appropriate response action
- Explore the flexibility of the Incident Command System (ICS) through fine-tuning the incident specific ICS organization structure to meet the needs of the type, magnitude and complexity of the incident

The learning potential is enhanced by the non-threatening environment. Tabletop exercises can be used in preparation for a functional or full-scale exercise. Tabletop exercises typically involve a limited scope of response and/or internal coordination activities.

#### 6.0 FUNCTIONAL EXERCISES

A functional exercise is more extensive than a tabletop exercise. It may take place in an Emergency Operations Center with concurrent field activity. Often, this type of exercise focuses on a single function or task-level activity within a function. It also can involve deploying response equipment in a limited, function-specific capacity.

The purpose of a functional exercise is to test the planning and response capabilities of personnel and systems relative to a pre-defined target outcome. The level of resources mobilized should be adequate to demonstrate and evaluate the operation in proportion to the type, magnitude and complexity of the simulation.

A functional exercise will primarily exercise communication and coordination between district management, field personnel, and other responding agencies/resources. Communications modes and equipment should be used and tested for functional viability during an actual emergency situation.



From the exercise, the response action prioritization should be evaluated, response capability examined, and inter-agency and resource coordination assessed. The purpose of the exercise is to ensure that response personnel are familiar with the ERP, ICS's value and use, and individual responsibility to conduct safe, coordinated, effective mitigation action.

#### 7.0 FULL SCALE MULTI-AGENCY EXERCISES

A full-scale, multi-agency exercise is a realistic simulation of emergency events with full field deployment. The purpose of the full-scale exercise is to test a major portion of the functions in the ERP. The exercise will evaluate response organizations' operational capabilities in an interactive manner over several hours and will incorporate a high degree of realism, extensive involvement of resources and personnel, and an increased level of stress.

Full scale exercises utilizing District resources are a valuable means to provide operating familiarity with responder guidance contained in this ERP. In addition, participating in full-scale exercises with local public sector emergency response agencies (e.g. local fire departments) provides an opportunity to exercise those portions of ICS relating to shared (Unified) command and the need for interagency cooperation, coordination, communications, and information sharing.

#### 8.0 NIMS TRAINING REQUIREMENTS

NIMS requires incident management personnel to participate in realistic exercises – including multidisciplinary and multijurisdictional events – to improve integration and interoperability. Training involving standard courses on incident command and management, incident management structure, operational coordination processes and systems, coupled together with courses focused on discipline-specific subject-matter expertise, will ensure that personnel at all jurisdictional levels can function effectively together during an incident.

To assist in this function, the NIMS Integration Center provides the following:



- Facilitates the development and dissemination of national standards, guidelines, and protocols for incident management training and exercises, including considerations of existing exercise and training programs at all jurisdictional levels.
- Facilitates the use of modeling and simulation capabilities for training and exercise programs.
- Facilitates the definition of general training requirements and approved training courses for all NIMS users.
- Reviews and approves discipline-specific requirements and training courses.

As part of compliance with NIMS, all emergency response personnel operating under NIMS/ICS are required to complete the FEMA Emergency Management Institute's (EMI) "IS-700.a NIMS, An Introduction" course. This course provides an overview of the concept and principles of NIMS. The table below summarizes appropriate NIMS/ICS training for personnel based on expected roles and levels of responsibility in emergency response. A brief description of each course can be found on subsequent pages.

NIMS Train	ning Requirements
Response Level	Required Training
Federal/State/Local/Tribal/Private	FEMA IS-100.b - Introduction to ICS
Sector & Non-governmental	FEMA IS-700: A - NIMS, An Introduction
personnel to include:  Entry level first responders & disaster	These courses are most effective when taught in a classroom setting by a qualified instructor.
workers	They are, however, also available as an on-line
1. Emergency Medical Service	course from FEMA EMI at:
personnel	http://training.fema.gov/IS/crslist.asp
2. Firefighters	This web page has access to all of FEMA EMI's
3. Hospital staff	online courses.
Law Enforcement personnel	
5. Public Health personnel	
6. Public Works/Utility personnel	



NIMS Trai	ning Requirements
Response Level	Required Training
Skilled Support Personnel     Other emergency management response, support, volunteer personnel at all levels	
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:  First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.	ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent (FEMA EMI IS 200.b is available as an on-line course at <a href="http://training.fema.gov/EMIWeb/IS/IS200b.asp">http://training.fema.gov/EMIWeb/IS/IS200b.asp</a> FEMA IS-700: NIMS, An Introduction
Federal/State/Local/Tribal/Private Sector & Nongovernmental personnel to include:  Required: Mid-level management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and;  Recommended: Emergency Operations Center staff.	ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent ICS-300: Intermediate ICS or equivalent FEMA IS-700: NIMS, An Introduction FEMA IS-800.A: National Response Plan (NRP), An Introduction*
Federal/State/Local/Tribal/Private Sector & Nongovernmental personnel to include:	ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent ICS-300: Intermediate ICS or equivalent



NIMS Train	ning Requirements
Response Level	Required Training
Required: Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and;  Recommended: Emergency Operations Center managers.	ICS-400: Advanced ICS or equivalent FEMA IS-700: NIMS, An Introduction FEMA IS-800.A: National Response Plan (NRP), An Introduction*

#### 8.1 CERTIFYING AND CREDENTIALING PERSONNEL

Personnel certification entails attesting that individuals meet professional standards for training, experience, and performance required for key incident management functions. Credentialing involves providing documentation authenticating and verifying the certification and identity of designated incident managers and emergency responders. This system helps ensure personnel representing various jurisdictional levels and functional disciplines possess a minimum common level of training, experience, physical and medical fitness, and capability for the incident management or emergency responder position they are tasked to fill. After completing training courses, copies of all credentials should be kept on file.

#### 8.2 NIMS COURSE DESCRIPTIONS

#### ICS-100 - Introduction to Incident Command System (FEMA EMI IS100.b)

ICS 100 introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

#### ICS-200 - ICS for Single Resources and Initial Action Incidents



ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS) and specifically provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

#### ICS-300 - Intermediate ICS for Expanding Incidents

ICS-300 provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). The target audience for this course is individuals who may assume a supervisory role in expanding incidents or Type 3 incidents. These incidents may extend into multiple operational periods. ICS-300 will include but not be limited to unified command, incident/event assessment and objective development, the ICS planning process, incident/event resource management, transfer of command and demobilization.

#### ICS-400 - Advanced ICS Command and General Staff - Complex Incidents

ICS-400 provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-agency Coordination Entity. ICS-400 will include but not be limited to major and/or complex incident/event management, area command, and multi-agency coordination.

#### IS-700 - National Incident Management System (NIMS), An Introduction

IS-700 introduces NIMS and takes approximately three hours to complete. It explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an opportunity to complete some planning tasks during this course.

#### IS-800 - National Response Plan (NRP), An Introduction

IS-800 introduces the National Response Framework (NRF). It is intended for the Department of Homeland Security and other Federal staff responsible for implementing the NRF, and Tribal, State, local and private sector emergency management professionals.

(Course descriptions taken from the FEMA website)



#### FEMA EMERGENCY MANAGEMENT INSTITUTE ON-LINE COURSES

In addition, many ICS position-specific courses are available on-line at the FEMA Emergency Management Institute's web site located at:

#### http://training.fema.gov/IS/crslist.asp?page=all

Personnel who have pre-designated Command and General Staff positions can take FEMA Emergency Management Institute on-line courses specific to their assignments.

#### 9.0 TRAINING DEBRIEF

An important feature of a robust training exercise is providing an opportunity to identify problems or gaps in the ERP and incorporate appropriate improvements, modifications, or additions into the plan.

Following each training exercise, a meeting should be held to critique the emergency response and to identify areas of improvement to be incorporated into the ERP and future training. Each team member should be required to complete an Emergency Exercise Debriefing & Critique Form.

Parameters for effective debriefing sessions include:

- Holding the debrief immediately after the exercise
- Creating an atmosphere that allows participants to share freely without fear of criticism or blame for things that didn't go well.
- Asking "open ended" questions rather than "closed questions" (e.g. "What led you
  to take the action you took in this instance? Rather than, "Why did you do "X," that
  caused the problem?")
- Have the tone of the briefing be positive and include:
  - O What went well?
  - O What didn't go well?
  - O What was the root cause of things that didn't go well?
  - What do we need to do to improve the plan, our training and/or our response planning?
- Capturing the input from the debriefing session and creating a corrective action plan that has specific assignments for implementation.

## **EMERGENCY EXERCISE DEBRIEFING & CRITIQUE FORM**

Exercise Name:	Date/Time:
EOC Director:	EOC Manager:
Safety Officer:	
Operations Chief:	Logistics Chief:
Liaison Officer:	EOC Manager:
Legal Officer:	Public Information Officer:
Planning & Intelligence Chief:	
Finance/Administration Chief:	
Field Level (If field units involved in EOC	C exercise.)
Incident Commander:	Public Information Officer:
Safety Officer:	Liaison Officer:
Operations Chief:	Planning & Intelligence Chief:
Logistics Chief:	<u> </u>
Finance/Administration Chief:	
Other response personnel:	
Note: If the response involved munici	pal emergency responders, a joint debriefing
and critique meeting is desirable.	



## **Status of Equipment**

A.	Were a	all EOC supplies / equipment in ready condition? <u>yes</u> or no
	1.	List equipment restoration needs:
В.		supplies / equipment adequate for the response? <u>yes</u> or no
	1.	List equipment needs:
		Summary of the Incident
A.	incide	be, from your involvement, your understanding of the nature of the nt, the flow of orders given, your activity, and your understanding of the ganization implemented:
	100 01	gamzation implemented.



Attach the completed ICS Position-Specific Checklists and or activity logs for each position.
Each ICS position holder, please provide your perspective of the effectiveness of the EOC's response, the appropriateness of response priorities and objectives selected, and the ICS organization structure implemented:
field units were part of the EOC exercise.)
Field personnel please provide your perspective of the effectiveness of the response, and the appropriateness of the PPE and equipment provided, tactics used, and the ICS organization structure implemented::



## **OVERALL SUMMARY**

at did not go so well?
at did not go so well?
at do we need to change to fix the problem(s) or make our response more
ctive? (Training? Improved procedures? Additional equipment? Etc.)



## **Recommendations for Corrective Action Plan**

A. List detailed recommendati	ions for improvement based on your findings
this debriefing. (Please i	include your recommended time frames f
implementation and assign	ment of responsibility for action/completion.):
mpleted by:	Date/Time:

## **PLAN MAINTENANCE**

## MONTECITO WATER DISTRICT EMERGENCY RESPONSE PLAN

#### PLAN MAINTENANCE SECTION TABLE OF CONTENTS

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3.0	REVIEW PROCESS	1
4.0	RECORD KEEPING	2
5.0	TRAINING FOR UPDATES/REVISIONS	2

## 1.0 INTRODUCTION

The Emergency Response Plan (ERP) is a living document. New problems emerge, situations change, gaps become apparent, State and Federal requirements are altered, and the ERP must be revised/adapted to remain useful and up to date. This section identifies the requirements and the individuals responsible for maintaining, reviewing, updating the Plan, appendices, and supplementary documents. (Note: ERP Distribution and Revision information tables are contained in the Quick Reference Section.)

### 2.0 RESPONSE PLAN MAINTENANCE

This District ERP should be maintained up to date at all times. To ensure this requirement, the District should adopt an annual review of the ERP. The following describes the process for the annual review

#### Initiation

The EOC Manager is responsible to conduct a formal review of this ERP at least annually.

#### **Review Team**

A review team should be formed, composed of appropriate personnel representing various departments of the District.

#### 3.0 REVIEW PROCESS

The District Level ERP should be reviewed to verify that:

- 1. Specific position definitions, responsibilities and checklists remain valid
- 2. The emergency contact information in the Quick Reference Section of the ERP is correct and up to date.
- 3. Levels of Alert and EOC Activation guides reflect current conditions of the District.
- 4. All referenced materials are current and valid.



#### **Deficiencies**

For any deficiency that is noted, an action item should be defined. The person responsible to correct the deficiency and scheduled date of completion should be included on the Form.

#### **EOP Update**

Based on the results of the review, the District Level EOP should be updated and all the revised pages shall be posted in the controlled copies of this Plan.

#### 4.0 RECORD KEEPING

The results of the review should be recorded in the standardized form (included at the end of this section). The completed form shall be maintained in the District ERP file. The form serves as a record for the annual review of the District ERP. All records should be maintained indefinitely until guidance regarding records retention is provided by FEMA or U.S. Department of Homeland Security.

## 5.0 TRAINING FOR UPDATES / REVISIONS

If any of the changes to this ERP are procedural, training sessions shall be conducted for all employees to ensure that all affected employees are informed of the changes. (See Training and Evaluation Section.)





## MONTECITO WATER DISTRICT EMERGENCY RESPONSE PLAN

## **POST INCIDENT RECOVERY**

## **Table of Contents**

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## 1.0 RECOVERY OPERATIONS

The planning and preparedness that occur prior to, and the response conducted during the disaster, largely determines the success of a recovery program. In the event of an incident, the District will be involved in recovery operations. Recovery operations are organized and conducted to help ensure the time and expense of returning to normal operations is minimized. Typically, the recovery operations may include such services as:

- Assessment of the extent and severity of damages to facilities and other property;
- Restoration of water services generally available in served communities;
- Repair of damaged assets and property; and
- Professional counseling for personnel when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.



## 2.0 RECOVERY PHASES

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of the water system.

The major objectives of long-term recovery operations include:

- Restoration of long-term water services;
- The effective integration of mitigation strategies into recovery planning and operations;
- Recovery of disaster response costs; and
- An improved District ERP.

The District will handle long-term recovery activities on its own, separate from the Operational Area. As necessary, changes to the plan will be documented and the plan updated to include corrections to ensure that it provides useful guidance on emergency response. District assets that present public safety threats will be assessed, mitigated and/or abated during short-term recovery operations.

#### 2.1 Short-Term Recovery

The goal of short-term recovery is to restore water services to at least minimal capacity. Short-term recovery includes:

- Utility restoration;
- Re-establishment of District operations;
- · Debris removal and clean-up operations; and
- The abatement of hazardous conditions.

In the interest of public health, the District will work diligently in the aftermath of a disaster to restore water services during recovery operations. Temporary water distribution will be coordinated, as necessary. The Santa Barbara County Office of Emergency Management will be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.



For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans.

The District will ensure that debris removal and clean-up operations are expedited during short-term recovery operations.

#### 2.2 Long-Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of water/wastewater facilities, and disaster response cost recovery.

The District will be responsible for its own approach to mitigation which could include re-routing of piping, facility modifications, plan reviews, seismic safety elements, and other water system planning techniques. With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by the District in order to ensure a maximum reduction of vulnerability to future disasters. The District will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long term recovery operations.



# 3.0 RECOVERY OPERATIONS ORGANIZATIONS

District recovery operations will be managed and directed by a designated Disaster Recovery Coordinator. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the Disaster Recovery Coordinator and their designated representatives. On a regularly scheduled basis, the Disaster Recovery Coordinator will convene meetings with the EOC Director, key individuals, and representatives from included jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The Safety, Risk and Emergency Management (SREM) will assist the Disaster Recovery Coordinator in facilitating and leading the recovery process.

# 3.1 Recovery Operations

In the aftermath of a disaster, organized recovery operations will assist the District in recovering water services to its communities in a timely manner. The Checklist below provides an outline for initial and long-term recovery operations and is listed to guide the District in organized recovery.

	Initial Recovery Operations		
Step#	Description	Responsible Individual	Time Completed
1.	Designate a Disaster Recovery Coordinator and notify all appropriate regulatory agencies.		
2.	Complete detailed evaluations of all affected facilities and determine priorities for permanent repair, reconstruction, or replacement at existing or new locations.		
3.	Begin repair activities design and make bids for contractor services, as necessary.		
4.	Restore all telecommunications, data processing, and similar services to full operation.		



	Initial Recovery Operations			
Step#	Description	Responsible Individual	Time Completed	
5.	Complete assessment of losses and costs for repair and replacement, determine approximate reimbursements from insurance and other sources of financial assistance, and determine how residual costs will be financed by the District.			
6.	Define needs for additional staff, initiate recruitment process, and adopt temporary emergency employment policies as necessary.			
7.	Execute agreements with vendors to meet service and supply needs.			
8.	Re-evaluate need for maintaining the emergency management organization; consider returning to the normal organizational structure, roles and responsibilities when feasible.			
9.	Collect cost accounting information gathered during emergency and prepare request for Emergency Disaster Funds (follow FEMA and State OES requirements).			
10.	Debrief staff to enhance response and recovery efforts in the future by identifying lessons learned, developing action plans and follow-up mechanisms, and providing employee assistance programs, if needed.			
11.	Prepare After Action Reports as required. Complete Reports within ninety days of the event. Identify recommendations for legislation.			

	Long Term Recovery Operations			
Step #	Description	Responsible Individual	Time Completed	
1.	Initiate reconstruction of damaged facilities and systems.			
2.	Restore operations and services to fill pre-event levels.			
3.	Continue to maintain Liaison as needed with external agencies.			

# 3.2 Recovery Damage/Safety Assessment

In the event of a disaster, an Initial Damage Assessment is developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration. The damage assessment should include an assessment of the following facility components:

# **Communications:**

- Evaluate the availability of telephone and two-way radio system.
- Test telephone for known local and long distances connections.
- Check two-way radio for on duty operator.

#### Reservoir:

- Damage to walls and roof.
- Leaks on reservoir structure and adjacent piping.
- Check for downed electrical and telephone wires.
- Check for facility security downed fences, walls, or gates.
- Identify flooding hazards at the adjacent properties.
- Check for evidence of earth movement and earth cracks.

# **Water Treatment Facility/Lift Stations:**

- Check for ruptured vessels.
- Check for piping leaks.
- Check for valves that might be covered or inaccessible.
- Check for facility security downed fences, walls, or gates.
- Check for downed electrical and telephone wires.



Identify flooding hazards at adjacent properties.

# Wells:

- Check for Leaks on equipment piping or near the facility.
- Check for damage to motors, engines, or pumps.
- Check for downed electrical and telephone wires.
- Check for ruptured gas lines at or near engine locations.
- Check for facility security downed fences, walls, or gates.
- Note if well is in on or off position.

#### **Booster Stations:**

- Check for Leaks on equipment piping or near the facility.
- Check for damage to motors, engines, or pumps.
- Check for downed electrical and telephone wires.
- Check for ruptured gas lines at or near engine locations.
- Check for facility security downed fences, walls, or gates.

# **Distribution System:**

Report damage and leaks as discovered.

This is followed by a detailed assessment of damage during the recovery phase by the District. This detailed assessment provides the basis for determining the type and amount of state and/or federal financial assistance available for recovery. For the District the administrative and operational divisions will complete the detailed damage/safety assessment.

#### 3.3 Documentation

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

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

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

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

Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the District to collect documentation of these damages.

The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition. Photos should be taken of damaged sites, both in the damage assessment phase and in the recovery phase.

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

Documentation is key to recovering expenditures related to emergency response and recovery operations. For the District, documentation MUST begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.



# 4.0 AFTER ACTION REPORTING

Standardized Emergency Management System (SEMS) regulations require any special district, district and county, or county declaring a local emergency for which the governor proclaims a state of emergency to complete and transmit an after-action report to OES within (90) days of the close of the incident period.

The after-action report will provide, at a minimum, response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

The after-action report will serve as a source for documenting the District's emergency response activities, identifying areas of concern and success. It will also be utilized to develop and describe a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and addressing specific areas if necessary.

It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report.

The District shall designate someone to act as a Disaster Recovery Unit to be responsible for the completion and distribution of the District after-action report, including sending it to the Governor's Southern Region Office of Emergency Services within the required 90-day period. They may coordinate with the Operational Area and other districts in the completion of the afteraction report, incorporating information from them for the report.

For the District, the after-action report's primary audience will be District management and employees. As public documents, they are accessible to anyone who requests a copy and will be made available through the Santa Barbara County library system.

The after-action reports will be written in simple language, well-structured, brief and well-presented, and geared to multiple audiences.

Data for the after-action report will be collected from a questionnaire and documents developed during the disaster response, and interviews of emergency responders.



# 5.0 DISASTER ASSISTANCE PROGRAMS

The following authorities and references establish: 1) the legal basis (statutes, ordinances, executive orders, regulations, proclamations) for emergency operations; and 2) the basis for delegation of emergency authority, i.e., enabling measures sufficient to ensure that specific emergency-related legal authorities can be exercised by elected or appointed leadership or their delegated successors.

The California Emergency Plan, promulgated in accordance with the provisions of the Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." The District ERP is, therefore, considered to be an extension of the State Emergency Plan.

#### 5.1 Introduction

When requesting disaster assistance, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- Individuals;
- Businesses;
- Governments; and
- Non-profit organizations.

Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

Loans for many types of businesses are often made available through the United States Small Businesses Administration for assistance with physical and economic losses as a result of a disaster or an emergency. Funds and grants are available to government and nonprofit organizations to mitigate the risk of future damage.



# **5.2** Type of Emergency Declaration

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain nonprofit organizations in responding to and recovering from disasters. At each level of emergency declaration, various disaster assistance programs become available to individuals, businesses, governments, and non-profit organizations. Under local emergency declarations, the District may be eligible for assistance under the Natural Disaster Assistance Act (with concurrence of the Director of the Governor's OES). Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration.

Under a State of Emergency Proclamation by the Governor, District, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

- Contractor's License Board;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;
- Department of Motor Vehicles;
- Department of Aging State Board of Equalization; and
- Department of Veteran's Affairs (CALVET).

Under a presidential Declaration, the District, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance:
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.



# 5.3 Public Assistance Program Responsibilities

The District has the responsibility for the completion and submission of the required documents for both state and federal public assistance programs for their jurisdiction, agency, or company.

Designated District personnel will complete the necessary public assistance program application and supporting materials. This staff member will also be the primary contact for state and federal field representatives. The District may also assign a representative from their accounting office to complete application materials and coordinate with state and federal representatives. This representative will also work closely with the field operations staff throughout this process.

# 5.4 Individual Assistance Program Responsibilities

Private for-profit water utilities may be eligible for disaster assistance in the form of low interest loans or grants to restore damaged structures or replace inventories. Individual Assistance of this type is generally made available to private businesses when the ability to continue operations is terminated or impaired by a disaster. In addition, District employees may be eligible for disaster assistance in the form of funds for temporary housing, individual and family grants to meet disaster-related expenses, and loans to individuals for repair or replacement of real and personal property.

The District will assist the individuals in any way possible, including providing them with Federal Emergency Management Agency's (FEMA) hotline number for individual assistance.

A sequence of delivery guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The District's objective is to provide the citizens of the communities they serve with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- Individual actions for assistance (family, friends, volunteer organizations, churches, etc.);
- Recovery/assistance from private insurance carrier;
- FEMA disaster housing assistance;
- United States Small Business Administration assistance;
- Individual and Family Grant Program assistance; and
- Cora Brown Fund Assistance



# 5.5 Hazard Mitigation Grant Program Responsibilities

Within declared areas, the District may identify projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a future disaster. The district must ensure that each identified project is cost effective and meets basic project eligibility.

# **Appendix A: Action Plans**

# DISTRICT OFFICE, BELLA VISTA, DOULTON Evacuation Plan

Rev 1 2019

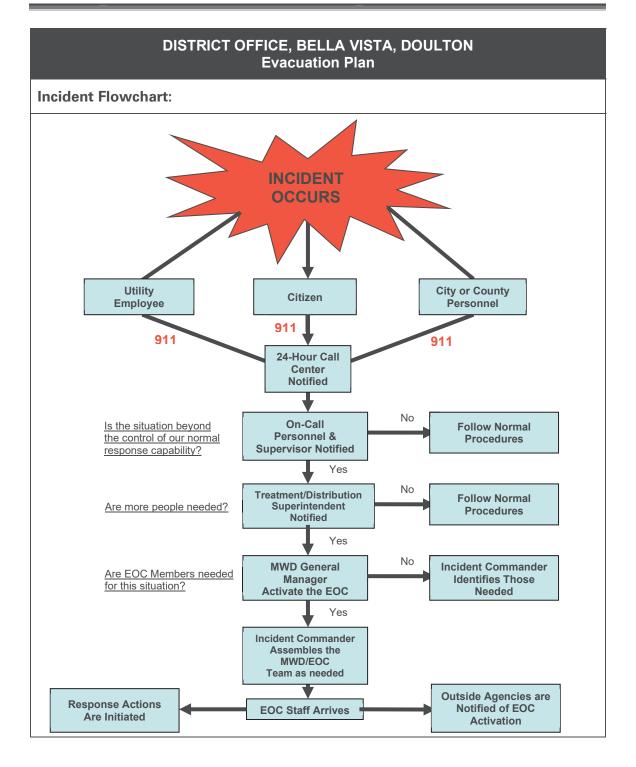
**Objective:** The objective of the Evacuation Plan Procedure is to prepare for and provide a means to safely evacuate all occupants from the building in the event of a fire or similar emergency

**Hazard Overview:** Montecito Water District will evacuate in the case of the event of fire, gas detection alarm, earthquake, chemical spill, power outage, flooding, or any other condition that warrants evacuation to ensure employee safety. Evacuations may be initiated by fire alarm pull stations or automatic fire alarms as well as voice command.

# **PRIORITIES:**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations

The intent of a facility evacuation is to safely remove everyone from the site who is not directly involved in managing the event.



DISTRICT OFFICE, BELLA VISTA, DOULTON Evacuation Plan		
Step	Action	Notes
1	Initial Actions:  Determine status of situation.  Verify that the on-site Manager has been notified.  Refer to the Emergency Evacuation Facility Maps (Attachment A)	
2	Notification:  Verbally alert on-site personnel of the need to evacuate to the safe assembly area (if necessary, using radios):  Office Staging Area – Maintenance Yard  Bella Vista Staging Area – Outside of rear delivery gate.  Doulton Staging Area – Relocate to Bella Vista Treatment Plant	
	Verify 911 Emergency Services have been notified. If not, call 911 immediately to advise an emergency requiring evacuation is in progress. Be prepared to report as much pertinent information as you have available, preferably, at minimum:  Current situation  Any injuries known to have occurred  Wind direction  Unless it compromises the "protection of lives", send an employee to the suggested facility entrance location to accompany the Fire Department to the appropriate location(s).	

Step	Action	Notes
3	Evacuation:	
	Determine wind direction. Select the safest possible route to evacuate all personnel.	
	Depending on wind direction, select an alternate route or an alternate location for the safe assembly area.	
	Emergency evacuation procedures and emergency evacuation primary route and alternate route assignments	
	Identify assignments and procedures to be followed by employees who must remain on site to perform shutdown or other critical Administrative operations before they can evacuate	
	Procedures to account for all employees after a completed evacuation	
	Contain a Chain-Of-Command for emergency notification and decision-making	
	Procedures for emergency incident identification, training and plan update	
	Sweep the area with teams of two or more and report to the Facility Sector Monitor when the evacuation area is complete to check rooms and all areas	
	Note: Evacuation Maps and Building Exit Plans for Montecito Water District -Office, Bella Vista, Doulton, are located in Attachment A.	

	DISTRICT OFFICE, BELLA VISTA, DOULTON Evacuation Plan		
Step	Action	Notes	
4	Facility Inspection:		
	Provided they are not placed at substantial, additional risk, direct employees to put on appropriate Personal Protective Equipment (PPE), and conduct a thorough damage inspection. Consider potential hazards, especially if there is a potential for a chemical spill.		
	Upon contact with facility:		
	Determine status of situation.		
	Determine what resources have been mobilized.		
	Complete necessary agency notification.		
	Verify that the General Manager has been notified.		
	<ul> <li>Activate the appropriate portion of the Emergency Response Team. If any of the facility systems shut down automatically, DO NOT RESTART prior to conducting a thorough inspection.</li> <li>Do not shut down facility if it has not done so automatically.</li> </ul>		
	Continuous Assessment:		
5	<ul> <li>Continually assess the situation to determine whether a response, other than evacuation, is appropriate. Should a response be called for, refer to this Emergency Response Plan to determine which preplanned action guideline to use for your response. Work with municipal authorities to maintain site security and control.</li> </ul>		

# JUNCAL DAM/ JAMESON LAKE EVACUATION PLAN

Rev 1 2019

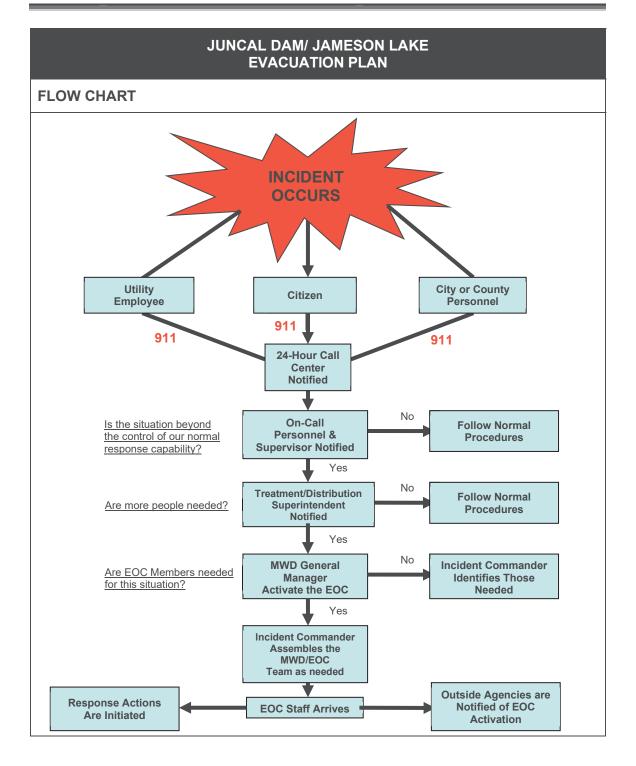
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**Hazard Overview:** Montecito Water District will evacuate in the case of the event of fire, gas detection alarm, earthquake, chemical spill, power outage, flooding, or any other condition that warrants evacuation to ensure employee safety. Evacuations may be initiated by fire alarm pull stations or automatic fire alarms as well as voice command.

# **PRIORITIES:**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations

The intent of a facility evacuation is to safely remove everyone from the site who is not directly involved in managing the event.



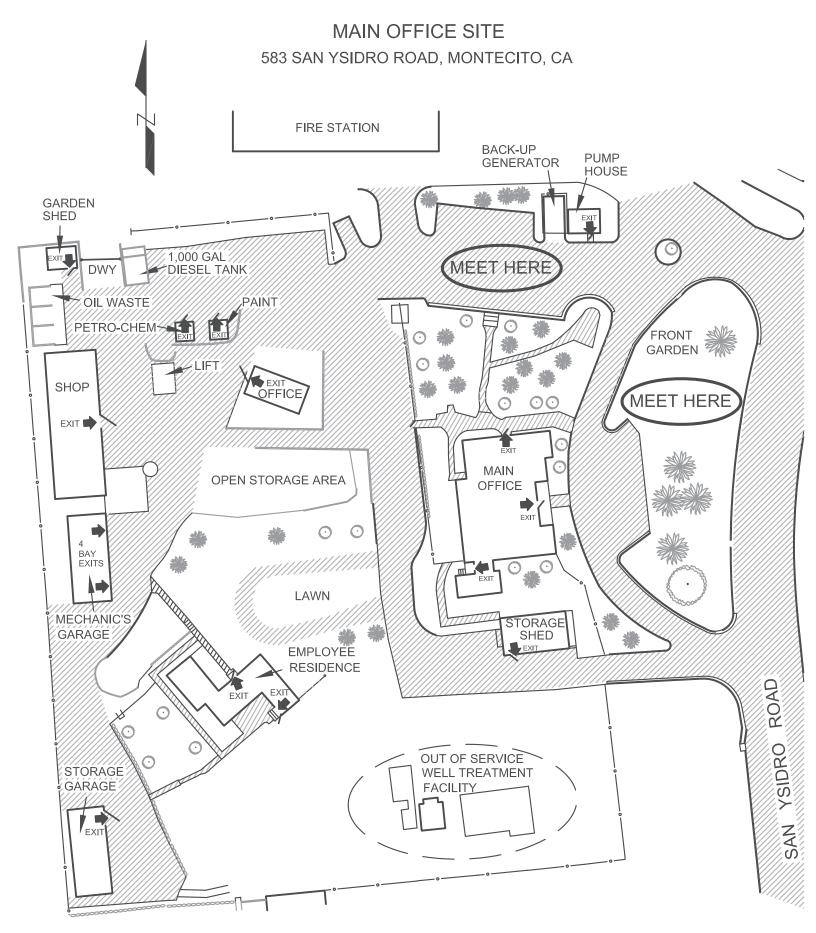
JUNCAL DAM/ JAMESON LAKE EVACUATION PLAN		
Step	Action	Notes
1	Initial Actions:	
	Determine status of situation.	
	Verify that the on-site Manager has been notified.	
	Refer to the Emergency Evacuation Facility Maps     (Attachment A)	
2	Notification:	
	Verbally alert on-site personnel of the need to evacuate to the safe assembly area (if necessary, using radios):	
	Staging Area – Helicopter Pad Area	
	Verify <b>911</b> Emergency Services have been notified. If not, call <b>911</b> <u>immediately</u> to advise an emergency requiring evacuation is in progress. Be prepared to report as much pertinent information as you have available, preferably, at minimum:	
	Current situation	
	Any injuries known to have occurred	
	Wind direction	
	Unless it compromises the "protection of lives", send an employee to the suggested facility entrance location to accompany the Fire District to the appropriate location(s).	
3	Evacuation:	
	Determine wind direction. Select the safest possible route to evacuate all personnel.	
	Depending on wind direction, select an alternate route or an alternate location for the safe assembly area.	

JUNCAL DAM/ JAMESON LAKE EVACUATION PLAN		
Step	Action	Notes
	• Emergency evacuation procedures and emergency evacuation primary route and alternate route assignments	
	<ul> <li>Identify assignments and procedures to be followed by employees who must remain on site to perform shutdown or other critical Administrative operations before they can evacuate</li> </ul>	
	Procedures to account for all employees after a completed evacuation	
	Contain a Chain-Of-Command for emergency notification and decision-making	
	<ul> <li>Procedures for emergency incident identification, training and plan update</li> </ul>	
	Sweep the area with teams of two or more and report to the Facility Sector Monitor when the evacuation area is complete to check rooms and all areas	
	<ul> <li>Note: Evacuation Maps and Building Exit Plans for Montecito Water District – Juncal Dam/Jameson Lake are located in Attachment A.</li> </ul>	

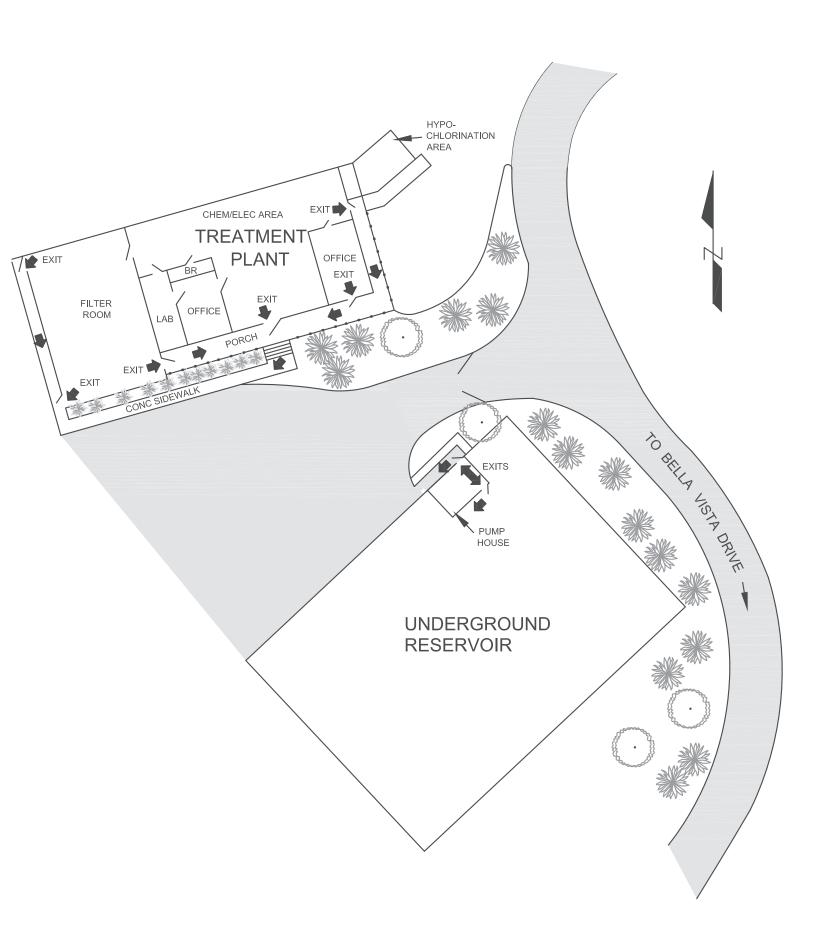
Step	Action	Notes
4	Facility Inspection:	
	Provided they are not placed at substantial, additional risk, direct employees to put on appropriate Personal Protective Equipment (PPE), and conduct a thorough damage inspection. Consider potential hazards, especially if there is a potential for a chemical spill.	
	Upon contact with facility:	
	Determine status of situation.	
	Determine what resources have been mobilized.	
	Complete necessary agency notification.	
	Verify that the General Manager has been notified.	
	<ul> <li>Activate the appropriate portion of the Emergency Response Team. If any of the facility systems shut down automatically, DO NOT RESTART prior to conducting a thorough inspection.</li> </ul>	
	Do not shut down facility if it has not done so automatically.	
5	Continuous Assessment:	
	<ul> <li>Continually assess the situation to determine whether a response, other than evacuation, is appropriate. Should a response be called for, refer to this Emergency Response Plan to determine which preplanned action guideline to use for your response. Work with municipal authorities to maintain site security and control.</li> </ul>	

# ATTACHMENT A: EMERGENCY EVACUATION FACILITY MAPS

# MONTECITO WATER DISTRICT ERP EVACUATION ROUTE



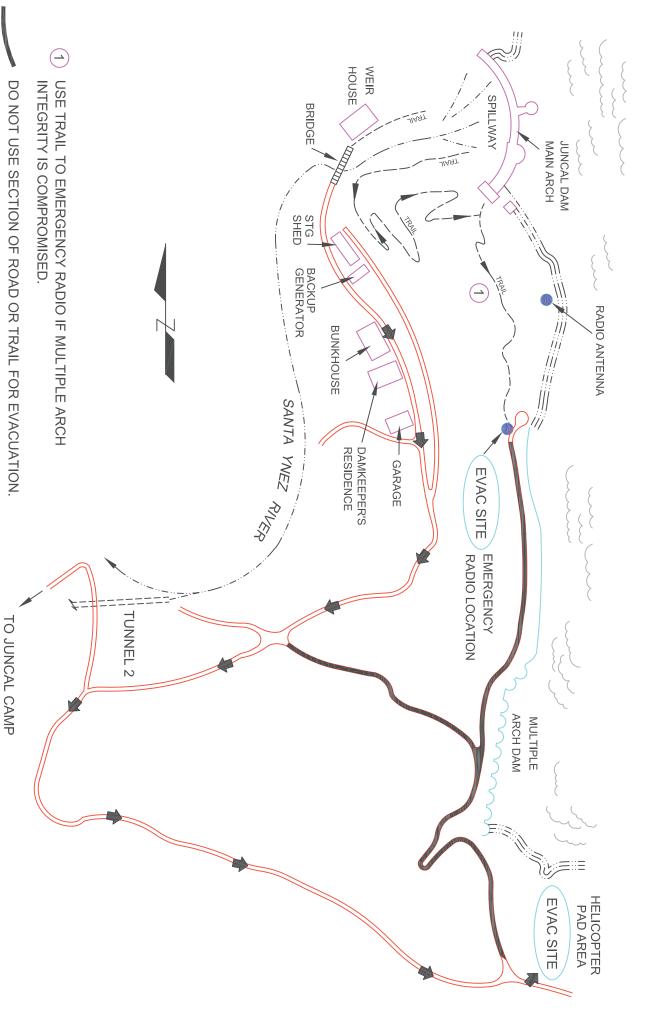
# MONTECITO WATER DISTRICT ERP EVACUATION ROUTE BELLA VISTA TREATMENT PLANT SITE



# PRIV RD (DEAD END) TORO CANYON ROAD TO DOLL TON TUNNEL MONTECITO WATER DISTRICT ERP EVACUATION ROUTE 1075 TORO CANYON ROAD, MONTECITO, CA DOULTON TREATMENT PLANT SITE ABOVE GROUND RESERVOIR LAWN TREATMENT PLANT BACKUP GENERATOR CONC PAD \_\_\_ STEPS LAWN BACKWASH TANK RESIDENCE RESIDENCE STG SHED MEET HERE BACKYARD (LAWN)

# MONTECITO WATER DISTRICT ERP EVACUATION ROUTE

# JUNCAL DAM SITE LOS PADRES NATIONAL FOREST



Earthq	uake
Rev 1	2019

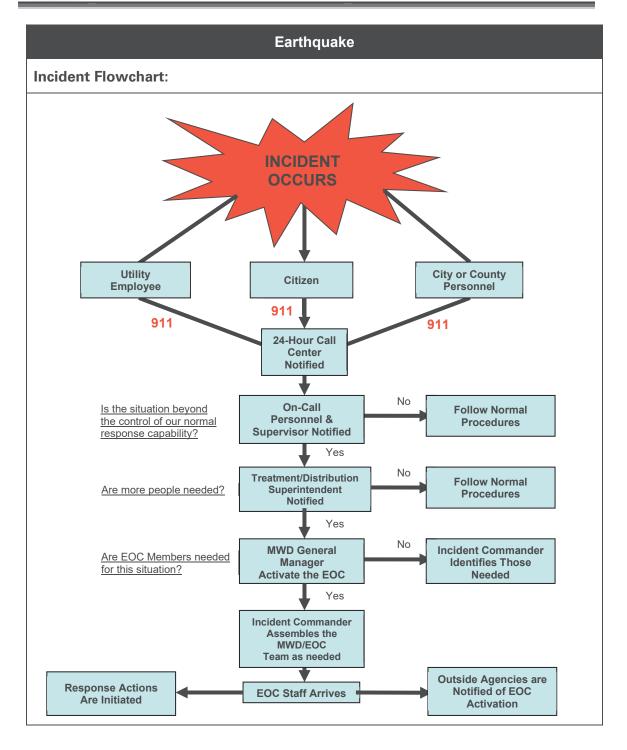
**Objective:** A significant earthquake will automatically activate the Emergency Operations Center (EOC). The objective of this procedure is to provide coordination between the EOC and field operations response.

**Hazard Overview:** Earthquakes may cause widespread damage to all facilities due to ground shaking.

#### **PRIORITIES:**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations

Responders must be trained and use appropriate Personal Protective Equipment (PPE)



Earthquake		
Step	Action	Notes
1	Initial Actions:	
	Evacuate via the building's Emergency Action Plan and take role after the evacuation	
	Confirm and analyze the severity of the emergency.	
	Take immediate actions to save lives.	
	Determine what resources have been mobilized to affect the necessary repairs and reduce injuries	
	<ul> <li>Notify the Treatment Superintendent and Distribution Superintendent. As appropriate incident command may be transferred.</li> </ul>	
	Treatment and Distribution Superintendent are to notify the General Manager.	
	All notification should follow chain of command if unable to contact the Distribution Superintendent.	
	Use the Emergency Response Laptop and intranet to access City EOC and SCADA.	
2	Facility Inspection:	
	Provided they are not placed at substantial, additional risk, direct employees to put on appropriate Personal Protective Equipment (PPE), and conduct a thorough damage inspection. Consider potential hazards, especially if there is a potential for a chemical spill.	
	In general, the following need to be conducted as part of the initial damage assessment and recorded in the tables provided within this section:	

Earthquake		
Step	Action	Notes
	Determine need to repair, replace, or abandon facility	
	<ul> <li>Include estimate of cost to restore facility</li> </ul>	
	Consider possible effects of aftershocks	
	Evacuate buildings in danger of collapse	
	<ul> <li>Confirm that field crew does the following and closes and tags damaged facilities and equipment:</li> </ul>	
	RESERVOIRS	
	<ul> <li>Check for seepage, leaks, cracks, landslides, embankment slump, broken inlet-outlet pipes, piezometers, underdrains</li> </ul>	
	Notify CDPH if problems appear	
	WELLS	
	Check for power disconnect	
	Test for contamination	
	Check for failure of pump or motor	
	Check for physical damage	
	<u>TANKS</u>	
	Check for evidence of failure of subbase	
	<ul> <li>Check for leaks, cracks, broken inlet-outlet pipes, underdrains</li> </ul>	
	Check for buckling	
	Check flex couplings on tanks	
	BOOSTER PUMP STATIONS	
	Check transformers for damage and test capacity	

Earthquake				
Step	Action	Notes		
	<ul> <li>If BPS are water-cooled, check for adequate suction pressure.</li> </ul>			
	<ul> <li>Check suction and discharge lines for cracks and broken connections</li> </ul>			
	Check for power disconnect			
	Check for structural damage			
	<u>PIPES</u>			
	Check air and vacuum valves			
	<ul> <li>Check for leaks, breaks, pressure loss in lines, cross- connections between water and sewage, overflow into streets, watercourses, storm drains</li> </ul>			
	Check mechanical couplings			
3	Facility Repairs:			
	Isolate and repair any damage detected, as directed by an Operations Supervisor.			
	Re-inspect the system.			
4	Continuous Assessment:			
	Continuously assess the situation to determine if further action is necessary.			
	If activated, report and return all damage assessment and system evaluation results to the Emergency Operations Center.			



#### **Additional Information:**

# EARTHQUAKE EVALUATION AND RESPONSE INFORMATION

The following information provides supplementary evaluation criteria to facilitate the determination of Level I, II, and III seismic events. Level I earthquakes (minor) are those that:

- are felt by sensitive people
- feel like the vibrations due to a passing truck
- are felt by people while walking
- wake light sleepers
- cause trees to sway and all suspended objects to swing
- Level I earthquakes generally have Richter magnitudes less than 5.5 and Mercalli
  Intensities of I to VI. However, when evaluating the potential impact of an
  earthquake, an earthquake's epicenter location must also be considered. Level II
  earthquakes (strong to very strong) are those that:
- are felt by moving people and drivers of motor cars
- wake most sleepers
- cause some power outages and communications system overload
- cause cracks in walls and destroy weak buildings
- sever pipelines, causing leaks
- cause some telephone outages
- sever gas lines, causing fires
- Level II earthquakes generally have Richter magnitudes of 5.5 to 6.1 and Mercalli Intensity levels of VI to VII.
- Level III earthquakes are those that:
- are felt by everyone within the earthquake's vicinity
- cause widespread power and/or telephone outages
- destroy and damage buildings

# EARTHQUAKE EVALUATION AND RESPONSE INFORMATION

- sever pipelines
- create various fires and chemical explosions
- damage dams
- A commonly used term for an earthquake in this category is "the Big One". The Richter magnitude for a Level III earthquake ranges from 6.1 to greater than 8.0 and on the Mercalli Intensity Scale from VIII to XII. The infrequent occurrence of earthquakes of this magnitude makes it difficult to identify the amount of damage which could be caused locally and regionally; however, a Level III earthquake is expected to result in widespread and extensive damage to Montecito Water District facilities.

# Modified Mercalli (MM) Scale of Earthquake Intensities with Corresponding Richter Scale Magnitudes

Mercalli Intensity		Description	Richter Scale Magnitude
I	Instrumental	Detected only by a seismograph	
II	Feeble	Noticed by sensitive people	0.1 to 3.4
III	Slight	Like the vibrations due to a passing truck	3.5 to 4.2
IV	Moderate	Felt by people while walking; rocking of loose objects, including standing vehicles	4.3 to 4.8
٧	Rather Strong	Felt generally; most sleepers are awakened and bells ring	
VI	Strong	Trees sway and all suspended objects swing; damage by over-turning and falling of loose objects	4.9 to 5.4
VII	Very Strong	General alarm; walls crack; plaster falls	
VIII	Destructive	Car drivers seriously disturbed; masonry fissured; chimneys fall; poor constructed buildings damaged	5.5 to 6.1
IX	Ruinous	Some houses collapse where ground begins to crack, and pipes break	6.2 to 6.9
Х	Disastrous	Ground cracks badly; many buildings destroyed and railway lines bent; landslides on steep slopes	7.0 to 7.3
XI	Very disastrous	Few buildings remain standing; bridges destroyed; all services (railway, pipes, and cables) out of action; great landslides and floods	7.4 to 8.1
XII	Catastrophic	Total Destruction; objects thrown into air; ground rises and falls in waves	8.1+



#### **Additional Information:**

# JUNCAL EARTHQUAKE PLAN FOR INSPECTION AND NOTIFICATION

If an earthquake is felt at the site, or if an earthquake inspection is requested, the following procedures shall be followed:

- 1. Conduct a general overall inspection of the dams and ridge with special emphasis in the fault area of the ridge noting increased seepage.
- 2. If new seepage from the ridge or from the dams occur, or damage is noted that has a potential for failure of the dam, notify District office immediately, along with the Gibraltar dam keeper, by telephone or radio. A complete list of emergency contacts can be found in the Quick Reference Section. The District office will notify the following:
  - City of Santa Barbara
  - Santa Barbara County Sheriff's Office
  - U.S. Forest Service
  - Bradbury Dam
  - Santa Barbara County Emergency Services office
  - California Division of Safety of Dams

During non-business hours the following should be contacted:

- General Manager; or
- Civil Engineering Associate; or
- Maintenance Supervisor

If none of the above is available, attempt to notify the offices that would be contacted during business hours.

- 3. If damage is noted, conduct an inspection using the Juncan Dam Inspection Checklist Form located in the pages bellow of this document. In addition, Damage Assessment Report Forms are located in Appendix C (Damage Assessment) of the MWD Emergency Response Plan.
- 4. Report damage or no damage findings to District office, or during non-business hours to:
  - General Manager; or
  - Civil Engineering Associate; or
  - Maintenance Supervisor

#### JUNCAL EARTHQUAKE PLAN FOR INSPECTION AND NOTIFICATION

- 5. If none of the above is available, contact the Answering Service.
- 6. Continue to monitor facilities including piezometer wells and weirs for at least 48 hours or as instructed because of possibility of changed conditions or delayed damage that may occur.
- 7. If all communications from the dam are lost:
  - Follow Step 1 above.
  - Evaluate potential danger of failure. If minimal, proceed with inspection outlined in Step 3 above.
  - If there is a potential for dam failure, attempt to contact Gibraltar Dam by radio.
  - If there is displacement at the fault with increased seepage containing silt, dirt, sand or rock, attempt to lower lake stage below that level through use of sluice valves and/or blow-off valve.
  - Continue to attempt to contact the above agencies and individuals.

NOTE: The Juncan Dam Inspection Checklist is located below these pages. Use this form immediately after an earthquake.

# JUNCAL DAM INSPECTION CHECKLIST

(For Use Immediately After an Earthquake)

DATE	TIME			
WATER IN STORAGE				
DESCRIPTION OF EARTHQUAKE AS				
MULTIPLE A	ARCH AND GRAVITY SECTION			
WEIRS (Last and Current Readings)				
No. 1	No. 4			
No. 2	Arch			
No. 3				
	DAM			
UPSTREAM FACE				
Cracks				
DOWNSTREAM FACE				
Cracks				
DOWNSTREAM TOE				
Cracks				
	attention at fault area)			
CREST				
Walks				
Parapet wall				

# **MAIN DAM**

# **UPSTREAM FACE** Joint offsets **DOWNSTREAM FACE** Cracks Joint offsets SEEPAGE ON DOWNSTREAM FACE \_\_\_\_\_\_ **DOWNSTREAM TOE** Cracks \_\_\_\_\_ Undercutting (from erosion) CREST Walks Parapet wall OUTLET TOWER (observe from top) Seepage **INLET TOWER (observe from top)** Cracks \_\_\_\_\_ Seepage \_\_\_\_ Valves and Piping Landings **ABUTMENTS** Seepage \_\_\_\_\_ Slides Signs of Movement River Weir Flow **PIZOMETER WELLS** No. 1 \_\_\_\_\_\_\_No.3 \_\_\_\_\_ No. 2 No. 4 TUNNELS (Doulton, Little and Alder) OTHER (Condition of other facilities, roads, slides, pipelines, generator, etc.)



	Fire
Rev. 1	2019

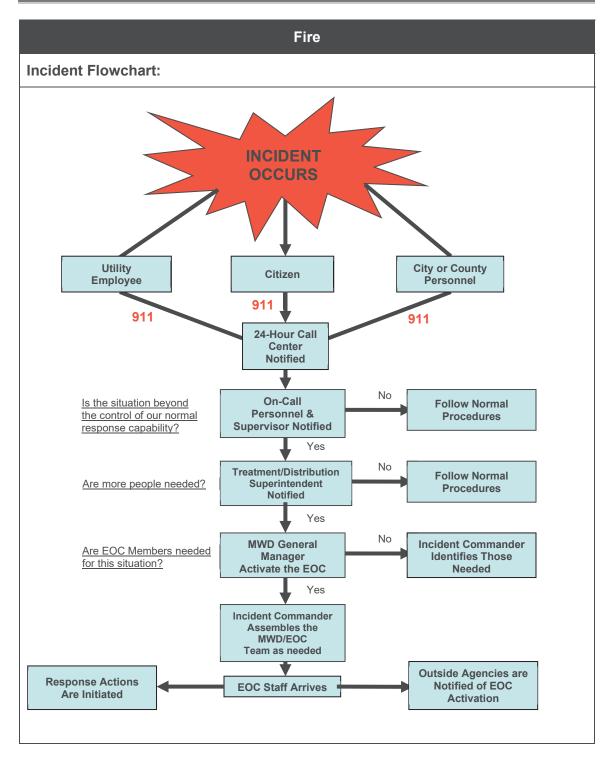
Objective: The objective of the Fire Emergency Response Procedure is to identify fire hazards and associated responses.

Hazard Overview: The District may experience an emergency/disaster resulting from a fire. In the event of a fire, priorities are to minimize loss of life, coordinate with the Fire District to stabilize the incident, minimize loss of property, and restore operations

All employees are responsible for the reporting of unusual conditions, procedures, improper tool use, or work practices that could cause a fire hazard.

# **PRIORITIES**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations



Z



	Fire				
Step	Action	Notes			
1	Initial Actions:				
	• Confirm and analyze the type and severity of the emergency.				
	Call 911 to alert the Fire Department and state the following information:				
	o Location:				
	Response Required:				
	o Entrance Precautions:				
	<ul><li>Wind Direction:</li></ul>				
	<ul> <li>Evacuation of Threatened Areas:</li> </ul>				
	<ul> <li>Types of Chemicals/Materials Involved:</li> </ul>				
	Take immediate actions to save lives.				
	<ul> <li>With training and available resources an immediate response by Montecito Water District personnel to fight the fire with extinguishers and/or water should be attempted. Notification to be made to senior staff as soon as possible.</li> </ul>				
	Determine what resources have been mobilized to affect the necessary repairs and reduce injuries.				
2	Notification:				
	Consider activating the Emergency Operations Center, if not already activated.				

	Fire			
Step	Action	Notes		
3	Facility Inspection:			
	<ul> <li>After the fire and provided they are not placed at substantial, additional risk, direct employee to assist District Fire as directed.</li> </ul>			
	Put on appropriate Personal Protective Equipment (PPE), and conduct a thorough damage inspection.			
	Consider potential hazards, especially if there is a potential for a chemical spill.			
	The Damage Assessment checklists, located in Appendix C (Damage Assessment) of the MWD Emergency Response Plan, contain supplemental system evaluation information and required assessment forms for inspecting the following equipment:			
	<ul> <li>Transmission Lines</li> </ul>			
	<ul> <li>Treatment Facilities</li> </ul>			
	– Wells			
	<ul> <li>Booster Stations</li> </ul>			
	<ul><li>Distribution System</li></ul>			
	• If any of the facility systems shut down automatically, DO NOT RESTART prior to conducting a thorough inspection.			
	Do not shut down facility if it has not done so automatically.			
4	Facility Repairs:			
	Isolate and repair any damage detected, as directed by the Distribution or Treatment Superintendent.			
	Re-inspect the system.			



	Fire				
Step	Action	Notes			
5	Continuous Assessment:				
	Continuously assess the situation to determine if further action is necessary.				
	• If activated, report all damage assessment and system evaluation results to the Emergency Operations Center.				

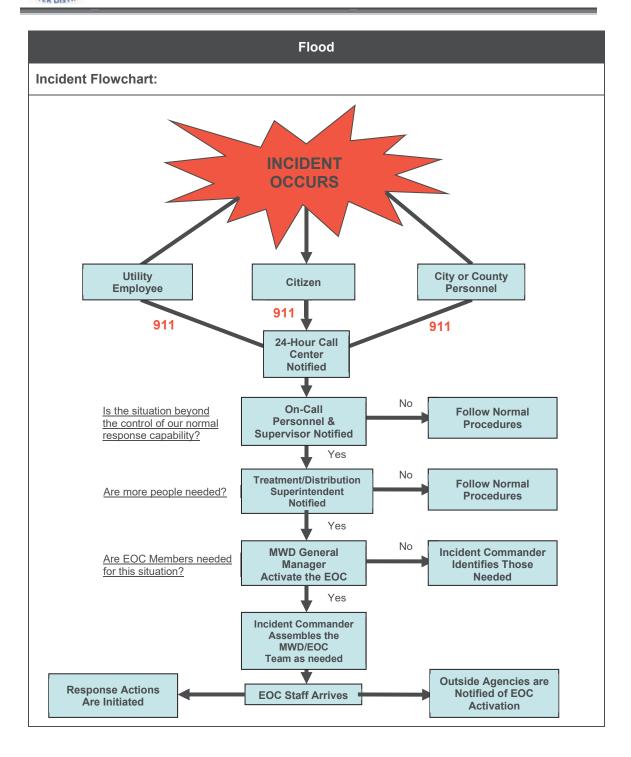
	Flood
Rev. 1	2019

**Objective:** The objective of the Flood Emergency Response Procedure is to identify flood hazards and associated responses.

**Hazard Overview:** While flooding is not expected to cause substantial damage, facilities with electrical components may sustain significant damage. Additionally, pipelines located in washout areas may sustain significant breaks interrupting the supply/distribution systems.

# **PRIORITIES**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations





	Flood			
Step	Action	Notes		
1	Initial Actions:			
	Confirm and analyze the type and severity of the emergency.			
	Take immediate actions to save lives.			
	Determine what resources have been mobilized to affect the necessary repairs and reduce injuries.			
	• Notify the Treatment Superintendend and Distribution Superintendent.			
2	Notification:			
	Consider activating the Incident Command Team, if not already activated.			
	<ul> <li>Notify the Treatment Superintendent and Distribution Superintendent. As appropriate incident command may be transferred.</li> </ul>			
3	Facility Inspection:			
	Conduct a thorough damage inspection. Consider potential hazards, especially if there is a potential for a chemical spill.			
	The Damage Assessment checklists, located in Appendix C (Damage Assessment) of the MWD Emergency Response Plan, contain supplemental system evaluation information and required assessment forms for inspecting the following equipment:			
	<ul> <li>Transmission Lines</li> </ul>			
	<ul> <li>Treatment Facilities</li> </ul>			
	- Wells			
	<ul><li>Pump Stations</li></ul>			
	<ul><li>Distribution System</li></ul>			



Flood				
Step	Action	Notes		
	<ul> <li>If any of the facility systems shut down automatically, DO NOT RESTART prior to conducting a thorough inspection.</li> <li>Do not shut down facility if it has not done so automatically.</li> </ul>			
4	Facility Repairs:  Isolate and repair any damage detected, as directed by the Treatment or Distribution Superintendent.			
	Re-inspect the system.			
5	<ul> <li>Continuous Assessment:</li> <li>Continuously assess the situation to determine if further action is necessary.</li> <li>If activated, report all damage assessment and system evaluation results to the Emergency Operations Center.</li> </ul>			

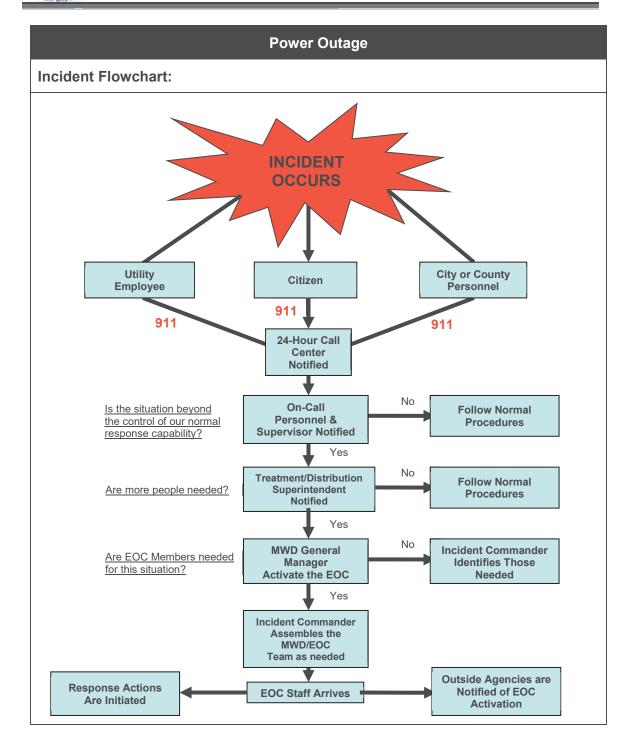
Power Outage		
Rev. 1	2019	

**Objective:** The objective of the Power Outage Emergency Response Procedure is to identify loss of power hazards and associated responses.

**Hazard Overview:** Power outages may occur at any time and have the potential to disrupt service in areas dependent upon storage and pumping facilities. Additionally, communication may be limited due to increased call volume. The purpose of this section is to describe the procedures for responding to an electrical power failure.

#### **PRIORITIES**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations



	Power Outage				
Step	Action	Notes			
1	Initial Actions:				
	• If there is any indication that a malevolent action may have caused the event, contact <b>911</b> for both law enforcement and fire department response, prior to attempting on-site incident response or inspection. Consider the potential for this being a diversionary (or masking) attack.				
	• Determine which portions of the water system might be compromised, and use alternate on-site power sources to restore function.				
	Check TPs SCADA, Wells, Tank Levels and Bulk Power System Operations.				
	• As necessary, mobilize fixed and portable emergency generation systems.				
2	Notification:				
	• If there is any indication that a malevolent action may have caused the event, contact <b>911</b> for both law enforcement and fire department response, prior to attempting on-site incident response or inspection. Consider the potential for this being a diversionary (or masking) attack.				
	• Notify the Treatment Superintendent and Distribution Superintendent.				
	<ul> <li>If critical fire services could potentially be compromised, notify</li> <li>911 Emergency Services.</li> </ul>				
3	Facility Inspection:				
	Upon contact with facility:				
	Determine status of situation.				

Power Outage				
Step	Action	Notes		
	Determine what resources have been mobilized.			
	• Verify that Treatment Superintendent and Distribution Superintendent have been notified.			
	Activate the appropriate portion of the Incident Command Team.			
4	Continuous Assessment:			
	Continuously assess the situation to determine if further action is necessary.			

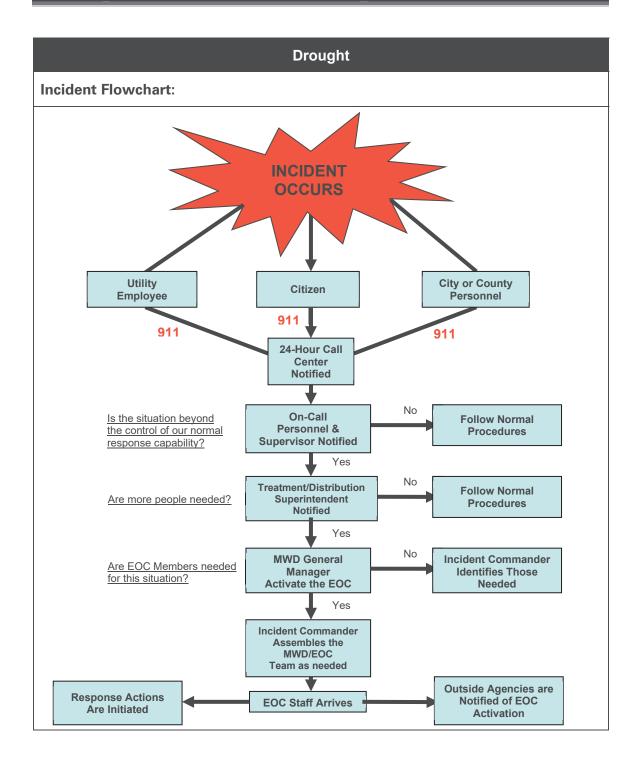
Drought			
Rev 1	2019		

**Objective:** The objective of the Drought Emergency Response Procedure is to prepare for shortages resulting from a lack of rainfall for an extended period of time as described in the Urban Water Management Plan.

**Hazard Overview:** During severe drought conditions (no rain and above average temperature), there is a lack of water for drinking, sanitary needs, fire protection, etc.

#### **PRIORITIES:**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations



Drought					
Step	Action				Notes
1	Initial Actions:				
		•	ad of water shorta		
	Increase pun	nping from the	groundwater Basin	S	
		educed usage	on through volunta according to the \		
	Shortage	Stage	Customer Reduction Goal	Program Type	
	Up to 15%	1	15%	Voluntary	
	15-20%	Ш	25%	Mandatory	
	25-35%	III	35%	Mandatory	
	35-50%	IV	50% or greater	Mandatory	
2	Notification:				
	Consider activating the Emergency Operations Center, if not already activated.				
3	Continuous Assessment:				
	Continuously assess the situation to determine if further action is necessary.				
	If activated, report all damage assessment and system evaluation results to the Emergency Operations Center.				



HazMat Release	
Rev. 1	2019

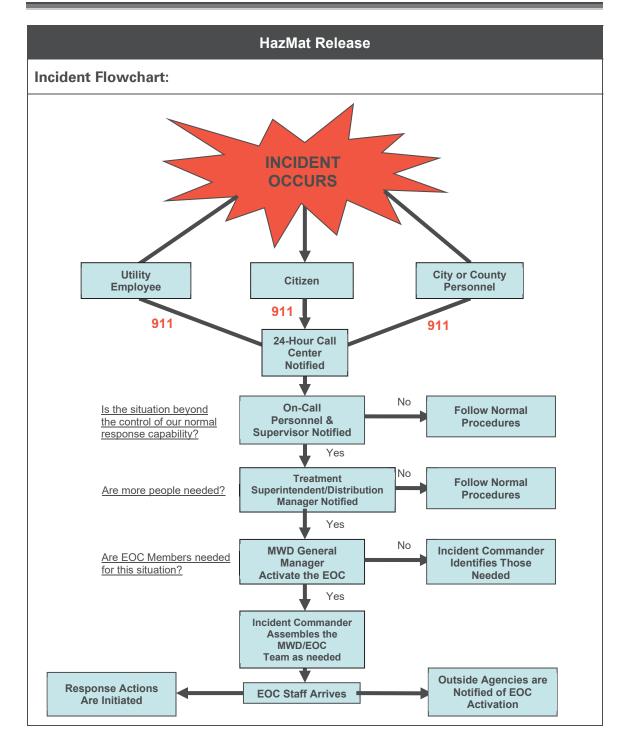
**Objective:** The goal of the HazMat Release Emergency Response Procedure is to identify chemical hazards and appropriate response. Consult the Risk Management Plans for each facility and coordinate with Police and Fire District.

**Hazard Overview:** Various chemicals are utilized for water disinfection and treatment, including, **sodium hypochlorite, chlorine**, etc. These chemicals may be extremely hazardous to employee health and safety. Appropriate Personal Protective Equipment must be utilized at all times. Additionally, do not attempt to respond if not trained to do so.

#### **PRIORITIES:**

- 1. Protection of Lives
- 2. Incident Stabilzation
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Contiinuity of Operations







	HazMat Release		
Step	Action	Notes	
1	Initial Actions:		
	Call Fire & Police.		
	<ul> <li>Advise all potentially affected persons in the area that a chemical spill size-up is in progress. Until the size-up is complete, potentially-affected persons should take any appropriate precautions, assuming that a spill has occurred (i.e. shelter in place or evacuate).</li> </ul>		
	<ul> <li>Notify the Treatment Superintendent and Distribution Superintendend and request any needed support.</li> </ul>		
	• Investigate the nature of the spill. Use appropriate Personal Protective Equipment (PPE).		
	• If the spill is near sources of system lines, isolate the source or shutdown the wells and conduct sampling. Communicate between Treatment Superintendent and Distribution Superintendend regarding sewer spills.		
	<ul> <li>Determine what has been spilled and associated hazards (refer to MSDS).</li> </ul>		
	• If HAZWOPER trained, put on appropriate PPE and attempt to shut in source of spill. If not HAZWOPER trained, but easily and safely possible, shut in the source of the spill (i.e., pumps and valves) from a safe distance.		
2	Notification:		
	Consider activating the EOC Incident Command Team, if not already activated.		
	If spill is a reportable quantity or uncontained, notify 911 emergency services immediately.		



	HazMat Release		
Step	Action	Notes	
3	Key Size-Up Precautions:		
	Size-up should only be performed by personnel who are trained and confident to do so.		
	For outside spills or spills that have the potential to generate a hazardous vapor cloud, characterize wind direction and speed. Use windsocks, if available, for determining wind direction. Use remote indications to the maximum extent possible.		
	As you approach the location of the spill upwind, make sure that all personnel have safely vacated the area. Be on the lookout for injured personnel. As feasible, injured personnel should be <a href="immediately">immediately</a> removed from the area and transported to a safe location, where first-aid can be administered.		
	Do not operate any motor vehicles.		
	No smoking.		
	Stop all cutting and/or welding.		
	Consider establishing a fire watch (up-wind).		
4	Evacuation:		
	In conjunction with Police and Fire Departments, advise all persons in the facility that a chemical spill event is in progress. Note wind direction. Evacuate any potentially-affected area. Account for the safety of all personnel. Make note of all "unaccounted-for persons." If personnel are not in danger, a general evacuation is not necessary.		



HazMat Release		
Step	Action	Notes
5	Inspection:	
	Inspect the containment in conjunction with the Fire Department.	
	Make sure there are no leaks.	
	Make sure the containment is large enough.	
	Set up secondary containment, if warranted.	
6	Continuous Assessment:	
	If the chemical spill cannot be controlled, contained, or absorbed;	
	<b>re-evaluate</b> the situation and initiate other portions of this Emergency Response Plan, as necessary.	
7	Clean-Up (In conjunction with the Fire District):	
	Develop and implement a clean-up plan, considering the following:	
	Quantity spilled	
	Equipment needed	
	Personnel needed	
	Safe handling	
	Disposal	

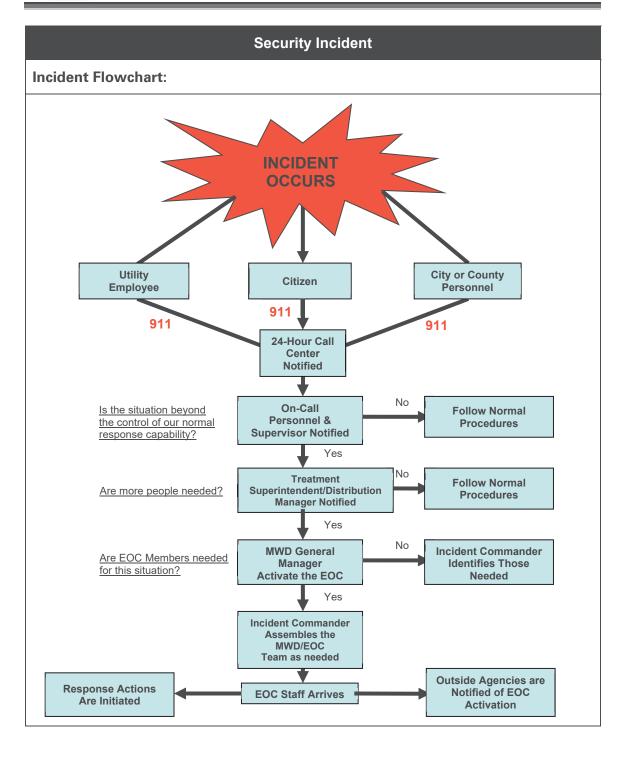
Security	Incident
Rev 1	2019

**Objective:** The objective of the Security Incident Emergency Response Procedure is to provide a guideline for emergency response from any hostile intruders or security breaches. Contact the Police as soon as possible.

**Hazard Overview:** Although hostile and/or armed intruders are very rare, there is still a need for a planned course of action in the event a situation of this nature erupts.

#### PRIORITIES:

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations



Security Incident		
Step	Action	Notes
1	Initial Actions:	
	Close and lock all gates.	
	Avoid any confrontation with the demonstrators.	
	Notify the Treatment Superintendent and Distribution Superintendent.	
	Treatment Superintendent and Distribution Superintendent is to notify the General Manager.	
	All notification should follow chain of command if unable to contact immediate Supervisor.	
	Prior to the arrival of the law enforcement personnel:	
	TAKE NO OFFENSIVE ACTION! Take no action that would aggravate or de-stabilize the potential criminal situation. Law enforcement personnel are much better trained for addressing any situation.	
	Track the location of the perpetrator and hostage(s), if possible without triggering injury to hostage(s) or employees.	
2	Notification:	
	Verify <b>911</b> Emergency Services (e.g., law enforcement, fire department) have been notified. If not, call <b>911</b> <u>immediately</u> to report the circumstances. The Police Department may be able to view live feed from the site through a transmitted camera feed. Be prepared to report as much pertinent information as you have available, preferably, at minimum:	
	Type of threat: Sabotage, hostage situation, etc.	
	Number of perpetrator(s) and hostage(s) involved.	
	Weapons known to be in the possession of the perpetrator(s).	

Security Incident		
Step	Action	Notes
	Any known injuries.	
	• Current location of the perpetrator(s) and hostage(s).	
	Unless it compromises the "protection of lives" directive, send an employee to the suggested entrance location to accompany law enforcement / emergency responders to the current location of the Incident Commander.	
3	Evacuation:	
	As can be done <u>safely</u> , consider evacuating personnel from areas that could be potentially affected. As necessary, seek protective cover and shelter-in-place. Account for the safety of all personnel. Make note of all "unaccounted-for persons," utilizing the daily visitor's log. For a situation involving an armed individual or hostage(s), consider evacuating all individuals not directly involved in the emergency from the entire site. If personnel are evacuated, and if it can be done safely, consider shutting down or placing all equipment into a safe and stable mode of operation.	
4	Facility Inspection:	
	Upon contact with facility:	
	Determine status of situation.	
	Verify that the General Manager has been notified.	
	Activate the appropriate portion of the Emergency Response Team.	
5	Documentation:	
	The Supervisor/ Manager should complete the "Security Incident Report Form" with assistance from the impacted personnel.	

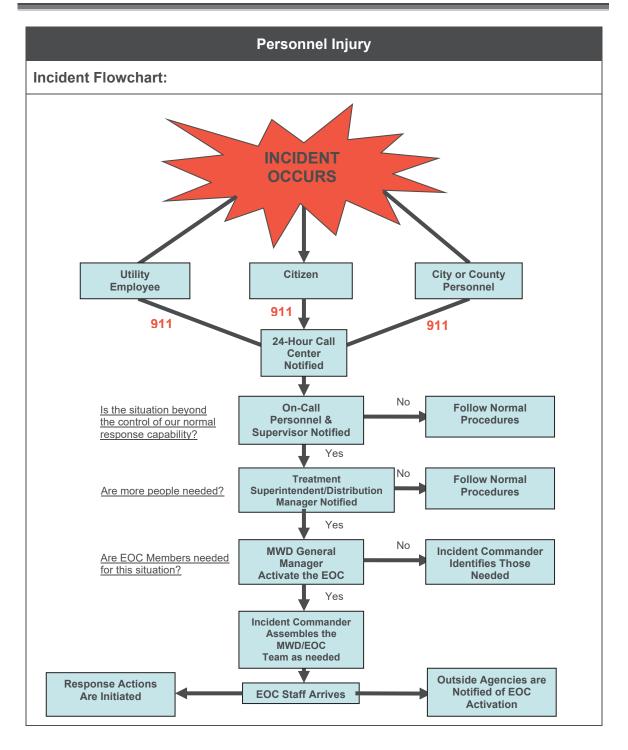
Personnel Injury	
Rev 0	2019

**Objective:** The objective of the Personnel Injury Emergency Response Procedure is to ensure proper notification and first aid medical attention from trained individuals. Consult the Injury Illness Prevention Plan (IIPP).

**Hazard Overview**: A serious injury or illness can be life threatening and will require immediate medical attention. These can include head injuries, spine injuries, broken bones, heart attack, stroke, loss of consciousness, excessive bleeding, chemical exposure, and etcetera.

#### **PRIORITIES**

- 1. Protection of Lives
- 2. Protection of the Environment
- 3. Conservation and Preservation of Property
- 4. Delivery of Safe Water to Customers



	Personnel Injury	
Step	Action	Notes
1	Initial Actions:	
	Proceed to the location of injured person and assess injuries and need for medical attention. Consider initiating first-aid (to be done only by a trained individual).	
	If a chemical or hazardous material is involved and individual responding is HAZWOPER trained, put on appropriate Personal Protective Equipment (PPE) and attempt to contain the chemical or hazardous material. If the individual is not trained, provide a copy of the MSDS to the responding agency. Review IIPP for follow up actions required.	
2	Notification:  Notify the Treatment Superintendent and Distribution Superintendent and act as liaison to the Fire Department's Field Command. As appropriate the incident command may be transferred.	
	If appropriate, and if 911 Emergency Medical/Rescue Services have not been called, call <b>911</b> <u>immediately</u> and report the circumstances. Be prepared to report as much pertinent information as you have available, preferably, at minimum:	
	Number of people injured	
	Precise location	
	<ul> <li>General nature of injuries (i.e., trauma, toxic gas, electrical shock, burns, chemical effects, etc.)</li> </ul>	
	Time of injury	
	First-aid already given, or in progress	
	If the nature of the injuries is serious, Emergency Medical	

Personnel Injury		
Step	Action	Notes
	Services (EMS) may request the services of air transportation  Unless it compromises the "protection of lives", send an employee to the suggested entrance location to accompany EMS to the appropriate	
	location to accompany EMS to the appropriate location (s).  To aid the effectiveness of the EMS efforts, provide a concise briefing to the arriving EMS personnel regarding the nature of the injuries, patient status, and treatment provided. It is very important for EMS personnel to characterize whether a patient is getting better or worse. A comparison of vital signs taken during the first-aid effort with vitals taken by the EMS crew when they arrive can be very important. Any written information that has been recorded on patients (e.g., pulse, respiration rate, skin temp, breathing difficulty, etc.) should be provided to EMS.	
	<ul> <li>If injuries to employees are reported, IIPP and Workers Compensation Procedures should be implemented. Including:</li> <li>Contact Supervisor of Employee</li> <li>Brief Supervisor on events leading to incident and situation</li> <li>The Supervisor then has the responsibility of:</li> <li>Determine if the injury is a recordable injury</li> <li>If determined recordable, within five days of receiving information that a recordable injury has occurred complete the "State of California Employer's Report of Occupational Injury or Illness" Form.</li> </ul>	
3	If the fire has been extinguished, notify the Fire Department on the non-emergency number that you have a "fire-out report" to give.	



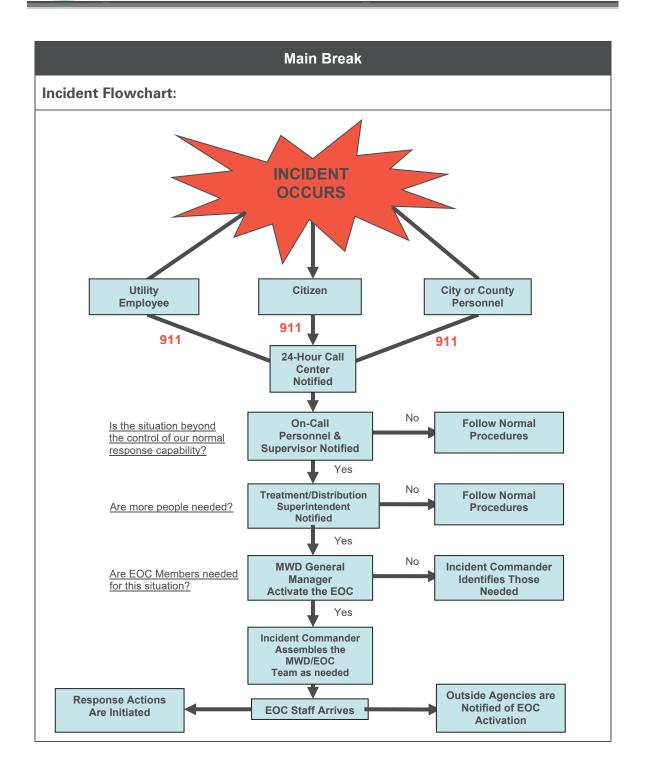
# Rev 0 2019

**Objective:** The objective of the Transmission/Main Break Emergency Response Procedure is to provide a guideline to respond to water outages due to loss of water source or damage to critical and major pipelines.

**Hazard Overview:** The loss of water supply in isolated areas will hinder the ability to provide water to customers; however, storage supplies may provide adequate time for system evaluation and repair in most cases. In the areas not isolated, water supply will last 2 to 12 hours.

# **PRIORITIES:**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations





Main Break		
Step	Action	Notes
1	Initial Actions:	
	Confirm and analyze the type and severity of the emergency.	
	Take immediate actions to save lives and protect property.	
	Determine what resources have been mobilized to affect the necessary repairs and reduce injuries	
	Verify that the Treatment and Distribution Superintendent have been notified.	
	Supervisor will prepare status reports and traffic control plan	
	Contact CDPH, hospitals and schools as needed.	
	Notify County Environmental Health, if restaurants are impacted.	
2	System Evaluation:	
	If critical fire services could potentially be compromised, notify     911 Emergency Services.	
3	Facility Inspection:	
	Inspect pipelines and source water facilities for potential cause of the damage.	
4	Facility Repairs:	
	Isolate and repair any damage detected, as directed by the Supervisor.	
	Shift work may be needed exceeding 14 hours.	
	Re-inspect the system.	
	See Distribution Line Break Repair Section	



	Main Break		
Step	Action	Notes	
5	Continuous Assessment:		
	Continuously assess the situation to determine if further action is necessary.		
	If activated, report all damage assessment and system evaluation results to the Emergency Operations Center.		
	Prepare Press Release as needed.		



#### **Main Break**

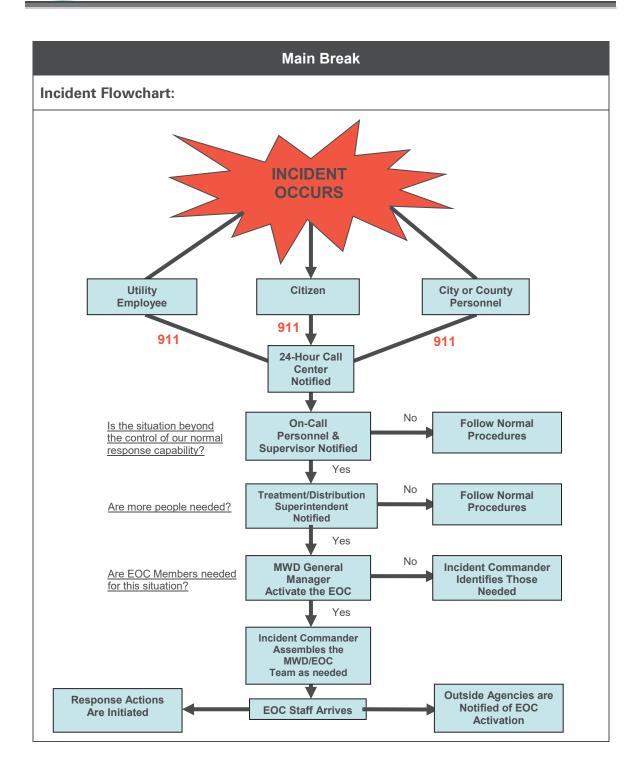
Rev 0 July 2010

**Objective:** The objective of the Transmission/Main Break Emergency Response Procedure is to provide a guideline to respond to water outages due to loss of water source or damage to critical and major pipelines.

**Hazard Overview:** The loss of water supply in isolated areas will hinder the ability to provide water to customers; however, storage supplies may provide adequate time for system evaluation and repair in most cases. In the areas not isolated, water supply will last 2 to 12 hours.

# **PRIORITIES:**

- 1. Protection of Lives
- 2. Incident Stabilization
- 3. Protection of the Environment
- 4. Conservation and Preservation of Property
- 5. Continuity of Operations





	Main Break					
Step	Action	Notes				
1	Initial Actions:					
	Confirm and analyze the type and severity of the emergency.					
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	Determine what resources have been mobilized to affect the necessary repairs and reduce injuries					
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	Inspect pipelines and source water facilities for potential cause of the damage.					
4	Facility Repairs:					
	Isolate and repair any damage detected, as directed by the Supervisor.					
	Shift work may be needed exceeding 14 hours.					
	Re-inspect the system.					
	See Distribution Line Break Repair Section					



	Main Break						
Step	ep Action						
5	Continuous Assessment:  • Continuously assess the situation to determine if further action						
	<ul> <li>If activated, report all damage assessment and system evaluation results to the Emergency Operations Center.</li> </ul>						
	Prepare Press Release as needed.						

# Appendix B: Mutual Aid Agreements

#### **RESOLUTION NO. 2142**

# Resolution of the Board of Directors of the MONTECITO WATER DISTRICT California Water/Wastewater Agency Response Network (CalWARN) 2007 Omnibus Mutual Assistance Agreement

WHEREAS, the California Office of Emergency Services (OES), the Department of Water Resources (DWR), the Department of Public Health (DPH) and the California Utilities Emergency Association (CUEA) have expressed a mutual interest in the establishment of a plan to facilitate and encourage water agency mutual assistance agreements between water agencies; and

WHEREAS, the California Water Agency Response Network (CalWARN) was originally created to provide a forum for the development of mutual assistance agreements between water agencies in the OES Coastal Region of California; and later expanded to all water and wastewater agencies in the State of California, and

WHEREAS, the CALIFORNIA WATER/WASTEWATER AGENCY RESPONSE NETWORK (CalWARN) 2007 OMNIBUS MUTUAL ASSISTANCE AGREEMENT is a continuation of the WARN 1996 OMNIBUS MUTUAL AID and 2001 OMNIBUS MUTUAL AID AGREEMENT and sets forth the mutual covenants and agreements for water and wastewater agencies to provide mutual assistance to one another in times of emergency; and

WHEREAS, State OES regulates the SEMS program, and this agreement is consistent with SEMS, and that it is necessary to have a mutual assistance agreement in place to support requests to FEMA for costs of using assistance during an emergency, and

**WHEREAS**, the water or wastewater agency hereto has determined that it would be in its best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the agency whenever emergency personnel, equipment and facility assistance are provided from one agency to the other; and

WHEREAS, no water or wastewater agency should be in a position of unreasonably using its own resources, facilities, or services providing such mutual assistance; and

**WHEREAS**, it is the intent of WARN to revise this agreement as necessary and to annually publish a list of all water and wastewater agencies participating in this agreement, as posted on www.calwarn.org; and

WHEREAS, such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Articles 14 and 17 (Section 8630 et seq.) of the Act.

**NOW**, **THEREFORE**, in consideration of the conditions and covenants contained therein, the **MONTECITO WATER DISTRICT** agrees to become a party to the CalWARN 2007 Omnibus Mutual Assistance Agreement.

Vote on the resolution by roll call resulted as follows:

AYES: Directors Abel, Frye, Morgan, Newman, and Shaikewitz

NOES: None ABSENT: None ABSTAIN: None

PASSED AND ADOPTED THIS 20th day of September, 2016.

ATTEST:

Nicholas Turner, P.E., Secretary

APPROVED:

Richard Shaikewitz, President

#### **Articles of Agreement** California Water/Wastewater Agency Response Network **WARN 2007 Omnibus Mutual Assistance Agreement**

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This AGREEMENT is made and entered into by those water and wastewater utilities which have adopted and signed this agreement to provide mutual assistance in times of emergency in accordance with the California Emergency Services Act and the California Disaster and Civil Defense Master Mutual Aid Agreement; and to provide reimbursement for equipment, supplies and personnel made available on an emergency basis.

All of said water and wastewater utilities being herein referred to collectively as "the parties."

In consideration of the mutual covenants and agreements hereinafter set forth, the parties agree to provide mutual assistance to one another in times of emergency as follows:

#### ARTICLE I. **PURPOSE**

Recognizing that emergencies may require assistance in the form of personnel, equipment, and supplies from outside the area of impact, the signatory utilities hereby establish an Intrastate Program for Mutual Aid and Assistance. Through the Mutual Aid and Assistance Program, Members coordinate response activities and share resources during emergencies. This Agreement sets forth the procedures and standards for the administration of the Intrastate Mutual Aid and Assistance Program and is available to all water and wastewater utilities, public and private, in the State of California.

#### ARTICLE II. **DEFINITIONS**

A. Authorized Official – An employee or officer of a Member who is authorized to: (1) request assistance; (2) offer assistance; (3) refuse to offer assistance or (4) withdraw assistance under this.

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B. *Emergency* – A natural or human caused event or circumstance causing, or imminently threatening to cause impact to the operations of a member utility's system, loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, flood, severe weather, earthquake, civil disturbance, riot, explosion, drought, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, intentional acts, sabotage, declaration of war, or other conditions which is, or is likely to be beyond the control of the services, personnel, equipment, and facilities of a Member and requires mutual assistance.

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C. **Member** – Any public or private water or wastewater utility that manifests intent to participate in the Mutual Aid and Assistance Program by executing this, the California Water/Wastewater Agency Response Network (CalWARN) Agreement.

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D. Associate Member – Any non utility participant, approved by the State Steering Committee, that provides a support role for the WARN program, for example State Department of Public

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E. Confidential Information - Any document shared with any signatory to this Agreement that is marked confidential, including but not limited to any map, report, notes, papers, opinion, or e-mail which relates to the system vulnerabilities of a Member or Associate Member.

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F. Non-Responding Member - A Member that does not provide assistance during a Period of Assistance under the Mutual Aid and Assistance Program.

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G. Requesting Member – A Member who requests assistance under the Mutual Aid and Assistance Program.

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H. **Responding Member** – A Member that responds to a request for assistance under the Mutual Aid and Assistance Program.

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I. Period of Assistance - A specified period of time when a Responding Member assists a Requesting Member. The period commences when personnel, equipment, or supplies depart from Responding Member's facility and ends when the resources return to their facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an Emergency.

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> J. National Incident Management System (NIMS) - A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.

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K. Standardized Emergency Management System (SEMS) - A standardized approach to field command and jurisdictional management and response set forth by State of California Code of Regulations for multi-agency or multi-jurisdictional response to an emergency.

ARTICLE III.

**ADMINISTRATION** 

through WARN Regional Steering Committees (RSC) and the WARN State Steering Committee

The WARN RSCs will be established by representatives from the Members in that region. A

represent the region on the WARN SSC. Each WARN RSC will sponsor an annual meeting for

mutual assistance in that region. The regions will be comprised of one or more of the six Office

chair and co-chair will be elected and act as administrators for that region. The chair will

Members, maintain a data base of all water and wastewater utilities who have signed this Agreement, and meet as a committee to address concerns and procedures for requesting

representative from the California Department of Public Health (CDPH), California Utilities

The WARN SSC will include the chairs of the regional steering committees, and a

The administration of the Water/Wastewater Agency Response Network (WARN) will be

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Works Association (AWWA) Emergency Planning Committee, California Rural Water

CalWARN Mutual Aid/Asst Agreement

of Emergency Services (OES) mutual aid regions.

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Emergency Association (CUEA), Department of Water Resources (DWR), the American Water

Approved and Adopted September 30, 2007 by Vote of Members

Association (CRWA) and California Sanitation Risk Management Authority (CSRMA). The SSC will identify a Chair for the purpose of leading the SSC and act as a point of contact for the WARN SSC. At a minimum, the WARN SSC will meet annually and issue a list of participating utilities. The database will be maintained on the WARN website, managed by a volunteer Member, as appointed by the SSC.

#### ARTICLE IV. **PROCEDURES**

- A. In coordination with the Regional Steering Committees, emergency management and public health system of the state, the State Steering Committee shall develop operational and planning procedures for the Mutual Aid and Assistance Program. These procedures shall be consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), reviewed at least annually and updated as needed by the State Steering Committee.
- B. Requests for emergency assistance under this Agreement shall be directed to the appropriate Authorized Official(s) from the list of Members.
- C. Consistent with SEMS, when more than one County is impacted by a disaster, requests for mutual assistance under this Agreement may be channeled through the CUEA Utility Operation Center to ensure maximum effectiveness in allocating resources to the highest priority needs.

#### ARTICLE V. **REQUESTS FOR ASSISTANCE**

In general, assistance will be in the form of resources, such as equipment, supplies, and personnel. Assistance shall be given only when Responding Member determines that its own needs can be met while rendering assistance. The execution of this Agreement shall not create any duty to respond on the part of any party hereto. A potential Responding Member shall not be held liable for failing to provide assistance. A potential Responding Member has the absolute discretion to decline to provide any requested assistance.

- A. **Member Responsibility** Members shall identify an Authorized Official and alternates; provide contact information including 24-hour access; and maintain resource information made available by the utility for mutual aid and assistance response, as allowed by utility policy. Such information shall be updated annually or as changes occur (whichever is sooner), provided to the State Steering Committee, and uploaded into the statewide database.
- B. *Member Request* In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a participating Member. Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment, and supplies shall also be prepared in writing and submitted to the participating Member as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member. Specific protocols for requesting aid shall be provided in the procedures developed under Article IV.

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 D. *Discretion of Responding Member's Authorized Official* – Execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. An Authorized Member's decisions on the availability of resources shall be final.

# ARTICLE VI. RESPONSE COORDINATION

When providing assistance under this Agreement, the Requesting Member and Responding Member shall be organized and shall function under the Standard Emergency Management System and National Incident Management System protocols and procedures.

A. **Personnel** – Responding Member retains right to identify the employees who are willing to participate and the resources that are available.

 B. Control – While employees so provided may be under the supervision of the Responding Member, the Responding Member's employees come under the direction and control of the Requesting Member, consistent with the NIMS Incident Command System to address the needs identified by the Requesting Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). Whenever practical, Responding Member personnel must be self sufficient for up to 72 hours. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance.

C. *Food and Shelter* – When possible, the Requesting Member shall supply reasonable food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding Member personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. Except as provided below, the cost for such resources must not exceed the State per diem rates for that area. To the extent Food and Shelter costs exceed the State per diem rates for the area, the Responding Member must demonstrate that the additional costs were reasonable and necessary under the circumstances. Unless otherwise agreed to in writing, the Requesting Member remains responsible for reimbursing the Responding Member for all reasonable and necessary costs associated with providing food and shelter, if such resources are not provided.

D. **Communication** – The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to program existing radio, in order to facilitate communications with local responders and utility personnel.

- E. **Status** Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.
- F. **Licenses and Permits** To the extent permitted by law, Responding Member personnel who hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.
- G. **Right to Withdraw Resources** The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time <u>for any reason</u> in the Responding Member's sole and absolute discretion. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as soon as is practicable under the circumstances.

# ARTICLE VII. COST REIMBURSEMENT

Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred while providing aid and assistance during the specified Period of Assistance.

- A. **Personnel** Responding Member will make such employees as are willing to participate available to Requesting Member at Requesting Member's expense equal to Responding Member's full cost, i.e., equal to the employee's applicable salary or hourly wage plus fringe benefits and overhead, and consistent with Responding Member's collective bargaining agreements or other conditions of employment. All costs incurred for work performed during the specified Period of Assistance will be included. The Requesting Member shall be responsible for all direct and indirect labor costs.
- B. **Equipment** Use of equipment, such as construction equipment, vehicles, tools, pumps and generators, shall be at Responding Member's current equipment rate and subject to the following conditions: The Requesting Member shall reimburse the Responding Member for the use of equipment during the specified Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Responding Member as soon as is practicable and reasonable under the circumstances.
  - (a) At the option of Responding Member, equipment may be provided with an operator.
  - (b) Equipment shall be returned to Responding Member within 24 hours after receipt of an oral or written request for return.
  - (c) Requesting Member shall, at its own expense, supply all fuel, lubrication and maintenance for furnished equipment.
  - (d) Responding Member's cost related to the transportation, handling and loading/unloading of equipment shall be chargeable to Requesting Member.
  - (e) In the event equipment is damaged while being dispatched to Requesting Member, or while in the custody and use of Requesting Member, Requesting Member shall reimburse Responding Member for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired, then Requesting Member shall

reimburse Responding Member for the cost of replacing such equipment with equipment that is of at least equal capability as determined by the Responding Member. If Responding Member must lease a piece of equipment while Requesting Member equipment is being repaired or replaced, Requesting Member shall reimburse Responding Member for such lease costs.

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11 12 C. *Materials and Supplies* – Requesting Member shall reimburse Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or nonreturnable supplies. Other supplies and reusable items that are returned to Responding Member in a clean, damage-free condition shall not be charged to the Requesting Member and no rental fee will be charged; otherwise, they shall be treated as expendable supplies. Supplies that are returned to the Responding Member with damage must be treated as expendable supplies for purposes of cost reimbursement.

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24 25 D. Payment Period - The Responding Member shall provide an itemized bill to the Requesting Member for all expenses incurred by the Responding Member while providing assistance under this Agreement. The Requesting Member shall send the itemized bill not later than (90) ninety dates following the end of the Period of Assistance. The Responding Member may request additional periods of time within which to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such request. The Requesting Member agrees to reimburse the Responding Member within 60 days from receipt of an invoice for assistance provided under this Agreement. The Requesting Member may request additional periods of time within which to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than one-year after the date a final itemized bill is submitted to the Requesting Member.

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E. Records - Each Responding Member and its duly authorized representatives shall have access to a Requesting Member's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Each Requesting Member and its duly authorized representatives shall have access to a Responding Member's books. documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Such records shall be maintained for at least three (3) years or longer where required by law and as needed for federal reimbursement practices.

#### ARTICLE VIII. **ARBITRATION**

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If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited to an alleged breach of the Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction.

# ARTICLE IX. REQUESTING MEMBER'S DUTY TO INDEMNIFY

Pursuant to Government Code Section 895.4, and subject to Article X, Requesting Member shall assume the defense of, fully indemnify and hold harmless Responding Member, its Directors, Council Members, Supervisors, officers and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from the Requesting Member's work hereunder, including, but not limited to, negligent or wrongful use of equipment, supplies or personnel provided to Requesting Member or faulty workmanship or other negligent acts, errors or omissions by Responding Member, or by personnel provided to Requesting Member from the time assistance is requested and rendered until the assistance is returned to Responding Member's control, portal to portal.

# ARTICLE X. SIGNATORY INDEMNIFICATION

 In the event of a liability, claim, demand, action or proceeding, of whatever kind or nature arising out of the rendering of assistance through this Agreement, the parties involved in rendering or receiving assistance agree to indemnify and hold harmless all Members whose only involvement is the execution and approval of this Agreement, in the transaction or occurrence which is the subject of such claim, action, demand or other proceeding. Such indemnification shall include indemnity for all claims, demands, liability, damages and costs, including reasonable attorneys' fees and other costs of defense, for injury, property damage and workers compensation.

# ARTICLE XI. WORKER'S COMPENSATION CLAIMS

 The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

# ARTICLE XII. NOTICE

 Each party hereto shall give to the others prompt and timely written notice of any claim made or any suit instituted coming to its knowledge, which in any way, directly or indirectly, contingently or otherwise, affects or might affect them, and each Member shall have the right to participate in the defense of the same, as it considers necessary to protect its own interests.

1 2 3	ARTICLE XIII.  INSURANCE
5 6 7	Members shall maintain an insurance policy or maintain a self insurance program that covers activities that it may undertake by virtue of membership in the Mutual Aid and Assistance Program.
8 9 10 11	ARTICLE XIV.  CONFIDENTIAL INFORMATION
12 13 14 15 16 17 18 19 20 21 22 23	To the extent allowed by law, any Member or Associate Member shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information provided to it by another Member pursuant to this Agreement. If any Member, Associate Member, or third party requests or demands, by subpoena or otherwise, that a Member or Associate Member disclose any Confidential Information provided to it under this Agreement, the Member or Associate Member shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.
24 25	ARTICLE XV. EFFECTIVE DATE
26 27 28 29 30	This Agreement shall take effect for a new party immediately upon its execution by said party.
31 32	ARTICLE XVI. WITHDRAWAL
33 34 35 36 37 38 39	Any party may terminate its participation in this Agreement by written notice to the Chair of the appropriate RSC and to the SSC Chair. Withdrawal takes effect 60 days after the appropriate officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting Member's duty to reimburse a Responding Member for cost incurred during a Period of Assistance, which duty shall survive such withdrawal.
40 41 42 43	ARTICLE XVII.  MODIFICATION
44 45 46 47 48	No provision of this Agreement may be modified, altered or rescinded by individual parties to the Agreement. Modifications to this Agreement require a simple majority vote of Members within each region and unanimous agreement among the regions. The State Steering Committee will notify all parties of modifications to this Agreement in writing and those modifications shall be effective upon 60 days written notice to the parties.

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# ARTICLE XVIII. SEVERABILITY

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

# ARTICLE XIX. PRIOR AGREEMENTS

To the extent that prior agreements among signatories to this Agreement for mutual assistance are inconsistent with this Agreement, such agreements are hereby superseded. This Agreement supersedes the 1996 Omnibus Mutual Aid Agreement, the WARN 1997 Omnibus Mutual Aid Agreement, and the WARN 2001 Omnibus Mutual Aid and Assistance Agreement.

# ARTICLE XX. PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Members and no other person or entity has rights under this Agreement as a third party beneficiary. Assignment of benefits or delegation of duties created by this Agreement to third parties that are not Members is prohibited and without effect.

# ARTICLE XXI. TORT CLAIMS

This Agreement in no way abrogates or waives any immunity or defense available under California law.

# ARTICLE XXII. INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS

To the extent practicable, Members retain the right to participate in mutual aid and assistance activities conducted under the State of California Intrastate WARN Mutual Aid and Assistance Program and the Interstate Emergency Management Assistance Compact (EMAC) and similar programs.

# Appendix C: NIMS/ICS Standard Forms



# National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet

September 2010



# NATIONAL INCIDENT MANAGEMENT SYSTEM INCIDENT COMMAND SYSTEM

# ICS FORMS BOOKLET FEMA 502-2

September 2010

#### INTRODUCTION TO ICS FORMS

The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations. This booklet is a companion document to the NIMS ICS Field Operations Guide (FOG), FEMA 502-1, which provides general guidance to emergency responders on implementing ICS. This booklet is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws, and ordinances. These forms are designed for use within the Incident Command System, and are not targeted for use in Area Command or in multiagency coordination systems.

These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities. Personnel using the forms should have a basic understanding of NIMS, including ICS, through training and/or experience to ensure they can effectively use and understand these forms. These ICS Forms represent an all-hazards approach and update to previously used ICS Forms. While the layout and specific blocks may have been updated, the functionality of the forms remains the same. It is recommended that all users familiarize themselves with the updated forms and instructions.

A general description of each ICS Form's purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements.

These forms are designed to include the essential data elements for the ICS process they address. The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid. In many cases, additional pages can be added to the existing ICS Forms when needed, and several forms are set up with this specific provision. The section after the ICS Forms List provides details on adding appendixes or fields to the forms for jurisdiction- or discipline-specific needs.

It may be appropriate to compile and maintain other NIMS-related forms with these ICS Forms, such as resource management and/or ordering forms that are used to support incidents. Examples of these include the following Emergency Management Assistance Compact (EMAC) forms: REQ-A (Interstate Mutual Aid Request), Reimbursement Form R-1 (Interstate Reimbursement Form), and Reimbursement Form R-2 (Intrastate Reimbursement Form).

#### **ICS FORMS LIST**

This table lists all of the ICS Forms included in this publication.

#### Notes:

- In the following table, the ICS Forms identified with an asterisk (\*) are typically included in an IAP.
- Forms identified with two asterisks (\*\*) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart (wall-mount size, optional 8½" x 14")	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List (optional 8½" x 14" and 11" x 17")	Resources Unit/Check-In Recorder
ICS 213	General Message (3-part form)	Any Message Originator
ICS 214	Activity Log (optional 2-sided form)	All Sections and Units
ICS 215	Operational Planning Worksheet (optional 8½" x 14" and 11" x 17")	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory (optional 81/2" x 14" and 11" x 17")	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

#### ICS FORM ADAPTION, EXTENSION, AND APPENDIXES

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed.

Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization's particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain, and as such the spirit and intent of particular fields or "information elements" on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms. The following approaches may be used to meet any unique needs.

#### **ICS Form Adaptation**

When agencies and organizations require specialized forms or information for particular kinds of incidents, events, or disciplines, it may be beneficial to utilize the essential data elements from a particular ICS Form to create a more localized or field-specific form. When this occurs, organizations are encouraged to use the relevant essential data elements and ICS Form number, but to clarify that the altered form is a specific organizational adaptation of the form. For example, an altered form should clearly indicate in the title that it has been changed to meet a specific need, such as "ICS 215A, Hazard Risk Analysis Worksheet, Adapted for Story County Hazmat Program."

#### **Extending ICS Form Fields**

Particular fields on an ICS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form (see above), and the additional sub-field numbers should be clearly labeled as unique to the adapted form. Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).

Examples of possible field additions are shown below for the ICS 209:

- Block 2: Incident Number.
  - Block 2A (adapted): Full agency accounting cost charge number for primary authority having jurisdiction.
- Block 29: Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.).
  - Block 29A (adapted): Indicate specific wildland fire fuel model number.

#### **Creating ICS Form Appendixes**

Certain ICS Forms may require appendixes to include additional information elements needed by a particular jurisdiction or discipline. When an appendix is needed for a given form, it is expected that the jurisdiction or discipline will determine standardized fields for such an appendix and make the form available as needed.

Any ICS Form appendixes should be clearly labeled with the form name and an indicator that it is a discipline- or jurisdiction-specific appendix. Appendix field numbering should begin following the last identified block in the corresponding ICS Form.

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		3. Date/Time Initiated: Date: Time:  Ins, the incident site/area, impacted and threatened or graphics depicting situational status and resource
	and develop necessary mea	ings or transfer of command): Recognize potential asures (remove hazard, provide personal protective om those hazards.
C. Donnard keep News	D. W. 1770	C'arran de ma
6. Prepared by: Name:		Signature:
ICS 201, Page 1	Date/Ti	ime:

1. Incident Name:	2. Incident Number:	<b>3. Date/Time Initiated:</b> Date: Time:			
7. Current and Planned Objectives:					
·					
8. Current and Planned Actions, Stra	ategies, and Tactics:				
Time: Actions:					
6 Dranavad kur Nama	Docition /Title:	Cignoture			
6. Prepared by: Name:		Signature:			
ICS 201, Page 2	Date/Time:				

1. Incident Name:	2. Incident Nun	nber:	3. Date/Time Initiated: Date: Time:
9. Current Organization (fill in a	dditional organization as	s appropriate):	•
		Commander(s)	Safety Officer  Public Information Officer
Planning Section Chief	Operations Section Chief	Finance/Adminis Section Chi	
6 Dronared by: Name:	Decition	/Title:	Signatura
6. Prepared by: Name:			Signature:
ICS 201, Page 3	Date/Tir	me:	

1. Incident Name:		2. Incident Number:			<b>3. Date/Time Initiated:</b> Date: Time:
10. Resource Summary:					•
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
6. Prepared by: Name: _	Position	on/Title:		Signature:	
ICS 201, Page 4			Гіте:		

# ICS 201 Incident Briefing

**Purpose.** The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

**Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

**Distribution.** Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

#### Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated  Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.  If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).  North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions	
8	Current and Planned Actions, Strategies, and Tactics  Time Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.	
9	Current Organization (fill in additional organization as appropriate) Incident Commander(s) Liaison Officer Safety Officer Public Information Officer Planning Section Chief Operations Section Chief Finance/Administration Section Chief Logistics Section Chief	<ul> <li>Enter on the organization chart the names of the individuals assigned to each position.</li> <li>Modify the chart as necessary, and add any lines/spaces needed Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.</li> <li>If Unified Command is being used, split the Incident Commander box.</li> <li>Indicate agency for each of the Incident Commanders listed if Unified Command is being used.</li> </ul>	
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.	
	Resource	Enter the number and appropriate category, kind, or type of resource ordered.	
	Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).	
	Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.	
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).	
	Arrived	Enter an "X" or a checkmark upon arrival to the incident.	
	Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.	

## **INCIDENT OBJECTIVES (ICS 202)**

1. Incident Name:		2. Operational Perio	<b>d:</b> Date From: Time From:	Date To: Time To:			
3. Objective(s):							
4 Operational Bariad	Command Emphasi	•					
4. Operational Period	Command Emphasi	S:					
General Situational Aw	areness						
Corroral Chadhorlar / III	a. 6.1.6.66						
5. Site Safety Plan Re	quired? Yes No						
Approved Site Safe	Approved Site Safety Plan(s) Located at:						
6. Incident Action Pla	n (the items checked	below are included in	this Incident Action I	Plan):			
☐ ICS 203	☐ ICS 207		Other Attachment	<u>ts</u> :			
☐ ICS 204	☐ ICS 208						
☐ ICS 205	Map/Chart	UT: 1 10 :					
☐ ICS 205A		t/Tides/Currents	Ц				
☐ ICS 206		D		· · · · · · · · · · · · · · · · · · ·			
				ignature:			
8. Approved by Incide			_	ure:			
ICS 202	IAP Page	Date/Time:					

#### ICS 202 Incident Objectives

**Purpose.** The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

**Preparation.** The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

**Distribution.** The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order.  These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.
		Objectives should follow the SMART model or a similar approach:
		<u>S</u> pecific − Is the wording precise and unambiguous?
		<u>M</u> easurable − How will achievements be measured?
		<u>A</u> ction-oriented – Is an action verb used to describe expected accomplishments?
		<b>R</b> ealistic – Is the outcome achievable with given available resources?
		<u>T</u> ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction.  Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes \( \text{No} \( \text{No} \)	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan):  ICS 203 ICS 204 ICS 205 ICS 205A ICS 206 ICS 207 ICS 208 Map/Chart Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP.  ICS 203 – Organization Assignment List ICS 204 – Assignment List ICS 205 – Incident Radio Communications Plan ICS 205A – Communications List ICS 206 – Medical Plan ICS 207 – Incident Organization Chart ICS 208 – Safety Message/Plan
7	Prepared by  Name Position/Title Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander  Name Signature Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

## **ORGANIZATION ASSIGNMENT LIST (ICS 203)**

1. Incident Name:			2. Operational Period: Date From: Date To: Time From: Time To:				
3 Incident Comm	ande	er(s) and Command	I Staff		7. Operations Sect		
IC/UCs			· Otaii.	-	Chief		
10/000					Deputy		
					2 0 0 0 1 1		
Deputy					Staging Area		
Safety Officer					Branch		
Public Info. Officer					Branch Director		
Liaison Officer					Deputy		
4. Agency/Organia	zatio	n Representatives:	1		Division/Group		
Agency/Organization		Name			Division/Group		
					Division/Group		
					Division/Group		
					Division/Group		
					Branch		
					Branch Director		
					Deputy		
5. Planning Section	on:				Division/Group		
Cl	hief				Division/Group		
Dep	outy				Division/Group		
Resources U	Jnit				Division/Group		
Situation U	Jnit				Division/Group		
Documentation U	Jnit				Branch		
Demobilization U	Jnit				Branch Director		
Technical Special	ists				Deputy		
					Division/Group		
					Division/Group		
					Division/Group		
6. Logistics Section	on:				Division/Group		
Cl	hief				Division/Group		
Dep	outy				Air Operations Bran	ch	
Support Brar	nch				Air Ops Branch Dir.		
Direc	ctor						
Supply U	Jnit						
Facilities U	Jnit				8. Finance/Admini	stration Section:	
Ground Support Unit					Chief		
Service Branch					Deputy		
Director					Time Unit		
Communications Unit					Procurement Unit		
Medical Unit					Comp/Claims Unit		
Food U	Jnit				Cost Unit		
9. Prepared by: N	lame	:	Po	sition	/Title:	Signature	:
ICS 203 IAP Page			Da	ite/Tin	ne:		

#### **ICS 203**

#### **Organization Assignment List**

**Purpose.** The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

**Preparation.** The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

**Distribution.** The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff  IC/UCs Deputy Safety Officer Public Information Officer Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives  • Agency/Organization  • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section     Chief     Deputy     Resources Unit     Situation Unit     Documentation Unit     Demobilization Unit     Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty.  If there is a shift change during the specified operational period, list both names, separated by a slash.  For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section  Chief Deputy Support Branch Director Supply Unit Facilities Unit Ground Support Unit Service Branch Director Communications Unit Medical Unit Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.  If there is a shift change during the specified operational period, list both names, separated by a slash.  For all individuals, use at least the first initial and last name.
7	Operations Section	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.  Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.  For all individuals, use at least the first initial and last name.
8	Finance/Administration Section Chief Deputy Time Unit Procurement Unit Compensation/Claims Unit Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.  If there is a shift change during the specified operational period, list both names, separated by a slash.  For all individuals, use at least the first initial and last name.
9	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operation Date From:	nal Pe	eriod: Date To:	3.	
Time F				Time To:	Branch:
4. Operations Person	nel: Name			Contact Number(s)	Division:
Operations Section Ch	nief:				Crount
Branch Direct	tor:				Group:
					Staging Area:
Division/Group Supervi					Reporting Location,
5. Resources Assigned Resource Identifier	Leader		# or Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Special Equipment and Supplies, Remarks, Notes, Information
0.14/	-				
6. Work Assignments					
7. Special Instruction	s:				
8. Communications (r	adio and/or	phone conta	ct nun	nbers needed for this assignment):	
Name/Function		<u>Prima</u>	ary Co	ontact: indicate cell, pager, or radio (f	requency/system/channel)
9. Prepared by: Name	ə:		Posit	tion/Title:Signa	ature:
ICS 204	IAP Page			e/Time:	

#### **ICS 204**

#### **Assignment List**

**Purpose.** The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

**Distribution.** The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only.  Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	<ul> <li>Operations Personnel</li> <li>Name, Contact Number(s)         <ul> <li>Operations Section Chief</li> <li>Branch Director</li> <li>Division/Group Supervisor</li> </ul> </li> </ul>	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	Leader	Enter resource leader's name.
	# of Persons	Enter total number of persons for the resource assigned, including the leader.
	Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment)  Name/Function  Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group.  If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).  Phone and pager numbers should include the area code and any satellite phone specifics.  In light of potential IAP distribution, use sensitivity when including cell phone number.  Add a secondary contact (phone number or radio) if needed.
9	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

iod: Date To: Time To:		Remarks							
3. Operational Period: Date From: Time From:		Mode (A, D, or M)						ure:	
3. (Dai		TX Tone/NAC						Signature:	
		TX Freq N or W							
		RX Tone/NAC							
repared:		RX Freq N or W							Date/Time:
2. Date/Time Prepared: Date: Time:		Assignment						ne:	
		Channel Name/Trunked Radio System Talkgroup						6. Prepared by (Communications Unit Leader): Name:	IAP Page
Name:	4. Basic Radio Channel Use:	Function					5. Special Instructions:	d by (Communication	
1. Incident Name:	4. Basic Ra	Zone Ch Grp. #					5. Special	6. Prepare	ICS 205

### **ICS 205**

### Incident Radio Communications Plan

**Purpose.** The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

**Preparation.** The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

**Distribution.** The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions			
1	Incident Name	Enter the name assigned to the incident.			
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).			
3	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.			
4	Basic Radio Channel Use	Enter the following information about radio channel use:			
	Zone Group				
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch#) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.			
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).			
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).			
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.			
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.			
		The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.			
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.			

Block Number	Block Title	Instructions				
<b>4</b> (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.				
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.				
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.				
	Remarks	Enter miscellaneous information concerning repeater locations, informatio concerning patched channels or talkgroups using links or gateways, etc.				
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.				
6	Prepared by (Communications Unit Leader)  Name Signature Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).				

**COMMUNICATIONS LIST (ICS 205A)** 

1. Incident Name:			2. Operational F	Period:	Date From: Time From:	Date To: Time To:	
3. Basic Local Commu	unication	s Informati	on:		Time From:	Timo To.	
o. Basic Local Collinia	umcation		011.		Meth	and(s) of Contact	
Incident Assigned Po	sition	Name (	Alphabetized)		Method(s) of Contact (phone, pager, cell, etc.)		
4. Prepared by: Name	e:		Position/Title:			Signature:	
ICS 205A IAP Page			Date/Time:				

### **ICS 205A**

### **Communications List**

**Purpose.** The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

**Preparation.** The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

**Distribution.** The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	Incident Assigned Position	Enter the ICS organizational assignment.
	Name	Enter the name of the assigned person.
	Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# **MEDICAL PLAN (ICS 206)**

1. Incident Name:			2. Operational Period: Da Ti				ate To: me To:	
3. Medical Aid S	tations							
					Contact		Paramedics	
Name			Location		Number(s)/Frequency		on Site?  ☐ Yes ☐ No	
							☐ Yes	
							☐ Yes	
							☐ Yes	
						☐ Yes		
							☐ Yes	
4 Transportatio	<b>n</b> (indica	l ate air or ground):						,
4. Transportatio	II (IIIaioc	ground):			Co	ontact		
Ambulance S	ervice		Location		Number(s	s)/Frequency	Level o	f Service
							ALS	BLS
							ALS	BLS
							ALS	
							ALS BLS	
5. Hospitals:				1			1	
	l atitı	Address, ude & Longitude	Contact Number(s)/	Tra	vel Time	Trauma	Burn	
Hospital Name	Laut	if Helipad	Frequency	Air	Ground	Center	Center	Helipad
						Yes Level:	☐ Yes ☐ No	☐ Yes ☐ No
						Yes Level:	☐ Yes ☐ No	☐ Yes ☐ No
						Yes	☐ Yes ☐ No	☐ Yes ☐ No
						Yes Level:	☐ Yes ☐ No	☐ Yes ☐ No
						Yes Level:	☐ Yes ☐ No	☐ Yes ☐ No
6. Special Medic	al Eme	rgency Procedures	:					
			16				41	
_		assets are utilized fo				•		
		Unit Leader): Name Officer): Name:				ature:		
ICS 206		AP Page	Date/Time:		Signatui	ъ		
103 200	I	AF Faye	Date/Tille.					

## ICS 206 Medical Plan

**Purpose.** The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

**Preparation.** The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

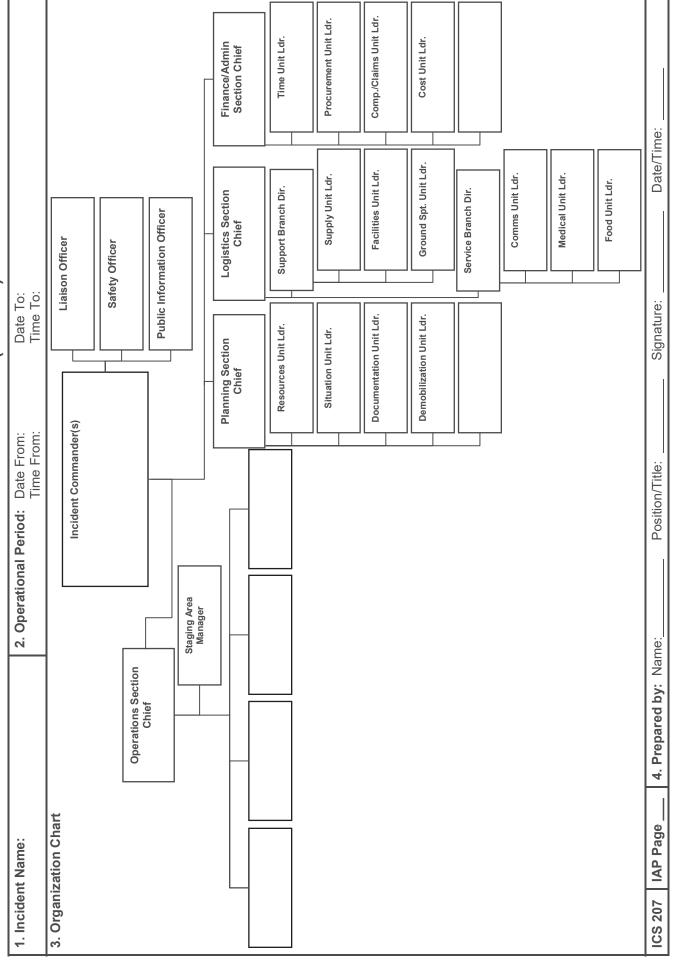
**Distribution.** The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

- The ICS 206 serves as part of the IAP.
- · This form can include multiple pages.

Block Number	Block Title	Instructions				
1	Incident Name	Enter the name assigned to the incident.				
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.				
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):				
	Name	Enter name of the medical aid station.				
	Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).				
	Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).				
	Paramedics on Site?     ☐ Yes ☐ No	Indicate (yes or no) if paramedics are at the site indicated.				
4	<b>Transportation</b> (indicate air or ground)	Enter the following information for ambulance services available to the incident:				
	Ambulance Service	Enter name of ambulance service.				
	Location	Enter the location of the ambulance service.				
	Contact     Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.				
	Level of Service     ALS BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).				

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	Contact Number(s)/     Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul><li>Travel Time</li><li>Air</li><li>Ground</li></ul>	Enter the travel time by air and ground from the incident to the hospital.
	Trauma Center Yes Level:	Indicate yes and the trauma level if the hospital has a trauma center.
	Burn Center     Yes    No	Indicate (yes or no) if the hospital has a burn center.
	Helipad	Indicate (yes or no) if the hospital has a helipad.
	☐ Yes ☐ No	Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader)  Name Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer)  Name Signature Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

# **INCIDENT ORGANIZATION CHART (ICS 207)**



### **ICS 207**

### **Incident Organization Chart**

**Purpose.** The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

**Preparation.** The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

**Distribution.** The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul> <li>Complete the incident organization chart.</li> <li>For all individuals, use at least the first initial and last name.</li> <li>List agency where it is appropriate, such as for Unified Commanders.</li> <li>If there is a shift change during the specified operational period, list both names, separated by a slash.</li> </ul>
4	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:		2. Operational Period:	Date From: Time From:	Date To: Time To:
3. Safety Message/Ex	panded Safety Messa	age, Safety Plan, Site S	Safety Plan:	
4. Site Safety Plan Re- Approved Site Safe	quired? Yes  No  No  No  No  No  No  No  No  No  N			
5. Prepared by: Name		Position/Title:	Signat	ure:
ICS 208	IAP Page	Date/Time:		
100 200	iAi i age	Date/Time.		

# ICS 208 Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

**Preparation.** The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

**Distribution.** The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes No No	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

*1. Incident Name:			2. Incident Number:					
*3. Report Version (check	*4. Incident C	omman	dor(s) 8	5. Incident			Start Date/Tin	201
one box on left):	Agency or Or			Management			Start Date/Till	
☐ Initial Rpt #				Organization:				
☐ Update (if used):						l ime:		
Final						Time Zone:		
7. Current Incident Size	8. Percent (%	/	. Incident	10. Incident		*11. For Tin	ne Period:	
or Area Involved (use unit label – e.g., "sq mi," "city	Contained	De	efinition:	Complexity Level:		From Date/1	Гіте:	
block"):	Completed	-		20701.				
	Completed					l o Date/I im	ne:	
Approval & Routing Informa	tion			<u> </u>				
*12. Prepared By:					*13	3. Date/Time	Submitted:	
Print Name:	IC	CS Posit	ion:					
Date/Time Prepared:					Tir	ne Zone:		
*14. Approved By:							cation, Organ	ization, or
Print Name:	IC	CS Posit	ion:		Ag	ency Sent To	):	
Signature:								
Incident Location Information	on							
*16. State:		*17. County/Parish/Borough:				*18. City:		
40. 11-4 04					_	Od la side ad la sedie a Come ambia		
19. Unit or Other:		*20. Incident Jurisdiction:				21. Incident Location Ownership (if different than jurisdiction):		
22. Longitude (indicate form	nat):	23. US	23. US National Grid Reference:			24. Legal De	scription (towr	ship, section,
Latitude (indicate format):						range):		
·		list all affects discuss an a reference resintly			$\dashv$			
*25. Short Location or Area	a Description (II	ist all aff	ected areas or	a reference point)	:	26. UTM Coo	ordinates:	
27. Note any electronic geo	ospatial data in	cluded	<b>or attached</b> (in	dicate data forma	t, cor	ntent, and colle	ection time info	rmation and
labels):								
Incident Cummons								
Incident Summary	the Time Perio	d Panai	tad (aummarize	a cignificant progr	000 n	nada ayaayat	tions insidents	uroveth oto ):
*28. Significant Events for	the Time Period	u Kepoi	teu (Summanzo	e signilicant progr	ess i	nade, evacuai	lions, incident g	rowin, etc.):
29. Primary Materials or Ha	zards Involved	l (hazard	dous chemicals	, fuel types, infecti	ious a	agents, radiati	on, etc.):	
30. Damage Assessment In					B. #	Threatened	C.#	D. #
damage and/or restriction of residential or commercial pro			Summ	ary		(72 hrs)	Damaged	Destroyed
critical infrastructure and key			e. Sing	gle Residences				
, , , , , , , , , , , , , , , , , , , ,				residential ercial Property				
			Other Structu					
			Other					
ICS 209, Page 1 of			* Required w	hen applicable.			·	ı
			1					

	LIVI 31	AIUU	SUMMARY (ICS 209)		
*1. Incident Name:			2. Incident Number:		
Additional Incident Decision Support Infe	ormation				
	A. # This			A. # This	
*31. Public Status Summary:	Reporting Period	B. Total # to Date	*32. Responder Status Summary:	Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Be		to Date	C. Indicate Number of Responders Below:		to Date
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:		
33. Life, Safety, and Health Status/Threa	at Remarks		*34. Life, Safety, and Health Threat		
, , ,			Management:	A. Check	c if Active
			A. No Likely Threat	Г	7
			B. Potential Future Threat		
			C. Mass Notifications in Progress		<u>-</u>
			D. Mass Notifications Completed	-	
			E. No Evacuation(s) Imminent		<del></del>
			F. Planning for Evacuation	-	
			G. Planning for Shelter-in-Place	-	
05 Wasthan Osmanna (sumanis of suma		-41		-	<u></u>
<b>35. Weather Concerns</b> (synopsis of curre weather; discuss related factors that may of			H. Evacuation(s) in Progress		<u> </u>
weather, discuss related factors that may t	Jause conce	,,,,,,	I. Shelter-in-Place in Progress	-	
			J. Repopulation in Progress	<del>                                     </del>	
			K. Mass Immunization in Progress	<u></u>	
			L. Mass Immunization Complete		
			M. Quarantine in Progress		
			N. Area Restriction in Effect	<u> </u>	
				L	
				<u> </u>	
				<u> </u>	
<b>36. Projected Incident Activity, Potentia</b> period and in 12-, 24-, 48-, and 72-hour tin		nt, Escalatio	on, or Spread and influencing factors during	the next ope	erational
12 hours:					
24 hours:					
48 hours:					
72 hours:					
Anticipated after 72 hours:					
37. Strategic Objectives (define planned	end-state fo	r incident):			
ICS 209. Page 2 of	Т	* Doguirod	when applicable		

	TATOS SOMMANT (ICS 203)					
*1. Incident Name:	2. Incident Number:					
Additional Incident Decision Support Information	(continued)					
primary incident threats to life, property, communities infrastructure and key resources, commercial facilities	formation in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize and community stability, residences, health care facilities, other critical s, natural and environmental resources, cultural resources, and continuity of ncident-related potential economic or cascading impacts.					
12 hours:						
24 hours:	24 hours:					
48 hours:						
72 hours:						
Anticipated after 72 hours:						
<b>39. Critical Resource Needs</b> in 12-, 24-, 48-, and 72 category, kind, and/or type, and amount needed, in p	2-hour timeframes and beyond to meet critical incident objectives. List resource riority order:					
12 hours:						
24 hours:						
48 hours:						
72 hours:						
Anticipated after 72 hours:						
40. Strategic Discussion: Explain the relation of	overall strategy, constraints, and current available information to:					
1) critical resource needs identified above,						
<ul><li>2) the Incident Action Plan and management objects</li><li>3) anticipated results.</li></ul>	ctives and targets,					
	perational challenges, incident management problems, and social,					
political, economic, or environmental concerns of	r impacts.					
41. Planned Actions for Next Operational Period:						
42. Projected Final Incident Size/Area (use unit lab	el – e.g., "sq mi"):					
43. Anticipated Incident Management Completion	Date:					
44. Projected Significant Resource Demobilization	n Start Date:					
45. Estimated Incident Costs to Date:						
46. Projected Final Incident Cost Estimate:						
47. Remarks (or continuation of any blocks above –	list block number in notation):					
ICS 209, Page 3 of	* Required when applicable.					

1. Incident Name:												2. lı	ncid	ent	Nun	nber	:				
Incident Resource Co	mm	itme	ent S	Sum	mar	у															
	res	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):  51. Total Personnel			51. Total Personnel																
48. Agency or Organization:																				50. Additional Personnel not assigned to a resource:	(includes those associated with resources – e.g., aircraft or engines – and individual overhead):
	H																				
	H																				
	_																				
																				igsquare	
52. Total Resources																					
53. Additional Coope	rati	ng a	nd /	Assi	istin	g O	rgaı	nizat	ions	s No	t Lis	sted	Abo	ove:							
ICS 209, Page of * Required when applicable.																					

# ICS 209 Incident Status Summary

**Purpose.** The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

**Reporting Requirements.** The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

**Preparation.** When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, lowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

**Distribution.** ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of
  the response community as defined by NIMS. This may include critical infrastructure owners and operators,
  nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on
  local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
  - o Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	Incident Name	<ul> <li>REQUIRED BLOCK.</li> <li>Enter the full name assigned to the incident.</li> <li>Check spelling of the full incident name.</li> <li>For an incident that is a Complex, use the word "Complex" at the end of the incident name.</li> <li>If the name changes, explain comments in Remarks, Block 47.</li> <li>Do not use the same incident name for different incidents in the same calendar year.</li> </ul>

Block Number	Block Title	Instructions
2	Incident Number	<ul> <li>Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline.</li> <li>Examples include: <ul> <li>A computer-aided dispatch (CAD) number.</li> <li>An accounting number.</li> <li>A county number.</li> <li>A disaster declaration number.</li> <li>A combination of the State, unit/agency ID, and a dispatch system number.</li> <li>A mission number.</li> <li>Any other unique number assigned to the incident and derived by means other than those above.</li> </ul> </li> <li>Make sure the number entered is correct.</li> <li>Do not use the same incident number for two different incidents in the same calendar year.</li> <li>Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.</li> </ul>
*3	Report Version (check one box on left)	<ul> <li>REQUIRED BLOCK.</li> <li>This indicates the current version of the ICS 209 form being submitted.</li> <li>If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").</li> </ul>
	☐ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	☐ Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	Final	<ul> <li>Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction).</li> <li>Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).</li> </ul>
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
*4	Incident Commander(s) & Agency or Organization	<ul> <li>REQUIRED BLOCK.</li> <li>Enter both the first and last name of the Incident Commander.</li> <li>If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: <ul> <li>L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD,</li> <li>C. Taylor – St. Paul PD, Y. Martin – St. Paul FD,</li> <li>S. McIntyre – U.S. Army Corps, J. Hartl – NTSB</li> </ul> </li> </ul>
5	Incident Management Organization	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	Incident Start Date/Time	<b>REQUIRED.</b> This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block")	<ul> <li>Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.).</li> <li>Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47).</li> <li>Indicate that the size is an estimate, if a more specific figure is not available.</li> <li>Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives.</li> <li>If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47).</li> <li>The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.</li> </ul>
8	Percent (%) Contained or Completed (circle one)	<ul> <li>Enter the percent that this incident is completed or contained (e.g., 50%), with a % label.</li> <li>For example, a spill may be 65% contained, or flood response objectives may be 50% met.</li> </ul>
*9	Incident Definition	REQUIRED BLOCK.  Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	Incident Complexity Level	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	For Time Period	<ul> <li>REQUIRED BLOCK.</li> <li>Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started.</li> <li>The time period may include one or more operational periods, based on agency/organizational reporting requirements.</li> </ul>
	From Date/Time	<ul><li>Enter the start date (month/day/year).</li><li>Enter the start time (using the 24-hour clock).</li></ul>
	To Date/Time	<ul><li>Enter the end date (month/day/year).</li><li>Enter the end time (using the 24-hour clock).</li></ul>

Block Number	Block Title	Instructions
APPROVAL	. & ROUTING INFORMATIO	V
*12	Prepared By	REQUIRED BLOCK.  When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	Date/Time Submitted	REQUIRED.  Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	Approved By	REQUIRED.
		When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	Primary Location, Organization, or Agency Sent To	REQUIRED BLOCK.  Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.

### INCIDENT LOCATION INFORMATION

- Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems.
- As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident.
- Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information.
- Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.

*16	State	REQUIRED BLOCK WHEN APPLICABLE.
		<ul> <li>Enter the State where the incident originated.</li> <li>If other States or jurisdictions are involved, enter them in Block 25 or Block 44.</li> </ul>

Block Number	Block Title	Instructions
*17	County / Parish / Borough	REQUIRED BLOCK WHEN APPLICABLE.  In the county, parish, or borough where the incident originated.  If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
*18	City	REQUIRED BLOCK WHEN APPLICABLE.  In the city where the incident originated.  If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	Incident Jurisdiction	REQUIRED BLOCK WHEN APPLICABLE.  Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	Incident Location Ownership (if different than jurisdiction)	<ul> <li>When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction.</li> <li>This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.</li> </ul>
22	22. Longitude (indicate format):  Latitude (indicate format):	<ul> <li>Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident.</li> <li>Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."</li> </ul>
23	US National Grid Reference	<ul> <li>Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident.</li> <li>Clearly label the data.</li> </ul>
24	Legal Description (township, section, range)	<ul> <li>Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident.</li> <li>Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).</li> </ul>
*25	Short Location or Area Description (list all affected areas or a reference point)	<ul> <li>REQUIRED BLOCK.</li> <li>List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO").</li> <li>This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map.</li> <li>Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).</li> </ul>
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)	<ul> <li>Indicate whether and how geospatial data is included or attached.</li> <li>Utilize common and open geospatial data standards.</li> <li>WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically.</li> <li>NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline).</li> <li>NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc.</li> <li>NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests.</li> <li>NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.</li> </ul>
INCIDENT S	SUMMARY	
*28	Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.)	<ul> <li>REQUIRED BLOCK.</li> <li>Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul> <li>○ Road closures.</li> <li>○ Evacuations.</li> <li>○ Progress made and accomplishments.</li> <li>○ Incident command transitions.</li> <li>○ Repopulation of formerly evacuated areas and specifics.</li> <li>○ Containment.</li> </ul> </li> <li>Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47.</li> <li>Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered.</li> <li>This block may be used for a single-paragraph synopsis of overall incident status.</li> </ul>
29	Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	<ul> <li>When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident.</li> <li>Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.</li> </ul>
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	<ul> <li>Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively.</li> <li>Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed.</li> <li>Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts.</li> <li>Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.</li> </ul>
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONA	AL INCIDENT DECISION SUF	PPORT INFORMATION (PAGE 2)
*31	Public Status Summary	<ul> <li>This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below.</li> <li>Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33).</li> <li>Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.</li> <li>NOTE: Do not estimate any fatality information.</li> <li>NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</li> <li>NOTE: Do not complete this block if the incident covered by the ICS 209 is not directly responsible for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident.</li> <li>Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.</li> <li>For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33.</li> <li>NOTE: When providing an estimated value, denote in parenthesis: "est."</li> </ul>
		<ul> <li>Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.</li> <li>Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.</li> <li>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.</li> </ul>
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul> <li>Enter the total number of individuals impacted in each category for the entire duration of the incident.</li> <li>This is a cumulative total number that should be adjusted each reporting period.</li> </ul>
	C. Indicate Number of Civilians (Public) Below	<ul> <li>For lines 31D–M below, enter the number of civilians affected for each category.</li> <li>Indicate if numbers are estimates, for those blocks where this is an option.</li> <li>Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.</li> </ul>
	D. Fatalities	<ul> <li>Enter the number of <i>confirmed</i> civilian/public fatalities.</li> <li>See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.</li> </ul>

Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
*31 (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
*32	Responder Status Summary	<ul> <li>This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C-N.</li> <li>Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident.</li> <li>Explain or describe the nature of any reported injuries, illness, or other activities in Block 33.</li> <li>NOTE: Do not estimate any fatality information or responder status information.</li> <li>NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</li> <li>NOTE: Do not complete this block if the incident covered by the ICS 209 is not directly responsible for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.</li> <li>Handling Sensitive Information</li> <li>Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.</li> <li>Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.</li> <li>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.</li> </ul>

Block Number	Block Title	Instructions		
*32 (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).		
	B. Total # to Date	<ul> <li>Enter the total number of individuals impacted in each category for the entire duration of the incident.</li> <li>This is a cumulative total number that should be adjusted each reporting period.</li> </ul>		
	C. Indicate Number of Responders Below	<ul> <li>For lines 32D–M below, enter the number of responders relevant for each category.</li> <li>Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.</li> </ul>		
	D. Fatalities	<ul> <li>Enter the number of <i>confirmed</i> responder fatalities.</li> <li>See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.</li> </ul>		
	E. With Injuries/Illness	<ul> <li>Enter the number of incident responders with serious injuries or illnesses due to the incident.</li> <li>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</li> </ul>		
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.		
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.		
	H.	(BLANK; use however is appropriate.)		
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.		
	J.	(BLANK; use however is appropriate.)		
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.		
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.		
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.		
33	Life, Safety, and Health Status/Threat Remarks	<ul> <li>Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31.</li> <li>This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</li> <li>Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment.</li> <li>Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties.</li> <li>Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).</li> </ul>		

Block Number	Block Title Instructions	
*34	Life, Safety, and Health Threat Management	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	<ul> <li>Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident.</li> <li>These may include use of threat and alert systems such as the Emergency Alert System or a "reverse 911" system.</li> <li>Please indicate the areas where mass notifications have been completed (e.g., "mass notifications to ZIP codes 50201, 50014, 50010, 50011," or "notified all residents within a 5-mile radius of Gatlinburg").</li> </ul>
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in- Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions
35	Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)	<ul> <li>Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.</li> <li>Include current and/or predicted weather factors, and the timeframe for predictions.</li> <li>Include relevant factors such as: <ul> <li>Wind speed (label units, such as mph).</li> <li>Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., "from NNW," "from E," or "from SW").</li> <li>Temperature (label units, such as F).</li> <li>Relative humidity (label %).</li> <li>Warches.</li> <li>Warnings.</li> <li>Tides.</li> <li>Currents.</li> </ul> </li> <li>Any other weather information relative to the incident, such as flooding, hurricanes, etc.</li> </ul>
36	Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	<ul> <li>Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes.</li> <li>Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes.</li> <li>Include an estimate of the acreage or area that will likely be affected.</li> <li>If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.</li> </ul>
37	Strategic Objectives (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONA	L INCIDENT DECISION SUF	PPORT INFORMATION (continued) (PAGE 3)
38	Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident- related potential economic or cascading impacts.  12 hours	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.
	48 hours	
	72 hours	
	Anticipated after 72 hours	

Block Number	Block Title	Instructions
39	Critical Resource Needs in 12-, 24-, 48-, and 72- hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	<ul> <li>List the specific critical resources and numbers needed, in order of priority. Be specific as to the need.</li> <li>Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support.</li> <li>If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels.</li> <li>Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for shortrange planning, and assists the ordering process to ensure these resources will be in place when they are needed.</li> <li>More than one resource need may be listed for each timeframe. For example, a list could include: <ul> <li>24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams</li> <li>48 hrs: Mobile Communications Unit (Law/Fire)</li> <li>After 72 hrs: 1 Type 2 Incident Management Team</li> </ul> </li> <li>Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid.</li> <ul> <li>Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42.</li> <li>Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out").</li> <li>Do not use this block for noncritical resources.</li> </ul> </ul>
40	Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to: 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.	<ul> <li>Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan.</li> <li>Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints.</li> <li>Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion.</li> <li>Explain major problems and concerns as indicated.</li> </ul>

Block Number	Block Title	Instructions	
41	Planned Actions for Next Operational Period	<ul> <li>Provide a short summary of actions planned for the next operational period.</li> <li>Examples:         <ul> <li>"The current Incident Management Team will transition out to a replacement IMT."</li> <li>"Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports."</li> <li>"Continue refining mapping of the recovery operations and damaged assets using GPS."</li> <li>"Initiate removal of unauthorized food vendors."</li> </ul> </li> </ul>	
42	Projected Final Incident Size/Area (use unit label – e.g., "sq mi")	<ul> <li>Enter an estimate of the total area likely to be involved or affected over the course of the incident.</li> <li>Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc.</li> <li>Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.</li> </ul>	
43	Anticipated Incident Management Completion Date	<ul> <li>Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued.</li> <li>Avoid leaving this block blank if possible, as this is important information for managers.</li> </ul>	
44	Projected Significant Resource Demobilization Start Date	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.	
45	Estimated Incident Costs to Date	<ul> <li>Enter the estimated total incident costs to date for the entire incident based on currently available information.</li> <li>Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy.</li> <li>This does not include damage assessment figures, as they are impacts from the incident and not response costs.</li> <li>If costs decrease, explain in Remarks (Block 47).</li> <li>If additional space is required, please add as an attachment.</li> </ul>	
46	Projected Final Incident Cost Estimate	<ul> <li>Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information.</li> <li>This does not include damage assessment figures, as they are impacts from the incident and not response costs.</li> <li>If additional space is required, please add as an attachment.</li> </ul>	

Block Number	Block Title	Instructions
47	Remarks (or continuation of any blocks above – list block number in notation)	<ul> <li>Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed.</li> <li>List the block number for any information continued from a previous block.</li> <li>Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc.</li> <li>For Complexes that include multiple incidents, list all sub-incidents included in the Complex.</li> <li>List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: <ul> <li>By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or</li> <li>By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE).</li> </ul> </li> <li>Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).</li> <li>This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).</li> <li>Attach additional pages if it is necessary to include additional comments in the Remarks section.</li> </ul>

### **INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)**

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

### For summarizing:

- When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
  - o Group State, local, county, city, or Federal responders together under such headings, or
  - o Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).
- On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

Block Number	Block Title	Instructions		
48	Agency or Organization	<ul> <li>List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc.</li> <li>List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.</li> <li>Agencies or organizations may be listed individually or in groups.</li> <li>When resources are grouped together, individual agencies or organizations may be listed below in Block 53.</li> <li>Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.</li> <li>These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.</li> <li>For example: <ul> <li>Resource:</li> <li>Type 2 Helicopters 3/8 (indicates 3 aircraft, 8 personnel).</li> <li>Resource:</li> <li>Type 1 Decontamination Unit 1/3 (indicates 1 unit, 3 personnel).</li> </ul> </li> <li>Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.</li> </ul>		
49	Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	<ul> <li>List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information.</li> <li>Examples: Type 1 Fire Engines, Type 4 Helicopters</li> <li>Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks.</li> <li>These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.</li> <li>For example: <ul> <li>Resource: Type 2 Helicopters 3/8 (indicates 3 aircraft, 8 personnel).</li> <li>Resource: Type 1 Decontamination Unit 1/3 (indicates 1 unit, 3 personnel).</li> </ul> </li> <li>NOTE: One option is to group similar resources together when it is sensible to do so for the summary.</li> <ul> <li>For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as "structure fire engines" and "wildland fire engines" in separate columns with totals for each.</li> </ul> <li>NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.</li> </ul>		
50	Additional Personnel not assigned to a resource	List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization.		
51	Total Personnel (includes those associated with resources – e.g., aircraft or engines – and individual overhead)	<ul> <li>Enter the total personnel for each agency, organization, or grouping in the Total Personnel column.</li> <li>WARNING: Do not simply add the numbers across!</li> <li>The number of Total Personnel for each row should include both:         <ul> <li>The total number of personnel assigned to each of the resources listed in Block 49, and</li> <li>The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.</li> </ul> </li> </ul>		

Block Number	Block Title	Instructions
52	Total Resources	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51.
53	Additional Cooperating and Assisting Organizations Not Listed Above	<ul> <li>List all agencies and organizations that are not directly involved in the incident, but are providing support.</li> <li>Examples may include ambulance services, Red Cross, DHS, utility companies, etc.</li> <li>Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).</li> </ul>

# **RESOURCE STATUS CHANGE (ICS 210)**

1. Incident Name: 2. 0			2. Operational	Operational Period:Date From:Date To:Time From:Time To:		
3. Resource 4. New Status 5. From (Assignment)		\ !				
3. Resource Number	<b>4. New Status</b> (Available, Assigned, O/S)	and Status	Assignment s):	<b>6. To</b> (Assignment and Status):	7. Time and Da	ite of Change:
8. Comments	:				<u> </u>	I
9. Prepared by: Name:			Position/Tit	le:S	ignature:	
ICS 210			Date/Time:	Date/Time:		

### **ICS 210**

### **Resource Status Change**

**Purpose.** The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

**Preparation.** The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

**Distribution.** The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions	
1	Incident Name	Enter the name assigned to the incident.	
2	Operational Period  Date and Time From  Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.	
3	Resource Number	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.	
4	New Status (Available,	Indicate the current status of the resource:	
	Assigned, Out of Service)	Available – Indicates resource is available for incident use immediately.	
		Assigned – Indicates resource is checked in and assigned a work task on the incident.	
		Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).	
5	From (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).	
6	To (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.	
7	Time and Date of Change	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).	
8	Comments	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.	
9	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).	

### INCIDENT CHECK-IN LIST (ICS 211)

				16. Data Pro Resources					!   
te/Time:			ualifications	15. Other Q					
4. Start Date/Time:	Date: Time:		}nemngissA∶	14. Incident					Date/Time:
	Other		of Travel	13. Method					
	Helibase	r comments)	re Point, ime	12. Departu T bns ets D					re:
it apply):		emarks or	nit or	11. Home U Agency					Signature:
Check-In Location (complete all that apply):	□ ICP	of form for remarks		noitemnotni					
duoo) u	ng Area	reverse of	Contact	10. Incident					
Locatio	Staging Area		nber of	9. Total Nur Personnel					/Title:
3. Check-In	Base	Check-In Information (use	Яате	8. Leader's					Position/Title:
ımber:		Check-I	ə	7. Date/Time Check-In					
2. Incident Number:			# ţsənb	6. Order Re					Name:
2. In				AT 10 TS					- - -
			5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:	Resource Name or Identifier	 	 	 	 	17. Prepared by: Name:
me:			reso rerhe ame rces	Дλbе					. Pre
t Na			igle I I (ov nd ng sour form	Kind					17
iden			t sin onne cy ar st ree	Category					17
1. Incident Name:			5. List single reson personnel (overhe agency and name, OR list resources I following format:	Agency					ICS 211
7			0 0 0 C	State					_ =

### Incident Check-In List

**Purpose.** Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

**Preparation.** The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card Green
- 219-3: Engine Card Rose
- 219-4: Helicopter Card Blue
- 219-5: Personnel Card White
- 219-6: Fixed-Wing Card Orange
- 219-7: Equipment Card Yellow
- 219-8: Miscellaneous Equipment/Task Force Card Tan
- 219-10: Generic Card Light Purple

**Distribution.** ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Check-In Location  Base Staging Area ICP Helibase Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include
4	Start Date/Time     Date     Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	List single resource	Enter the following information for resources:
	personnel (overhead) by agency and name, OR list resources by the following format	OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	State	Use this section to list the home State for the resource.
	Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
6	Order Request #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	Leader's Name	For equipment, enter the operator's name.
		Enter the Strike Team or Task Force leader's name.
		Leave blank for single resource personnel (overhead).
9	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders.
10	Incident Contact Information	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	Incident Assignment	Enter the incident assignment at time of dispatch.
15	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

Block Number	Block Title	Instructions
16	Data Provided to Resources Unit	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock)

### **GENERAL MESSAGE (ICS 213)**

1. Incident Name (Optional):			
2. To (Name and Position):			
3. From (Name and Position):			
4. Subject:		5. Date:	6. Time
7. Message:			
8. Approved by: Name:	_ Signature: Pos	ition/Title:	
8. Approved by: Name: 9. Reply:	Signature: Pos	ition/Title:	
	Signature:Pos	ition/Title:	
	Signature:Pos	ition/Title:	
	Signature:Pos	ition/Title:	
	_ Signature: Pos	ition/Title:	
	Signature: Pos	ition/Title:	
	Signature:Pos		

### **General Message**

**Purpose.** The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

**Distribution.** Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions		
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.		
2	<b>To</b> (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.		
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.		
4	Subject	Enter the subject of the message.		
5	Date	Enter the date (month/day/year) of the message.		
6	Time	Enter the time (using the 24-hour clock) of the message.		
7	Message	Enter the content of the message. Try to be as concise as possible.		
8	<ul><li>Approved by</li><li>Name</li><li>Signature</li><li>Position/Title</li></ul>	Enter the name, signature, and ICS position/title of the person approving the message.		
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.		
10	Replied by  Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).		

### **ACTIVITY LOG (ICS 214)**

1. Incident Name:			2. Operational Period:	Date Fron Time Fron	n: Date To: n: Time To:
3. Name:			S Position:		5. Home Agency (and Unit):
6. Resources Assign	gned:				
Nan			ICS Position		Home Agency (and Unit)
7. Activity Log:					
Date/Time	Notable Activities				
O Dunas area de la constanta d			Daniel of Titl		C:
8. Prepared by: Na	ame:				Signature:
ICS 214, Page 1			Date/Time:		

### **ACTIVITY LOG (ICS 214)**

1. Incident Name:		2. Operational Period:	Date From: Time From:	Date To: Time To:
7. Activity Log (cor	ntinuation):			
Date/Time	Notable Activities			
8. Prepared by: Na	ame.	Position/Title	Signature:	
ICS 214, Page 2		Date/Time:		
, r ago L		24to, 11110.		

### ICS 214 Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any afteraction report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions		
1	Incident Name	Enter the name assigned to the incident.		
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.		
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).		
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.		
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.		
6	Resources Assigned	Enter the following information for resources assigned:		
	Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.		
	ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).		
	Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).		
7	Activity Log	Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.  A division of the date as well in the operation of the		
		<ul> <li>Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> </ul>		
		This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.		
8	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).		

## **OPERATIONAL PLANNING WORKSHEET (ICS 215)**

Resources
Have
Req.
Req. Have
Req. Have
Req. Have
Req. Have Need
13. Total Resources Need To Order

### **Operational Planning Worksheet**

**Purpose.** The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

**Preparation.** The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

**Distribution.** When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period  Date and Time From  Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	Enter the Branch of the work assignment for the resources.
4	Division, Group, or Other	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	Work Assignment & Special Instructions	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	Resources	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	Overhead Position(s)	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	Reporting Location	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	Total Resources Have on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	Total Resources Need To Order	Enter the total number of resources needed. A slash can be used again indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

### INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:			2. Inciden	t Number:	
3. Date/Time Prep	pared:	4. Operational	Period: D	ate From:	Date To:
Date:	Time:	п ороганона.		ime From:	Time To:
5. Incident Area	6. Hazards/Risks			7. Mitigations	
8. Prepared by (S	afety Officer): Name:			Signature:	
Prepared by (O	perations Section Chief):	Name:		Signature:	
ICS 215A		Date/Time:			

### **ICS 215A**

### **Incident Action Plan Safety Analysis**

**Purpose.** The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

**Preparation.** The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

**Distribution.** When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	Hazards/Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	Prepared by (Safety Officer and Operations Section Chief)  Name Signature Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

# SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

-	- N - 1	-	Le set Misses Le sus	F, 44-0				1 // L			
I. Incluent Name.	n Name.	<b>7.</b> IIICI	z. incluent Number:	o. Date/	s. Date/ IIIIe Frepared:			4. venicie/	4. venicie/Equipment category.	ory:	
		_		Date:		Time:					
5. Vehick	e/Equipme	5. Vehicle/Equipment Information									
Order Request Number	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/ Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time
ICS 218		6. Pr	6. Prepared by: Name:	ne:		Position/Title:	e:		Signature:		

### **Support Vehicle/Equipment Inventory**

**Purpose.** The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

**Preparation.** The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

**Distribution.** Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared.
4	Vehicle/Equipment Category	Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	Vehicle/Equipment Information	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system if used (e.g., "Decontamination Unit 2," or "Water Tender 14").
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).

Block Number	Block Title	Instructions
<b>5</b> (continued)	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	Prepared by  Name Position/Title Signature	Enter the name, ICS position/title, and signature of the person preparing th form.

### **Resource Status Card (T-Card)**

**Purpose.** Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

**Distribution.** ICS 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

**Notes.** There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card Green
- 219-3: Engine Card Rose
- 219-4: Helicopter Card Blue
- 219-5: Personnel Card White
- 219-6: Fixed-Wing Card Orange
- 219-7: Equipment Card Yellow
- 219-8: Miscellaneous Equipment/Task Force Card Tan
- 219-10: Generic Card Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

Prepared by:	Prepared by:
Date/Time:	Date/Time:
ICS 219-1 HEADER CARD (GRAY)	ICS 219-1 HEADER CARD (GRAY)

### ICS 219-1: Header Card

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST/Unit:		LDW:	# Pers:	Order #:
Agency	C	at/Kind/1	уре	Name/ID #
		Fron	t	
Date/T	ime Ch	ecked In	:	
Leade	r Name:	:		
Prima	ry Conta	act Infori	mation:	
Crew/	Γeam ID	) #(s) or l	Name(s):	
Manife	et:		Total We	eight:
□Yes		□No	Total III	, igiit.
		vel to In	cident:	
			s Air	] Other
Home	Base:			
Depar	ture Poi	int:		
ETD:		E	TA:	
Transı	ortatio	n Needs	at Incider	nt:
☐ Veh	icle	Bus [	] Air [	] Other
Date/T	ime Ord	dered:		
Remai	·ks:			
	red by:			
Date/T	ime:			
ICS 21	9-2 CR	EW/TEA	M (GREEN	1)

ST/Unit:		LDW:	# F	ers:	Order #
Agency	С	at/Kind/T	ype		Name/ID
		Back			
Incide	nt Loca	tion:		Time	:
Status					
	_	_ O/S R∈ _ O/S M∈			
Notes:					
Incide	nt Loca	tion:		Time	:
Status  Ass		O/S Re	<u> </u>		S Pers
☐ Ava		O/S Me	ech	ET	R:
Incide	nt Loca	tion:		Time	:
	igned [	O/S R∈			
Notes:					
Incide	nt Loca	tion:		Time	:
	igned [	O/S Re			
Notes:					
Prepar Date/T					
ICS 21	9-2 CR	EW/TEA	M (G	REEN	1)

### ICS 219-2: Crew/Team Card

Block Title	Instructions
ST/Unit	Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Order#	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Crew/Team ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3).
Manifest  Yes	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
☐ No	
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel to Incident  AOV POV Bus Air Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident.

Block Title	Instructions
Transportation Needs at Incident	Check the box(es) for the appropriate method(s) of transportation at the incident.
☐ Vehicle	
☐ Bus	
☐ Air	
☐ Other	
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew/team.
BACK OF FORM	
Incident Location	Enter the location of the crew/team.
Time	Enter the time (24-hour clock) the crew/team reported to this location.
Status	Enter the crew/team's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to
☐ O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
☐ O/S Mech	Available – Available to be assigned to the incident
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew/team's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST	/Unit:		LDW:	# Pers:	Order #	:
Ą	gency	С	at/Kind/l	уре	Name/ID	#
			Fron	t		
	Date/T	ime Ch	ecked In	:		
	Leade	r Name	:			
	Prima	ry Cont	act Infor	mation:		
	Resou	rce ID #	‡(s) or Na	ame(s):		
	Home	Base:				
	Depart	ture Po	int:			
	ETD:		E	TA:		
	Date/T	ime Or	dered:			
	Remar	ks:				
	Prepai Date/T	red by:				
			NOINE	(DOSE)		
	105 2	19-3 E	NGINE (	KUSE)		

「/Unit:		LDW:	#	Pers:	Order #
gency	С	at/Kind/T	уре	)	Name/IE
		Back			
Incide	nt Loca	tion:		Time	:
Status  Assi		O/S Re	est	O/s	S Pers
_	ilable [	O/S Me	ech	_ □ET	R:
Notes:					
Incide	nt Loca	tion:		Time	:
Status					
	_	_ O/S R∈ _ O/S M∈		_	
Notes:					
Incide	nt Loca	tion:		Time	:
Status Assi	-	□ O/S Re	est	□ o/s	S Pers
	_	_ □ O/S M∈		_	
Notes:					
Incide	nt Loca	tion:		Time	:
Status		70/20	oct.		2 Dora
	_	_ O/S R∈ _ O/S M∈			
Notes:					
Prepar Date/T					
ICS 2	19-3 F	NGINE (	RO	SF)	

### ICS 219-3: Engine Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order#	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for the resource(s).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest☐ O/S Pers	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST/Unit			LDW:	# Pers:	Order #:
Agency	y	C	at/Kind/T	уре	Name/ID #
			Fron		
Dat	e/Tiı	ne Ch	ecked In	:	
Pilo	ot Na	me:			
Hor	ne E	ase:			
Dep	oartu	ıre Poi	nt:		
ETI	<b>)</b> :		E	TA:	
Des	tina	tion P	oint:		
Dat	e/Tiı	ne Ord	dered:		
Rer	nark	s:			
Pre	pare	d by:			
	e/Tiı				
ICS	219	9-4 H	ELICOP	TER (BL	UE)

Incident Loc  Status:  Assigned  Available  Notes:	O/S Re	Tim	/S Pers
Status:  Assigned Available	ation:	Tim	/S Pers
Status:  Assigned Available	O/S Re	est 🗌 O	/S Pers
Assigned Available			
Available			
Notes:			IR:
Incident Loc	ation:	Time	e:
Status:  Assigned	O/S Re	st 🗌 O	/S Pers
Available  Notes:	O/S Me	ech E	TR:
Incident Loc	ation:	Time	e:
Status:  Assigned  Available			
Notes:		, on	
Incident Loc	ation:	Time	e:
Status:		ect 🗆 O	/S Doro
Available			
Notes:			
Prepared by	:		
Date/Time:			IIE)

### ICS 219-4: Helicopter Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to
☐ O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
☐ O/S Mech	Available – Available to be assigned to the incident
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

/Unit:	Name:		Position/Title:		
	Fron	t			
Date/	Time Checked In	:			
Name	e:				
Prima	ary Contact Infor	nat	tion:		
Manif	E4.	_	-4-1 \A/-:		
Manif		10	otal Weight:		
Ye		- ! -!	4 -		
1	od of Travel to In				
□ AC	OV POV Bu	s L	_ Air _ Other		
Home	- Deser				
	e Base:				
	rture Point:				
ETD:		TA			
	sportation Needs				
☐ Ve	hicle Bus	] Ai	r 🗌 Other		
Date/	Time Ordered:				
Rema	arks:				
1	ared by:				
Date/Time:					
ICS 2	219-5 PERSON D)	NE	L (WHITE		

/Unit:	Name:	Position/Title
	Back	
Incide	nt Location:	Time:
Status	):	
Ass	igned O/S Rest	O/S Pers
☐ Ava	ilable O/S Mech	ETR:
Notes	:	
Incide	nt Location:	Time:
Status	):	
Ass	igned O/S Rest	O/S Pers
☐ Ava	ilable O/S Mech	ETR:
Notes	:	
Incide	nt Location:	Time:
Status	):	
Ass	igned O/S Rest	O/S Pers
☐ Ava	ilable O/S Mech	ETR:
Notes	:	
Inoido	nt Location:	Time:
Inclue	iit Location.	illile.
Status		
	-	□ 0/2 Do==
	idhad     / \/C Da-t	
_	igned O/S Rest	<del></del>
Ava	ilable O/S Mech	<del></del>
_	ilable O/S Mech	<del></del>
Ava	ilable O/S Mech	<del></del>
Ava	ilable O/S Mech	<del></del>
Notes	ilable O/S Mech	<del></del>
Notes  Prepa	illable O/S Mech	<del></del>
Notes  Prepa Date/T	illable O/S Mech	ETR:

### ICS 219-5: Personnel Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name.
Position/Title	Enter the individual's ICS position/title.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Name	Enter the individual's full name.
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Manifest  ☐ Yes ☐ No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew. This information is necessary when the crew are transported by charter air.
Method of Travel to Incident  AOV POV Bus Air Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident.
Transportation Needs at Incident	Check the box(es) for the appropriate method(s) of transportation at the incident.
☐ Vehicle	
☐ Bus	
☐ Air	
☐ Other	
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew.
BACK OF FORM	
Incident Location	Enter the location of the crew.
Time	Enter the time (24-hour clock) the crew reported to this location.

Block Title	Instructions
Status	Enter the crew's current status:
Assigned	Assigned – Assigned to the incident
☐ O/S Rest ☐ O/S Pers	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>
Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

T/Unit:		LDW:	# Pers:	Order #:
Agency	С	at/Kind/T	ype	Name/ID #
T		Fron		
Date/T	ime Ch	ecked-In	:	
Pilot N	lame:			
Home	Base:			
Depart	ture Po	int:		
ETD:			TA:	
Destin	ation P	oint:		
Date/T	ime Or	dered:		
Manuf	acturer	:		
Remar	ks:			
Prens	rod by			
Date/T	red by:			
ICS 2	19-6 F	IXED-W	NG (ORA	ANGE)

Γ/Unit:		LDW:	# P	ers:	Order #
gency	С	at/Kind/T	ype		Name/IE
		Back			
Incide	nt Loca	tion:		Time	:
Status		7 0/0 D	-4 [		D.D
1 —	_	O/S Re O/S Me		_	
Notes:					
Incide	nt Loca	tion:		Time:	:
Status	-				
_	_	_ O/S Re _ O/S Me	_	_	
Notes:					
Incide	nt Loca	tion:		Time:	:
Status	-	□ O/S Re	ot [		2 Doro
Ava	ilable [	0/S Re		_	
Notes:					
Incide	nt Loca	tion:		Time:	:
Status		O/S Re	et [		S Pers
Ava	ilable [		_	_	
Notes:					
Prepar Date/T					
		XED-WII	NG (	ORA	NGE)

### ICS 219-6: Fixed-Wing Card

Block Title	Instructions		
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.		
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.		
# Pers	Enter total number of personnel associated with the resource. Include the pilot.		
Order#	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.		
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).		
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.		
Name/ID #	Use this section to enter the resource name or unique identifier.		
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.		
Pilot Name:	Enter pilot's name (use at least the first initial and last name).		
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).		
Departure Point	Enter the location from which the resource or individual departed for this incident.		
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.		
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.		
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.		
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.		
Manufacturer	Enter the manufacturer of the aircraft.		
Remarks	Enter any additional information pertaining to the resource.		
BACK OF FORM			
Incident Location	Enter the location of the resource.		
Time	Enter the time (24-hour clock) the resource reported to this location.		
Status	Enter the resource's current status:		
☐ Assigned	Assigned – Assigned to the incident		
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to		
O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft		
Available	O/S Pers – Out-of-service for personnel reasons		
O/S Mech	Available – Available to be assigned to the incident		
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons		
	ETR – Estimated time of return		
Notes	Enter any additional information pertaining to the resource's current location or status.		
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).		

ST	/Unit:		LDW:	# Pers:	Order	<b>#</b> :
Αç	gency	C	at/Kind/T	уре	Name/II	) #
			Fron	t		
	Date/T	ime Ch	ecked In	:		
	Leade	r Name:				
	Primai	ry Conta	act Infor	mation:		
	Resou	rce ID #	(s) or Na	nme(s):		
	Home					
		ture Poi				
	ETD:			TA:		
		ime Ord	dered:			
	Remar	·ks:				
	Prepar	red by:				
	Date/T					
	ICS 2	19-7 E	QUIPME	NT (YEL	LOW)	

T/Unit:		LDW:	# Pers:		Order #
gency	С	at/Kind/T	уре	e	Name/IE
		Back			
Incident Location: Time:				:	
Status		□ 0/S Re	et.		S Pers
Assigned O/S Rest O/S Pers Available O/S Mech ETR:					
Notes:					
Incide	nt Loca	tion:		Time	:
Status	-				
	_	_ O/S R€ _ O/S M€		_	
Incide	nt Loca	tion:		Time	:
Status		☐ O/S Re	est		S Pers
_	ilable [			_	
	nt Loca	tion:		Time	:
Status	-	7000			
Ava	ilable [	O/S Re		_	
Notes:					
Prepar Date/T					
		QUIPME	NT	(YEI	LOW)

### ICS 219-7: Equipment Card

Block Title	Instructions		
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.		
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.		
# Pers	Enter total number of personnel associated with the resource. Include leaders.		
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.		
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).		
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.		
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).		
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.		
Leader Name	Enter resource leader's name (use at least the first initial and last name).		
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.		
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).		
	Phone and pager numbers should include the area code and any satellite phone specifics.		
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.		
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).		
Departure Point	Enter the location from which the resource or individual departed for this incident.		
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.		
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.		
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.		
Remarks	Enter any additional information pertaining to the resource.		
BACK OF FORM			
Incident Location	Enter the location of the resource.		
Time	Enter the time (24-hour clock) the resource reported to this location.		
Status	Enter the resource's current status:		
☐ Assigned	Assigned – Assigned to the incident		
☐ O/S Rest☐ O/S Pers	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>		
	O/S Pers – Out-of-service for personnel reasons		
O/S Mech	Available – Available to be assigned to the incident		
ETR:	O/S Mech – Out-of-service for mechanical reasons		
	ETR – Estimated time of return		
Notes	Enter any additional information pertaining to the resource's current location or status.		

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST	Unit:		LDW:	# Pers:	Order #:	
Ag	jency	C	at/Kind/	Type	Name/ID #	 #
Ť	, ,		Fron			
	Date/T	ime Ch	ecked Ir	1:		
	Leade	r Name:				
	Prima	ry Conta	act Infor	mation:		
	Resou	rce ID #	(s) or N	ame(s):		
	Home	Base:				
		ture Poi				
	ETD:			ETA:		
		ime Ord	dered:			
	Remar	'ks:				
	Prepai	red by:				
	Date/T	ime:				
				ANEOUS FORCE (		

T/Unit:		LDW:	#1	Pers:	Order #		
\gency	С	at/Kind/T	уре	)	Name/ID		
	Back						
Incide	nt Loca	tion:		Time	:		
Status							
_	_	_ O/S R∈ _ O/S M∈		_			
Notes:							
Incide	nt Loca	tion:		Time	:		
Status		7 0/0 D	-4		2 D - "-		
		O/S Re O/S Me					
Incide	nt Loca	tion:		Time	:		
Status							
		_ O/S R∈ _ O/S M∈					
Notes:							
Incide	nt Loca	tion:		Time	:		
	igned [	O/S Re					
Notes:							
Prepar Date/T							
ICS 21	19-8 N	IISCELL TASK I					

## ICS 219-8: Miscellaneous Equipment/Task Force Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available work day that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order#	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number or name for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest☐ O/S Pers	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
 ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST	/Unit:		LDW:	# Pers:	Order #:			
Αç	gency	C	at/Kind/1	уре	Name/ID #			
			Fron					
	Date/Time Checked In:							
	Leade	r Name:						
	Primai	ry Conta	act Infor	mation:				
	Resou	rce ID #	(s) or Na	ame(s):				
	Home	Base:						
	Depart	ture Poi	nt:					
	ETD:		E	TA:				
	Date/T	ime Ord	dered:					
	Remar	ks:						
	Prepar	red by:						
	Date/T							
	ICS 2		GENER	C (LIGHT				

Γ/Unit:		LDW:	#1	Pers:	Order #
gency	С	at/Kind/T	уре	)	Name/ID
		Back			
Incide	nt Loca	tion:		Time	:
Status					
	_	O/S Re O/S Me		_	
Notes	:				
Incide	nt Loca	tion:		Time	:
Status Ass		☐ O/S Re	<u> </u>		S Pers
	ilable [	O/S Me		_	
Incide	nt Loca	ition:		Time	:
Status  Ass		O/S Re	l est	O/\$	S Pers
☐ Ava		O/S Me	ech	ET	R:
	nt Loca	ition:		Time	:
Status					
Ass	igned [	O/S Re			
Notes					
Prepai Date/T	red by:				
	19-10	GENERI	C (I	LIGHT	

## ICS 219-10: Generic Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order#	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest☐ O/S Pers	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
 ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

## AIR OPERATIONS SUMMARY (ICS 220)

					1		
1. Incident Name:		2. Operational Period: Date From: Time From:	riod: Date To: Time To:			3. Sunrise: S	Sunset:
4. Remarks (safety no equipment, etc.):	<b>4. Remarks</b> (safety notes, hazards, air operations special equipment, etc.):	ıtions special	5. Ready Alert Aircraft: Medivac:			6. Temporary Flight Restriction Number: Altitude:	estriction Number:
		-	New Incident:			Center Point:	
			8. Frequencies:	AM	Μ	9. Fixed-Wing (category/kind/type, make/model, N#, base):	ry/kind/type, ):
			Air/Air Fixed-Wing			Air Tactical Group Supervisor Aircraft:	ervisor Aircraft:
7. Personnel:	Name:	Phone Number:	Air/Air Rotary-Wing – Flight Following				
Air Operations Branch Director			Air/Ground				
Air Support Group Supervisor			Command			Other Fixed-Wing Aircraft:	aft:
Air Tactical Group Supervisor			Deck Coordinator				
Helicopter Coordinator			Take-Off & Landing Coordinator				
Helibase Manager			Air Guard				
10. Helicopters (use	10. Helicopters (use additional sheets as necessary):	cessary):					
FAA N#	Category/Kind/Type	Make/Model	Base	Ava	Available	Start	Remarks
11. Prepared by: Nar	Name:	Posit	Position/Title:			Signature:	
ICS 220, Page 1			Date/Time:				

## AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:	2. Operational Period:  Date From: Time From: Time From:		3. Sunrise:	Sunset:
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12. lask/Mission/Assignment (cate	12. Iask/Mission/Assignment (category/King/type and function includes: air factical, reconnaissance, personnel transport, search and rescue, etc.):	sonnei trans	sport, searcn and resc	sue, etc.):
Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	Mission Start	Fly From	Fly To
11. Prepared by: Name:	Position/Title:	Sign	Signature:	
ICS 220, Page 2	Date/Time:			

## **ICS 220**

## **Air Operations Summary**

**Purpose.** The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

**Preparation.** The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

**Distribution.** After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

## Notes:

If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Sunrise/Sunset	Enter the sunrise and sunset times.
4	Remarks (safety notes, hazards, air operations special equipment, etc.)	Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
5	Ready Alert Aircraft  Medivac  New Incident	Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206). Identify aircraft to be used for new incidents within the area or new incident(s) within an incident.
6	Temporary Flight Restriction Number      Altitude     Center Point	Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction.
7	Personnel  Name Phone Number	Enter the name and phone number of the individuals in Air Operations.
	Air Operations Branch Director	
	Air Support Group Supervisor	
	Air Tactical Group Supervisor	
	Helicopter Coordinator	
	Helibase Manager	

Block Number	Block Title	Instructions
8	Frequencies  • AM  • FM	Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident.
	Air/Air Fixed-Wing	
	Air/Air Rotary-Wing – Flight Following	Flight following is typically done by Air Operations.
	Air/Ground	
	Command	
	Deck Coordinator	
	Take-Off & Landing Coordinator	
	Air Guard	
9	<b>Fixed-Wing</b> (category/kind/type, make/model, N#, base)	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident.
	Air Tactical Group Supervisor Aircraft	
	Other Fixed-Wing Aircraft	
10	Helicopters	Enter the following information about the helicopter resources allocated to the incident.
	FAA N#	Enter the FAA N#.
	Category/Kind/Type	Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance.
	Make/Model	Enter the make and model of the helicopter.
	Base	Enter the base where the helicopter is located.
	Available	Enter the time the aircraft is available.
	Start	Enter the time the aircraft becomes operational.
	Remarks	
11	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
12	Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)	Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority.
	Category/Kind/Type and Function	
	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	
	Mission Start	
	Fly From	Enter the incident location or air base the aircraft is flying from.
	Fly To	Enter the incident location or air base the aircraft is flying to.

## **DEMOBILIZATION CHECK-OUT (ICS 221)**

1. Incident Name:				2	2. Incident Number:			
3. Pla Date:	nned Release Date/Tim Time:	e:	4. Resou	rce or Personi	nel Released:	5. Order Request Number:		
Yo be rep	6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).  LOGISTICS SECTION							
	Unit/Manager	Rem	arks		Name	Signature		
	Supply Unit							
	Communications Unit							
	Facilities Unit							
	Ground Support Unit							
	Security Manager							
FINA	ANCE/ADMINISTRATION Unit/Leader Time Unit	N SEC Rem			Name	Signature		
ОТН	IER SECTION/STAFF Unit/Other	Rem	arks		Name	Signature		
PLA	NNING SECTION Unit/Leader	Rem	arks		Name	Signature		
	Documentation Leader							
	Demobilization Leader							
7. Re	7. Remarks:							
8. Tra	evel Information:			R	Room Overnight:	Yes No		
	ated Time of Departure:				Actual Release Date/Time:			
	nation:				Estimated Time of Arrival:			
Travel Method:								
Manif	est:  Yes  No Number:				rea/Agency/Region	Notified:		
	eassignment Information		_					
Incident Name:								
	Location: Order Request Number: Signature: Signature:							
				1				
ICS 2	21			Date/Time: _				

## **ICS 221**

## **Demobilization Check-Out**

**Purpose.** The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

**Preparation.** The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

**Distribution.** After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

## Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	Resource or Personnel Released	Enter name of the individual or resource being released.
5	Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).  Unit/Leader/Manager/Other Remarks Name Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section  Supply Unit Communications Unit Facilities Unit Ground Support Unit Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out.  Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions	
6 (continued)	Finance/Administration Section	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out.	
	☐ Time Unit	Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.	
	Other Section/Staff	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out.	
		Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.	
	Planning Section  Documentation Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out.	
	☐ Demobilization Leader	Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.	
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.	
8	Travel Information	Enter the following travel information:	
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.	
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).	
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).	
	Destination	Use this section to enter the resource's or personnel's destination.	
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.	
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).	
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).	
	Manifest  Yes  No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.	
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.	
9	Reassignment Information  Yes No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.	
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.	
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.	
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.	
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.	

Block Number	Block Title	Instructions
10	Prepared by  Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

## **INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)**

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT								
1. Name:		2. Incident Name:		3. Incident Number:				
4. Home Unit Name and	d Add	ress:	5. Incident Agency and Add	5. Incident Agency and Address:				
6. Position Held on Inci	ident:	<b>7. Date(s) of Assignment</b> From: To:	::	8. Incident Complexity Level 1 2 3 4	<b>el:</b> ] 5	9. Incident Definition:		
	10. Evaluation							
Rating Factors	N/A	1 – Unacceptable	2	3 - Met Standards	4	5 – Exceeded Expectations		
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)		Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.		Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.		Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.		
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	Performance/Results: Quality, quantity, timeliness,  Quality, quantity, timeliness,			Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.		Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.		
40 DI /			Ш		Ш			
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a		Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.		Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.		Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.		
shared vision of the Incident Management Team (IMT).								
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).		Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.		Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.		Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.		
15 Adaptability/Attitude:		Unable to gauge effectiveness of	╫	Receptive to change, new information,		Rapidly assessed and confidently		
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.  Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.			and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required.  Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.		adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.			
16. Communication Skills:		Unable to effectively articulate ideas and facts; lacked preparation,		Effectively expressed ideas and facts in individual and group situations;		Clearly articulated and promoted ideas before a wide range of audiences;		
Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.		and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.		individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.		before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.		

## **INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)**

1. Name: 2.			2. Incident	2. Incident Name:			3. Incident Number:	
				10	). E	valuation	_	
Rating Factors	N/A	1 -	- Unacceptabl	e	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.		times. Conf often left ur decreased Excluded to information discussions productively functional of	s ineffectively or licts mismanage tresolved, result team effectivene am members from Stifled group or did not control, Inhibited crossoperation to the funit or service	ed or ing in ess. om vital ribute s		Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.		Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for		Seldom rec	ognized or resp	onded to		Cared for people. Recognized and		Always accessible. Enhanced overall
Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.		needs of peresources used apparent neighbor individuals' chance of farecognized	eople; left outsid intapped despite eed. Ignorance of capabilities incr ailure. Seldom or rewarded des es or other IMT r	e e of eased serving		responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.		quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.		Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.		unclear oductivity. rk or lling to se		A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.		An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions		Decisions of	ften displayed p	oor		Demonstrated analytical thought and		Combined keen analytical thought, an
Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.		analysis. Fa decisions, o without con alternatives effectively v consideration	niled to make near jumped to considering facts, and impact. Diveigh risk, cost, ons. Unconcernates on organiza	cessary nclusions d not and time ed with		common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.		understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	Improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services or products went unexplored.		t in ble services,		Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.		Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.	
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress			Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.		Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being		
22 Adherence to Cefety		Eailad to as	loguataly identif	v and		Enouged that acts approxima procedures		Demonstrated a significant commitment
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.					Ensured that safe operating procedures were followed.		Demonstrated a significant commitment toward safety of personnel.	
24. Remarks:								
25. Rated Individual (This r	ating h	nas been di	scussed with i	me):				
,	Ü			,		Date/Time:		
26. Rated by: Name:								
Home Unit: Position Held on This Incident:  ICS 225 Date/Time:								

## **ICS 225**

## **Incident Personnel Performance Rating**

**Purpose.** The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

**Preparation.** The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

## Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

Block Number	Block Title	Instructions
1	Name	Enter the name of the individual being rated.
2	Incident Name	Enter the name assigned to the incident.
3	Incident Number	Enter the number assigned to the incident.
4	Home Unit Address	Enter the physical address of the home unit for the individual being rated.
5	Incident Agency and Address	Enter the name and address of the authority having jurisdiction for the incident.
6	Position Held on Incident	Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.
7	<ul><li>Date(s) of Assignment</li><li>From</li><li>To</li></ul>	Enter the date(s) (month/day/year) the individual was assigned to the incident.
8	Incident Complexity Level  1 2 3 4 5	Indicate the level of complexity for the incident.
9	Incident Definition	Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire,", "bridge collapse,", "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	Evaluation	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The duty did not apply to this incident.
	1 – Unacceptable	Does not meet minimum requirements of the individual element.  Deficiencies/Improvements needed must be identified in Remarks.
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.

Block Number	Block Title	Instructions
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
10	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	Knowledge of the Job/ Professional Competence:	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)
12	Ability To Obtain Performance/Results:	Quality, quantity, timeliness, and impact of work.
13	Planning/Preparedness:	Ability to anticipate, determine goals, identify relevant information, se priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).
14	Using Resources:	Ability to manage time, materials, information, money, and people (i.e. all IMT components as well as external publics).
15	Adaptability/Attitude:	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.
16	Communication Skills:	Ability to speak effectively and listen to understand. Ability to expres facts and ideas clearly and convincingly.
17	Ability To Work on a Team:	Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.
18	Consideration for Personnel/Team Welfare:	Ability to consider and respond to others' personal needs, capabilities and achievements; support for and application of worklife concepts and skills.
19	Directing Others:	Ability to influence or direct others in accomplishing tasks or missions
20	Judgment/Decisions Under Stress:	Ability to make sound decisions and provide valid recommendations using facts, experience, political acumen, common sense, risk assessment, and analytical thought.
21	Initiative	Ability to originate and act on new ideas, pursue opportunities to lear and develop, and seek responsibility without guidance and supervision.
22	Physical Ability for the Job:	Ability to invest in the IMT's future by caring for the physical health at emotional well-being of self and others.
23	Adherence to Safety:	Ability to invest in the IMT's future by caring for the safety of self and others.
24	Remarks	Enter specific information on why the individual received performanc levels.
25	Rated Individual (This rating has been discussed with me)  • Signature  • Date/Time	Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.
26	Rated by  Name Signature Home Unit Position Held on This Incident Date/Time	Enter the name, signature, home unit, and position held on the incide of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.

## Appendix A

## **BAYVIEW TORNADO ICS-209**

*1. Incident Name: Bayview	Tornado		2. Incident Number: 0502 (from F and A)	
*3. Report Version (check one box on left):  X Initial Rpt # Update (if used): Final	*4. Incident Command Agency or Organi N. Kempfer-Needland Anthony-Granger Office, J. Davila-N D.Doan-Granger	nization: and Fire, D. I EMS, K. Co. Sheriff's	5. Incident Management Organization: Unified Command	*6. Incident Start Date/Time:  Date: 5-2-2009  Time: 1719 hours  Time Zone: Central
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):  9 Block area	8. Percent (%) Contained  Completed 20%	*9. Incident Definition: Tornado	10. Incident Complexity Level: Type 3	*11. For Time Period:  From Date/Time: 5-2-2009/2029hrs  To Date/Time: 5-3-2009/0600hrs

## Approval & Routing Information

*12. Prepared By: Print Name: <u>SL Gaithe</u>	ICS Position: <u>Planning Deputy</u>	*13. Date/Time Submitted: 5-3-2009 0600 hrs
Date/Time Prepared: May 09, 20	09 / 2249 hours	Time Zone: Central
*14. Approved By: Print Name: A. Archer Signature:	ICS Position: <u>Planning Chief</u>	*15. Primary Location, Organization, or Agency Sent To:

## Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:			
Columbia	Granger County	Needland			
19. Unit or Other:  Needland EMS, Needland Police, Needland Fire	*20. Incident Jurisdiction: City of Needland	21. Incident Location Ownership (if different than jurisdiction): N/A			
22. Longitude (indicate format): -97 23' 38.30 Latitude (indicate format): 27 47' 38.99	23. US National Grid Reference: N/A	24. Legal Description (township, section, range): Bayview area encompassing Bayview Convention Cntr			
*25. Short Location or Area Description City of Needland in Granger County, State downtown area new the Bayview Conventi	26. UTM Coordinates: N/A				
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and					

labels):

N/A

## **Incident Summary**

\*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.): Responders call to the scene of a tornado touchdown that damaged many building in a 9 block area of Baytown, Evacuation as well

as search and rescue efforts are underway. As of 23:50 42 victims have been confirmed deceased and 983 injuries.

29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):

None known at this time. Mostly Structural Damage and poor weather is hampering rescue/recovery efforts.

30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources,

critical infrastructure and key resources, etc.):

A. Structural Summary	B. # Threatened (72 hrs)	C.# Damaged	D. # Destroyed
E. Single Residences			
F. Nonresidential Commercial Property	50	12	5
Other Minor			

		Structures		
		Other		
ICS 209, Page 1 of	* Req	uired when applicable.		

## **BAYVIEW TORNADO ICS-209**

*1. Incident Name: Bavview Tornado  2. Incident Number: 0502									
*1. Incident Name: Bayview Tornado			2. Incident Number: 0502						
Additional Incident Decision Support Inf	ormation								
	A. # This			A. # This					
*31. Public Status Summary:	Reporting Period	B. Total # to Date	*32. Responder Status Summary:	Reporting Period	B. Total # to Date				
C. Indicate Number of Civilians (Public) B	elow:		C. Indicate Number of Responders Below:						
D. Fatalities	102		D. Fatalities	0					
E. With Injuries/Illness	1837		E. With Injuries/Illness	4					
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue	0					
G. Missing (note if estimated)			G. Missing	0					
H. Evacuated (note if estimated)			H.						
I. Sheltering in Place (note if estimated)			I. Sheltering in Place	0					
J. In Temporary Shelters (note if est.)	700		J.						
K. Have Received Mass Immunizations	0		K. Have Received Immunizations	0					
L. Require Immunizations (note if est.)	0		L. Require Immunizations	0					
M. In Quarantine	0		M. In Quarantine	0					
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:						
33. Life, Safety, and Health Status/Thre	at Remarks	:	*34. Life, Safety, and Health Threat						
May trapped and missing victims			Management:	A. Chec	k if Active				
			A. No Likely Threat						
			B. Potential Future Threat		Χ				
			C. Mass Notifications in Progress						
			D. Mass Notifications Completed						
			E. No Evacuation(s) Imminent						
			F. Planning for Evacuation						
			G. Planning for Shelter-in-Place						
35. Weather Concerns (synopsis of curre	nt and nred	icted	H. Evacuation(s) in Progress		X				
weather; discuss related factors that may			I. Shelter-in-Place in Progress	t	X				
Heavy rain and severe weather		,	J. Repopulation in Progress	<del> </del>	X				
Troavy rain and severe weather			K. Mass Immunization in Progress						
			L. Mass Immunization Complete						
			M. Quarantine in Progress						
			N. Area Restriction in Effect	X					
			N. Area Restriction in Effect	Г	<u>^</u>				
				L L					
				L					
				L					
<b>36. Projected Incident Activity, Potentia</b> period and in 12-, 24-, 48-, and 72-hour tir		nt, Escalatio	n, or Spread and influencing factors during	the next op	 erational				
<b>12 hours:</b> Search and rescue, looting, sho		esponders o	lemobilization						
24 hours: Treatment and transport of vict		•	OHO MIZALIO II						
48 hours: Area clean up	,								
72 hours: Restore business									
Anticipated after 72 hours: Rebuild									
37. Strategic Objectives (define planned	end-state fo	or incident):							
The desired outcome is to restore life and	property to	normal opera	ation as soon as possible.						
ICS 209, Page 2 of	П	* Required :	when applicable.						
100 403, Faye 4 01		Nequired 1	мпсп аррпсаы <del>с</del> .						

## **BAYVIEW TORNADO ICS-209**

*1. Incident Name: Bayview Tornado incident		2. Incident Number: 0502						
Additional Incident Decision Support Information (	(continued)							
primary incident threats to life, property, communities	and communits, natural and e	2-, 24-, 48-, and 72-hour timeframes and beyond. Summarize ty stability, residences, health care facilities, other critical environmental resources, cultural resources, and continuity of potential economic or cascading impacts.						
12 hours: Heavy casualties taxing the EMS system. Severe weather, need for additional Engines								
24 hours: N/A								
48 hours: Need for relief teams, supplies and equipm	nent							
72 hours: Need for supplies, food and drink								
Anticipated after 72 hours: Same								
<b>39. Critical Resource Needs</b> in 12-, 24-, 48-, and 72 category, kind, and/or type, and amount needed, in proceedings of the control of the c		nes and beyond to meet critical incident objectives. List resource						
12 hours: Loss of 6 Engines that are needed by to th	eir community							
24 hours:								
48 hours:								
72 hours:								
Anticipated after 72 hours:								
1) critical resource needs identified above, 2) the Incident Action Plan and management object 3) anticipated results.	ctives and targ	gy, constraints, and current available information to:  ets,  llenges, incident management problems, and social,						
41. Planned Actions for Next Operational Period:								
Continue with search, rescue and safety operations								
42. Projected Final Incident Size/Area (use unit laborate	el – e.g., "sq m	ni"): 9 Sq blocks						
43. Anticipated Incident Management Completion	Date: Unknow	/n						
44. Projected Significant Resource Demobilization	n Start Date: 4	May 2009						
45. Estimated Incident Costs to Date: 277,578								
46. Projected Final Incident Cost Estimate: Unknow	wn							
47. Remarks (or continuation of any blocks above – I	ist block numb	er in notation):						
ICS 209, Page 3 of	* Required wi	hen applicable.						

## **BAYVIEW TORNADO ICS-209**

1. Incident Name: Bayview Tornado 2. Incident Number: 0502

**Incident Resource Commitment Summary** 

ICS 209, Page \_

	res	sour	<b>sou</b> ces (	on to	op ½	mma of b	arize oox,	res shov	ourc v # d	es b	y ca ersor	ntego nnel	ory, ass	kind ociat	, and ted v	d/or with	type reso	; sho	ow#	of		rsonnel	51. Total Personnel
48. Agency or Organization:	Police Motor units	ALS Ambulance	BLS Ambulance	Engine	Ladder Truck	Bus - 45 Pass	Medic	Animal Cont. Off	Backhoe	EMS Res. Team	Rescue	DPW Sedan	Dump Truck	DPW Light Plant	Structural Eng.	Street Sweeper	Heavy Rescue	Police Officer	Medical Examiner	Buses – 20 Pass	Portable Morgue	50. Additional Personnel not assigned to a resource:	(includes those associated with resources – e.g., aircraft or engines – and individual overhead):
City of Needland	3 3 3	1 6 3 2	4 8	2 2 8 8	7 2 8		1 2 2 4	5	7	3 4 5		4	5	1 1 1 1	3	4	3 1 5	4 0 4 0	2		1 9	19	302
Granger County Fire Department				1 5 6 0	7 2 8																	8	96
Arkansas Pass Fire Department	3	3		3 1 2	2		8				3							5				6	54
Boise Fire Department			2	2	2 8		6				2											4	38
Calvinton Fire Department		2		3 1 2	8		4															2	30
Columbia State Police	6					A												7		A		1	14
Granger Area Transit Enterprise						1 8 1 8														1 2 1 2		3	33
Granger County EMS		2 1 4 2	9 1 8				1 6 1 6															4	80
Granger County Sherriff	1 2 1 2																	2 3 2 3				15	50
City of Pleasant Grove	1 7 1 7			5 2 0	2		6				1		2	2				1 1 1				9	83
MED STAT										3 2 0													30
Port Arkansas	5 5																						5
Taft Police Department	3																4						7
Granger County DPW									4				6	7		8						14	39
52. Total Resources	7 9	4 2	1 5	5 0	2 2	1 8	5 2	5	1	5	6	4	1 3	2	3	1 2	3	9	2	1 2	1	85	861

\* Required when applicable.

# RESOURCE REQUEST MESSAGE (ICS 213 RR)

		Cost																	
umber:			Estimated								/al:	/Email:							
3. Resource Request Number:		Arrival Date and Time	Requested								9. Section Chief Approval:	11. Supplier Phone/Fax/Email:			15. Date/Time:			19. Date/Time:	
2. Date/Time	source sources of supply.):	(Vital characteristics, brand, specs,									8. Priority:  Urgent Routine Low								
	4. Order (Use additional forms when requesting different resource sources of supply.):	ion:	experience, size, etc.)						5. Requested Delivery/Reporting Location:	6. Suitable Substitutes and/or Suggested Sources:		ımber:	POC:		14. Approval Signature of Auth Logistics Rep:	16. Order placed by (check box): ☐ SPUL ☐ PROC	17. Reply/Comments from Finance:	ignature:	
	se additiona	Kind Type							ed Delivery	Substitute	ed by Nam	10. Logistics Order Number:	12. Name of Supplier/POC:		al Signatur	laced by (c	comments	18. Finance Section Signature:	e 1
1. Incident Name:	4. Order (∪	Qty. Kir							5. Request	6. Suitable	7. Requested by Name/Position:	10. Logisti	12. Name c	13. Notes:	14. Approv	16. Order p	17. Reply/C	18. Finance	ICS 213 RR, Page 1
1. Inc				'	'	tor	sənb	θЯ					S	Logistic			inance	4	ICS 2

## Appendix D: NIMS Field Operations Guide



## NATIONAL INCIDENT MANAGEMENT SYSTEM

**INCIDENT COMMAND SYSTEM** 

EMERGENCY RESPONDER FIELD OPERATIONS GUIDE

October 2010



## OCTOBER 2010

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## **CHAPTER 1: INTRODUCTION**

The National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, tribal, and local governments, nongovernmental organizations (NGOs), and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. NIMS represents a core set of doctrines, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response. Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents, directed the development and administration of NIMS.

The NIMS documents integrate best practices into a comprehensive framework for use by emergency management and response personnel in an all-hazards context nationwide. HSPD-5 requires all Federal departments and agencies to adopt NIMS and to use it in their individual incident management programs and activities, as well as in support of all actions taken to assist State, local, and tribal governments. State, local, and tribal governments are not required to participate in NIMS or adopt these best practices. As applied to non-Federal entities, NIMS documents contain guidance that is not legally binding. However, in order to participate in NIMS and to be considered NIMS compliant, it is necessary for entities to adhere to the standards, practices, and/or minimum criteria presented in the NIMS guidance documents. It is also important to note that although a State, local, or tribal government or NGO is not required to apply for Federal preparedness assistance, HSPD-5 requires Federal departments and agencies to make adoption of NIMS by State, local, and tribal governments and NGOs a condition for Federal preparedness assistance through grants, contracts, and other activities.

A basic premise of NIMS is that all incidents begin and end locally. The Federal Government supports State, local, and tribal authorities when their resources are overwhelmed or anticipated to be overwhelmed. The intention of the Federal Government in these situations is not to command the response, but rather to support the affected State, local, and tribal authorities. This is most easily achieved when all the entities are participating in a unified system of emergency management and incident response. NIMS also recognizes the role that NGOs and the private sector have in preparedness and activities to prevent, protect against, respond to, recover from, and mitigate the effects of incidents. As such, the Department of Homeland Security strongly emphasizes the importance of NIMS training for all emergency management and incident response personnel, NGOs, and the private sector.

This Field Operations Guide contains voluntary guidance and is designed to assist emergency response personnel in the use of the NIMS Incident Command System (ICS) during incident operations.

This guide is intended for use when implementing ICS in response to an incident, regardless of type, size, or location. It does not replace emergency operations plans, laws, regulations, and ordinances. Rather, this document provides guidance for assigned incident personnel.

This document follows the guidelines set out by NIMS for the use of plain language and clear text; therefore, the document contains few acronyms.

If you need a reference for an acronym, please use the FEMA Acronyms, Abbreviations, and Terms (FAAT) List (www.fema.gov/plan/prepare/faat.shtm).

Personnel should have a basic understanding of NIMS and ICS to ensure they can effectively operate within the ICS organization to properly use and understand this guide. The contents of this document are not intended as a substitute for required training and good judgment. All agencies and jurisdictions should ensure that responders receive adequate and appropriate training to perform their assigned duties and tasks.

The organization charts throughout this guide are only intended as **examples** of how an ICS organization may be developed or organized in response to an incident. Also, ICS forms (numbers and titles) are referenced throughout this guide; see FEMA 502-2 (ICS Forms Booklet) for a complete list of forms.

Chapters 2 through 11 of this document provide information applicable to all disciplines when implementing ICS. For example, the duties and responsibilities of the Planning Section Chief are found in Chapter 8; under ICS, the Planning Section Chief's job description does not change from one type of incident to another. Each chapter lists specific job descriptions that have proven valuable in past response operations.

This guide is designed so that users may edit sections based on their specific needs. However, the full version of the NIMS Emergency Responder Field Operations Guide may assist Emergency Operations Center personnel during incident operations and exercises as an ICS coordination reference.



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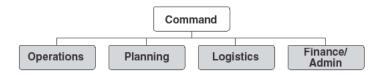
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## CHAPTER 2: INCIDENT COMMAND SYSTEM (ICS) OVERVIEW

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## **ICS Overview**

The Incident Command System (ICS) organization has five major management functions: Command, Operations, Planning, Logistics, and Finance/Administration.



## **Modular Extension**

The ICS organizational structure is modular and can extend to incorporate all elements necessary for the type, size, scope, and complexity of a given incident.

The ICS structural organization builds from the top down; responsibility and performance begin with the incident command element and the Incident Commander (IC). If the need arises, four separate Sections (functional areas) can be used to organize the staff. Each of these may have subordinate Branches, Divisions, Groups, or Units, depending on the management requirements of the incident.

If one individual can simultaneously manage all major subordinate areas, no further organization is required. If one or more of the functions require(s) independent management, an individual is assigned responsibility for that function.

The IC's initial management assignments will normally be one or more Section Chiefs to manage the major ICS functional areas (Operations, Planning, Logistics, and Finance and Administration). The Section Chiefs will further delegate management authority for

their areas as required. If a Section Chief sees the need, he or she may establish Branches, Divisions, Groups, or Units (depending on the management requirements of the incident). Similarly, each functional unit leader will further assign individual tasks within the unit as needed.

Incidents often involve private individuals, companies, nongovernmental service providers, and nongovernmental organizations, some of which may be fully trained and qualified to participate.

## Incident Commander

The IC(s) is/are responsible for the overall management of the incident. On most incidents, the command activity is carried out by a single IC. The IC is selected based upon the candidates' qualifications and experience with the agency having primary jurisdiction over the type of incident.

The IC may have one or more deputies who may be from the same agency or from an assisting agency. Deputies may also be used at Section and Branch levels of the ICS organization. Deputies should have the same qualifications as the person for whom they work, as they should be ready to take over that position at any time.

## Command Staff

Command encompasses the IC and the Command Staff. Command Staff positions may be established to assign/delegate responsibility for command activities that the IC cannot perform due to the complexity of the incident or other situational demands. These positions may include the Public Information Officer, Safety Officer, and Liaison Officer, in addition to others required and assigned by the IC.

## General Staff

The General Staff encompasses incident management personnel who represent the major functional elements of the ICS, including

the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. The Command Staff and General Staff should continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

# **Incident Management Teams**

An Incident Management Team is an incident command organization made up of the Command and General Staff members, and appropriate functional units in an ICS organization.

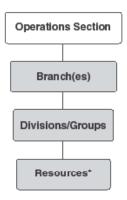
#### **Operations Section**

The Operations Section is responsible for managing on-scene tactical operations directed toward meeting the incident/event objectives as established by the IC (or Unified Command). These incident/event objectives generally involve reducing the immediate hazard, saving lives and property, establishing situation control, and restoring preincident conditions.

Because of its functional unit management structure, ICS is applicable across a spectrum of incidents and events differing in size, scope, and complexity. The types of agencies that could be included in the Operations Section are fire, law enforcement, public health, public works, medical, emergency medical, and disability or other special need services, working together or separately depending on the situation.

Incident operations can be organized and executed in many ways. The specific method selected will depend on the type of incident, agencies involved, and objectives and strategies of the incident management effort. In some cases, a method will be selected to accommodate jurisdictional boundaries, categorizing the method as

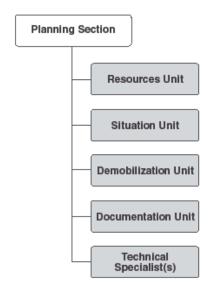
a Division. In other cases, the approach will be strictly functional and, therefore, be categorized as Groups. A mix of functional (Group) and geographic (Division) approaches may be appropriate. ICS offers extensive flexibility in determining the appropriate approach using the factors described above. For more information, see Chapter 7.



\*Includes Teak Forces, Strike Teams, Units, and Single Resources

# **Planning Section**

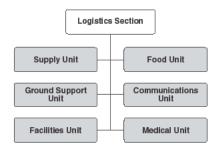
The Planning Section is responsible for collecting, evaluating, and disseminating incident situational information. This Section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares Incident Action Plans and incident maps, and gathers and disseminates information and intelligence critical to the incident. The Planning Section can have up to four primary Units and may include Technical Specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment. For more information, see Chapter 8.

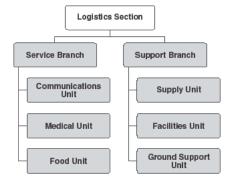


# **Logistics Section**

The Logistics Section meets all service and support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.

When the incident is very large, or requires a number of facilities with large numbers of equipment, the Logistics Section can be divided into two Branches: Service and Support. For more information, see Chapter 9.

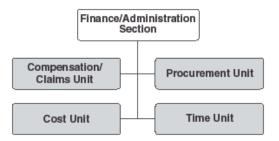




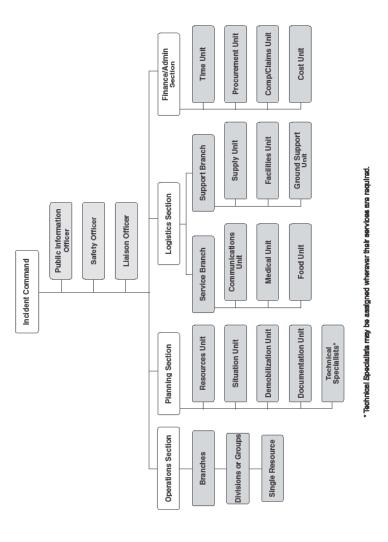
### Finance/Administration Section

When there is a need for financial reimbursement (individual, agency, or department) and/or administrative services to support incident/event management activities, a Finance/Administration Section is established. Under ICS, not all agencies will require such assistance. In large, complex scenarios involving significant funding originating from multiple sources, the Finance/Administration Section is an essential part of the incident management organization. The Section Chief should track and report incident costs to the IC. The Section Chief may also need to monitor cost expenditures to ensure that applicable statutory rules are met. Close coordination with the Planning Section and Logistics Section is also essential so that operational records can be reconciled with financial documents. Note that, in some cases, only one specific function may be required (e.g., cost analysis), which a Technical Specialist in the Planning Section could provide.

The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate Units. In some of the functional areas (e.g., procurement), an actual Unit may not need to be established if it would consist of only one person. In such a case, a Procurement Technical Specialist could be assigned in the Planning Section. Because of the specialized nature of finance functions, the Section Chief should come from the agency that has the greatest requirement for this support. For more information, see Chapter 10.



# **ICS Organization Chart**



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# **CHAPTER 3: COMMON RESPONSIBILITIES**

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Leadership Responsibilities	3-6

### **Accountability Procedures**

### (1) Check-In.

All responders, regardless of agency affiliation, should check in to verify their assignment. This can be coordinated by using an Incident Check-In List (ICS 211).

#### (2) Incident Action Plan (IAP).

Incident/event operations should be directed and coordinated as outlined in the IAP. Any deviation should approved by the Operations Section Chief and communicated to and approved by the Incident Commander (IC). Response organizations' personnel accountability procedures should be documented in the IAP.

### (3) Unity of Command.

In order to prevent accountability breakdowns, each individual involved in incident management will be assigned to only one supervisor.

### (4) Span of Control.

Supervisors should be able to adequately supervise, communicate with, manage, and control all personnel under their supervision. Span of control may vary between 3 and 7 personnel per supervisor, with a recommended ratio of 1 supervisor to 5 subordinates.

# (5) Resource Tracking.

Supervisors should record resource status changes as they occur and report those changes to the Resources Unit. Accountability is dependent upon the incident management organization having a standard resource tracking method.

# **Common Responsibilities**

The following checklist is applicable to all personnel in an Incident Command System (ICS) organization:

Complete	Common Responsibilities
	Receive assignment from agency, including:
	Job assignment (e.g., designation, position, etc.).
	Brief overview of type and magnitude of incident.
	Resource order number and incident number.
	Travel instructions including reporting location(s) and time.
	Any special communications instructions (e.g., travel, radio frequency).
	Monitor incident-related information from media, Internet, etc., if available.
	<ul> <li>Assess personal equipment readiness for specific incident and climate (e.g., medications, money, computer, medical record, etc.). Assemble items for travel and personal support.</li> </ul>
	Inform necessary individuals as to incident assignment and contact information.

Complete	Common Responsibilities
	Upon arrival at the incident, check in at one of the following designated check-in locations:
	Incident Command Post (ICP),
	Incident Base,
	Staging Areas, or
	Helibases.
	Note: If instructed to report directly to a tactical assignment, check in with the Division/Group Supervisor or the Operations Section Chief.
	Receive briefing from immediate supervisor and document briefing on a Unit Log (ICS 214).
	Coordinate with Agency Representatives from assisting or cooperating agencies. Report to the Liaison Officer at the ICP after check-in.
	Acquire work materials.
	Abide by organizational code of ethics, policies, procedures, and applicable labor agreements.
	Participate in Incident Management Team meetings and briefings as appropriate.
	Ensure compliance with all safety practices and procedures. Report unsafe conditions to the Safety Officer.
	Supervisors: Maintain accountability for assigned personnel with regard to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.

Complete	Common Responsibilities
	Know the assigned communications methods and procedures for the area of responsibility and ensure that communications equipment is operating properly.
	Use plain language and ICS terminology (no codes) in all radio communications.
	Complete forms, reports, and Unit Log (ICS 214) that are required of the assigned position and ensure proper disposition of incident documentation as directed by the Documentation Unit.
	Ensure all equipment is operational prior to each work period.
	Report any signs/symptoms of extended incident stress, injury, fatigue, or illness to a supervisor.
	Brief shift replacement about ongoing operations when relieved at operational periods or during rotation.
	Respond to demobilization orders and brief subordinates regarding demobilization.
	Prepare personal belongings for demobilization.
	Complete demobilization checkout process before being released from the incident, including the return of all equipment.
	Upon demobilization, report estimated time of arrival (ETA) to home agency.
	Participate in after-action activities as directed.

# Leadership Responsibilities

In ICS, a number of the leadership responsibilities are common to all functions within the ICS organization. Common responsibilities of Unit Leaders are listed below. These **will not** be repeated in Unit Leader Position Checklists in subsequent chapters.

Complete	Leadership Responsibilities
	Review Common Responsibilities.
	Upon check-in, receive briefing from supervisor.
	Participate in incident meetings and briefings, as required.
	Determine current status of Unit activities and personnel (Personnel Status Report).
	Determine resource needs.
	Order additional resources, as needed.
	Confirm dispatch and ETA of staff, equipment, and supplies.
	Conduct briefings.
	Assign specific duties to staff and supervise staff.
	Develop and implement accountability, safety, and security measures for assigned resources.
	Supervise demobilization of Unit, including storage of equipment and supplies.
	Conduct debriefings with any assigned personnel.
	Provide Supply Unit Leader with a list of supplies to be replenished and equpiment to be repaired.

Complete	Leadership Responsibilities
	Maintain Unit records, including Unit Log (ICS 214).
	Complete Incident Personnel Performance Rating (ICS 225) if required.

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# CHAPTER 4: OPERATIONAL PLANNING CYCLE

Operational Planning Cycle	4-2
Planning "P"	4-4

### **Operational Planning Cycle**

Sound, timely planning provides the foundation for effective incident management. The National Incident Management System (NIMS) planning process represents a template for strategic, operational, and tactical planning that includes all steps an Incident Commander (IC) and other members of the Command and General Staffs should take to develop and disseminate an Incident Action Plan (IAP). The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and staffing required in developing a written IAP.

A clear, concise IAP template is essential to guide the initial incident management decision process and the continuing collective planning activities of Incident Management Teams. The planning process should provide the following:

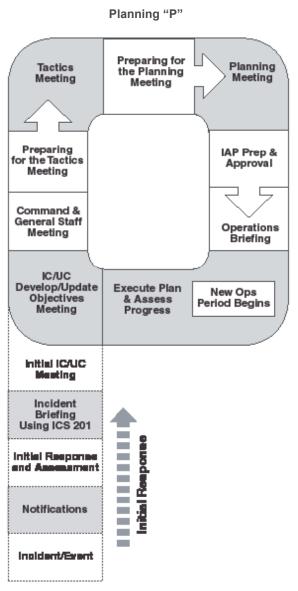
- Current information that accurately describes the incident situation and resource status.
- Predictions of the probable course of events.
- Alternative strategies to attain critical incident objectives.
- A realistic IAP for the next operational period.

The following five primary phases should be followed, in sequence, to ensure a comprehensive IAP:

- 1. Understand the situation.
- 2. Establish incident objectives and strategy.
- 3. Develop the plan.
- 4. Prepare and disseminate the plan.
- 5. Evaluate and revise the plan.

The IAP should provide clear strategic direction and include a comprehensive listing of the tactical objectives, resources, reserves, and support required to accomplish each overarching incident objective. The comprehensive IAP will state the sequence of events in a coordinated way for achieving multiple incident objectives. However, the IAP is based on the best available information at the time of the Planning Meeting. Planning Meetings should not be delayed in anticipation of future information.

During the initial stages of incident management, planners should develop a simple plan that can be communicated through concise oral briefings. Frequently, this plan will have to be developed very quickly and with incomplete situation information. As the incident management effort evolves over time, additional lead time, staff, information systems, and technologies will enable more detailed planning and cataloging of events and "lessons learned."



**INITIAL RESPONSE AND ASSESSMENT** – The period of initial response and assessment occurs in all incidents. The Incident Briefing (ICS 201) can be used for initial response and for incidents that are small in scope and/or duration.

INCIDENT BRIEFING (ICS 201) – During the transfer-of-command process, the initial IC can utilize the ICS 201 as the means of briefing the incoming IC/Unified Command (UC) with basic information regarding the incident situation and the resources requested/assigned to the incident. Most importantly, the Incident Briefing (ICS 201) serves as the IAP for the initial response, and remains in force and continues to develop (receive updates) until the response ends or the Planning Section generates the incident's first IAP.

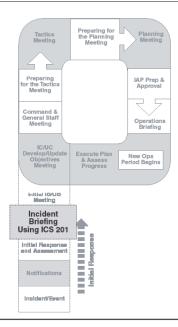
The ICS 201 facilitates documentation of the current situation, initial response objectives, current and planned actions, resources assigned and requested, on-scene organizational structure, and incident potential. This form is essential for future planning and the effective management of initial response activities.

When: Transition from the IC to the Incident Management

Team

**Facilitator:** Current IC/UC or Planning Section Chief (if available) **Attendees:** Incoming IC/UC; Command and General Staff, as

available



### Incident Briefing

### Incident Commander

- Receives incident briefing from the IC/UC or Planning Section Chief using ICS 201.
- Assesses operational requirements.
- Determines current/future organizational and response requirements and objectives.

# Incident Briefing (ICS 201) Agenda:

Using ICS 201 as an outline, include:

- 1. Current situation (note territory, exposures, safety concerns, etc.; use map/charts).
- 2. Initial objectives and priorities.
- 3. Current and planned actions.
- 4. Current on-scene organization.
- 5. Resource assignments.

- 6. Resources en route and/or ordered.
- 7. Facilities established.
- 8. Incident potential.

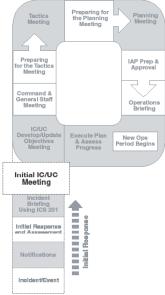
# INITIAL INCIDENT COMMAND/UNIFIED COMMAND MEETING

– Provides Command officials with an opportunity to discuss and concur on important issues prior to the Incident Command/Unified Command Objectives Meeting. The meeting should be brief and document all important decisions and directions. Prior to the meeting, ICs should have an opportunity to review and prepare to address the agenda items. The results of this meeting will help to guide the overall response efforts.

When: Command is formed prior to the first meeting.

Facilitator: IC/UC or Planning Section Chief (if available)

Attendees: Only ICs that will comprise the UC



#### Initial IC/UC Meeting

#### Incident Commander

- · Negotiates UC participation.
- Meets with Agency Administrator/Executive.
- Clarifies UC roles and responsibilities.
- Negotiates and agrees on key decisions including:
  - Jurisdictional boundaries.
  - · Name of the incident.
  - Overall incident management organization.
  - Location of Incident Command Post (ICP), facilities, and support.
  - Operational period length and start time.
  - Deputy IC assignments.
  - Other key Command and General Staff and technical support as needed.

# <u>Operations</u>

- Briefs UC members on current operations.

#### Planning

• If available, facilitates and documents meeting.

### Logistics and Finance/Administration

May not be activated at this time.

# Initial Incident Command/Unified Command Meeting Agenda:

- Meeting brought to order, cover ground rules and review agenda.
- 2. Validate makeup of newly formed UC, based on Chapter 6 criteria.
- 3. Clarify UC roles and responsibilities.
- 4. Review agency policies.
- 5. Negotiate and agree on key decisions, which may include:
  - a. UC jurisdictional boundaries and focus (area of responsibility).
  - b. Name of incident.

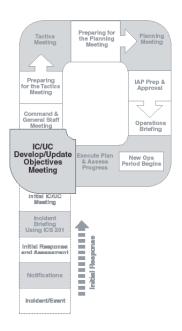
- c. Overall response organization, including integration of assisting and cooperating agencies.
- d. Location of ICP (if not already identified) and other critical facilities, as appropriate.
- e. Operational period length/start time and work shift hours.
- f. Best-qualified Operations Section Chief and Deputy.
- g. Other key Command and General Staff assignments and technical support, as needed.
- 6. Summarize and document key decisions.

UNIFIED COMMAND DEVELOP/UPDATE OBJECTIVES
MEETING (Sometimes called STRATEGY MEETING) – The
UC will identify incident/event priorities, identify any limitations
and constraints, and establish incident objectives. For recurring
meetings, all products will be reviewed and updated, as needed.
Products resulting from this meeting, along with decisions and
direction from the Initial UC meeting, will be presented at the
Command and General Staff Meeting.

When: Prior to Command and General Staff Meeting

**Facilitator:** IC/UC member or Planning Section Chief (if available) **Attendees:** IC/UC members; selected Command and General

Staff, as appropriate



# **Unified Command Objectives Meeting**

### Command

- Identifies incident priorities.
- Identifies priorities, limitations, and constraints.
- Develops incident objectives.
- Identifies key procedures.
- Develops tasks for Command and General Staff.
- Agrees on division of UC workload.
- IC of the Incident Management Team receives and signs the delegation of authority.

# **Operations**

• May be present if required.

#### Planning

- Facilitates and documents meeting.
- Proposes draft objectives to Command.

### Unified Command Objectives Meeting Agenda:

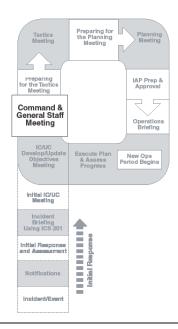
- 1. Planning Section Chief brings meeting to order, conducts rollcall, covers ground rules and agenda.
- 2. Review and/or update key decisions.
- 3. Develop or review/update response priorities, limitations, and constraints.
- 4. Develop or review incident objectives.
- 5. Develop or review/update key procedures, which may include:
  - a. Management of sensitive information.
  - b. Information flow.
  - c. Resource ordering.
  - d. Cost sharing and cost accounting.
  - e. Operational security issues.
- 6. Develop or review/update tasks for Command and General Staff to accomplish.
- 7. Review, document, and/or resolve status of any open actions.
- 8. Agree on division of UC workload.
- 9. Prepare for the Command and General Staff Meeting.

command and General Staff Meeting, the IC/UC presents their decisions and management direction to the Command and General Staff members. This meeting helps to ensure understanding among the core Incident Management Team members on the decisions, objectives, priorities, procedures, and functional assignments (tasks) that the IC/UC has discussed and approved. Ensuing Command and General Staff Meetings cover any changes in Command direction, and review the open actions and status of assigned tasks.

When: Prior to Tactics Meeting
Facilitator: Planning Section Chief

Attendees: IC/UC members, Command and General Staff,

Situation Unit Leader, and Documentation Unit Leader



#### Command & General Staff Meeting

# Command

- Reviews key decisions, priorities, constraints, limitations, objectives, and procedures.
- Presents/reviews functional work assignments (tasks) to the Command and General Staff members.
- Reviews status of open actions, and work assignments (tasks) from previous meetings.

# **Operations**

• Provides update on current operations.

### Command & General Staff Meeting (continued)

#### Planning

- · Facilitates and documents meeting.
- · Sets up meeting room.

#### Situation Unit Leader

Provides update on current situation and projections if available.

#### **Documentation Unit Leader**

· Documents meeting and distributes meeting materials.

#### Command and General Staff Meeting Agenda:

- Planning Section Chief brings meeting to order, conducts rollcall, covers ground rules, and reviews agenda.
- 2. Situation Leader conducts situation status briefing.
- 3. IC/UC:
  - a. Provides comments.
  - b. Reviews key decisions, priorities, constraints, and limitations (if new or changed).
  - c. Discusses incident objectives.
  - d. Reviews key procedures (if new or changed).
  - e. Assigns or reviews functional tasks/open actions.
- 4. Planning Section Chief facilitates open discussion to clarify priorities, objectives, assignments, issues, concerns, and open actions/tasks.
- 5. IC/UC provides closing comments.

**PREPARING FOR THE TACTICS MEETING** – During this phase of the Operational Planning Cycle, the IC and Planning Section Chief begin the work of preparing for the upcoming Tactics Meeting. The Operations Section Chief drafts an Operational Planning Worksheet

(ICS 215) and an Operations Section organization chart for the next operational period. Also, the Safety Officer, in conjunction with the Operations Section Chief, develops the Hazard Risk Analysis (ICS 215A). The Planning Section Chief should facilitate/support this process to the greatest extent possible to ensure that the materials, information, resources, etc., to be presented in the Tactics Meeting are organized and accurate.

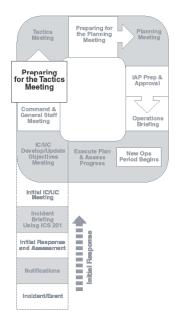
When: Prior to Tactics Meeting

Facilitator: Planning Section Chief or Resources Unit Leader

facilitates process.

Attendees: None (Operations Section Chief and Safety Officer

prepare). This is **not** a meeting but a work session.



#### **Preparing for the Tactics Meeting**

#### **Operations**

- Develops draft strategies and tactics for each operationally oriented incident objective.
- Develops alternative and/or contingency strategies and tactics.
- Outlines work assignments (tactics) and required resources using ICS 215.
- Develops/outlines Operations Section organization for next operational period. <u>Planning</u>
- · Facilitates process.
- Reviews incident objectives and agrees on those that are the responsibility of the Operations Section to complete.
- Ensures Technical Specialists are included and prepared to contribute as appropriate.
- Presents situation information and provides projections.

#### Safety Officer

- Begins to develop the Hazard Risk Analysis (ICS 215A).

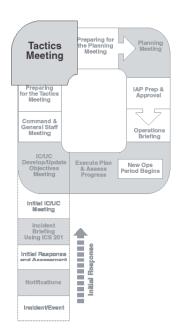
**TACTICS MEETING** – This 30- to 60-minute work session produces information needed to prepare the IAP. The Operations Section Chief prepares/finalizes the Operational Planning Worksheet (ICS 215) and the Operations Section Organization. The Safety Officer prepares a Hazard Risk Analysis (ICS 215A). Operations and Planning Section Chiefs solicit input from attendees in order to refine these draft products for full staff approval at the Planning Meeting.

When: Prior to Planning Meeting
Facilitator: Planning Section Chief

Attendees: Planning Section Chief, Operations Section Chief,

Logistics Section Chief, Resources Unit Leader, Situation Unit Leader, Safety Officer, Documentation Unit Leader, Communications Unit Leader, and

Technical Specialists (as needed)



# **Tactics Meeting**

### <u>Planning</u>

- Sets up meeting room.
- Facilitates meeting.
- Presents current situation and provides projections.
- Presents resources status.
- Documents meeting.

### **Operations**

- Briefs current operations.
- Presents strategies, tactics, and resource needs using ICS 215.
- Identifies alternative strategies.
- Presents the Operations Section organization.

#### Safety

- Identifies potential hazards and recommends mitigation measures.
- Presents the Hazard Risk Analysis (ICS 215A).

#### **Tactics Meeting (continued)**

#### **Logistics**

- Contributes logistics information as necessary.
- Determines support requirements based on the ICS 215 (i.e., facilities and other logistical infrastructure).
- Prepares to order needed resources.

### Tactics Meeting Agenda:

- 1. Planning Section Chief brings meeting to order, conducts rollcall, and covers ground rules and agenda.
- Situation Unit Leader reviews the current and projected incident situation. (In some incidents, the Operations Section Chief may give the update.)
- 3. Planning Section Chief reviews incident operational objectives and ensures accountability for each.
- Operations Section Chief reviews and/or completes the Operational Planning Worksheet (ICS 215), which addresses work assignments, resource commitments, contingencies, and needed support facilities (e.g., Staging Areas).
- 5. Operations Section Chief reviews and/or completes Operations Section organization chart.
- Safety Officer reviews and/or completes the Hazard Risk Analysis (ICS 215A) and identifies and resolves any critical safety issues.
- Logistics Section Chief discusses and resolves any logistics issues.
- 8. Planning Section Chief validates connectivity of tactics and operational objectives.

PREPARING FOR THE PLANNING MEETING – The Command and General Staff prepare for the upcoming Planning Meeting. The Planning Section Chief ensures the material, information, resources, etc., used or discussed in the Planning Meeting are prepared and ready for presentation during the meeting. These preparations include posting the agenda, incident objectives, map, Operations Section organization chart, Operational Planning Worksheet (ICS 215), Hazard Risk Analysis (ICS 215A), etc.

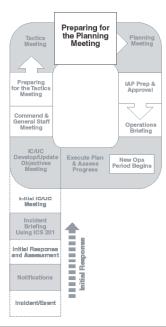
When: Prior to the Planning Meeting

Facilitator: Planning Section Chief facilitates process.

Attendees: None. This is **not** a meeting but a period of time.

(Planning Section Chief, Operations Section Chief,

and others, as needed to prepare)



### **Preparing for the Planning Meeting**

#### Command

- Prepares further guidance/clarification.
- As needed, meets informally with appropriate staff members.

#### **Operations**

- Prepares ongoing operations update.
- Prepares final draft ICS 215.
- Coordinates with other staff as needed.

#### **Planning**

- Sets up meeting room.
- Develops resource, support, and overhead requests and submits to Logistics after the Planning Meeting.
- Publishes/distributes meeting schedule and ensures attendees are prepared.
- Makes duplicate documents for Command that are needed to support presentations.

#### **Logistics**

- Prepares resource orders to support IAP (submitted after the Planning Meeting).
- Prepares for Planning Meeting.
- Verifies support requirements.

# Finance/Admin

- Prepares for Planning Meeting.
- Verifies financial and administrative requirements.

PLANNING MEETING – This meeting provides an overview of the tactical plan to achieve the IC/UC's current objectives for the upcoming operational period. The Operations Section Chief presents the proposed plan to the Command and General Staffs for review and comment. The Operations Section Chief discusses strategy and tactics that were considered and chosen to best meet the objectives for the next operational period. The Operations Section Chief also briefly discusses how the incident will be managed along with work assignments, resources, and support that are required to implement the proposed plan. This meeting provides the opportunity for the Command and General Staffs to give final approval for the IAP. After review and updates, Planning Meeting participants commit to support the plan.

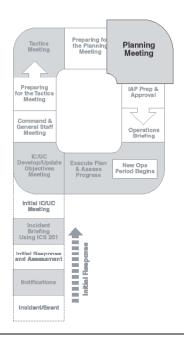
When: After the Tactics Meeting

Facilitator: Planning Section Chief

Attendees: IC/UC, Command Staff, General Staff, Situation

Unit Leader, Documentation Unit Leader, Technical Specialists, and Agency Administrators/Executives

and other dignitaries (as required)



### **Planning Meeting**

#### Command

- Ensures all of Command's direction, priorities, and objectives have been met
- Provides further direction and resolves differences as needed.
- Gives tacit approval of proposed plan.

### **Operations**

- Provides overview of current operations.
- Presents a plan of action that includes strategies, tactics, contingencies, resources, organization structure, and overall management considerations (i.e., Divisions/Groups, etc.).

# Planning

- · Facilitates meeting.
- Briefs current situation.
- · Provides projections.
- Documents meeting.

#### Planning Meeting (continued)

## **Logistics**

- Briefs logistical support/services and resource ordering status.
- Discusses operational facility issues.

#### Finance/Admin

Briefs administrative and financial status/projections, etc.

# Command Staff

Discusses and resolves any safety, liaison, and media considerations and issues

# Planning Meeting Agenda:

- 1. Planning Section Chief brings meeting to order, conducts rollcall, covers ground rules, and reviews agenda.
- 2. IC/UC provides opening remarks.
- 3. Situation Unit Leader provides briefing on current situation, resources at risk, weather/sea forecast, and incident projections.
- 4. Planning Section Chief reviews Command's incident priorities, decisions, and objectives. IC/UC validates objectives.
- Operations Section Chief provides briefing on current operations followed by an overview of the proposed plan including strategy, tactics/work assignments (ICS 215), resource commitment, contingencies, Operations Section organization structure, and needed support facilities (e.g., Staging Areas).
- 6. Planning Section Chief reviews proposed plan to ensure that Command's priorities and operational objectives are met.
- 7. Planning Section Chief reviews and validates responsibility for any open actions/tasks and management objectives.
- 8. Planning Section Chief polls Command and General Staff members to solicit their final input and commitment to the proposed plan:

- a. Logistics Section Chief covers transport communications, and supply updates and issues.
- b. Finance/Administration Section Chief covers fiscal issues.
- c. Safety Officer covers safety issues.
- d. Public Information Officer covers public affairs and public information issues.
- e. Liaison Officer covers interagency issues.
- Planning Section Chief requests Command's tacit approval of the plan, as presented. IC/UC may provide final comments.
- Planning Section Chief issues assignments to appropriate Incident Management Team members for developing IAP support documentation along with deadlines.

# INCIDENT ACTION PLAN PREPARATION AND APPROVAL-

Appropriate Incident Management Team members should immediately complete the assigned task(s)/product(s) that need to be included in the IAP. These products should meet the deadline as set by the Planning Section Chief so that the Planning Section can assemble the IAP components. The deadline should be early enough to permit timely IC/UC review, approval, and duplication of sufficient copies for the Operations Briefing and other Incident Management Team members. The Safety Officer develops the General Safety Message/Site Safety Plan for the IAP.

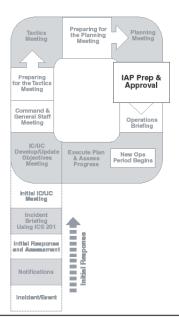
When: Immediately following the Planning Meeting, the

Planning Section Chief assigns the deadline for

products.

Facilitator: Planning Section Chief facilitates process.

Attendees: None. This is not a meeting but a period of time.



## IAP Preparation & Approval

#### Command

Reviews, approves, and signs IAP.

## **Operations**

- Provides required information for inclusion in IAP (ICS 220).
- Works with Planning to ensure that the chart and ICS 204(s) are complete.

#### Planning

- Facilitates gathering of required documents and assembles IAP.
- Reviews IAP for completeness.
- Provides completed IAP to IC/UC for review/approval.
- Makes sufficient copies of the IAP.
- Distributes IAP to appropriate team members and files original.

#### **Logistics**

- Reviews Logistics Section products for completeness (ICS 205, ICS 206, etc.).
- Provides logistics information for IAP.
- Verifies resources ordered/status.

# Finance/Admin

· Verifies financial and administrative requirements for IAP.

IAP Common Components	Primary Responsibility
Incident Objectives (ICS 202)	Incident Commander
Organization Assignment List/ Chart (ICS 203/207)	Resources Unit Leader
Assignment List (ICS 204)	Resources Unit Leader
Incident Radio Communications Plan (ICS 205)	Communications Unit Leader
Medical Plan (ICS 206)	Medical Unit Leader (reviewed by Safety Officer)
Site Safety Plan (ICS 208)	Safety Officer
Incident Map/Chart	Situation Unit Leader
Weather, tide, or other needed forecast	Situation Unit Leader or Technical Specialist

# Optional Components (use as pertinent):

IAP Common Components	Primary Responsibility
Air Operations Summary	Air Operations Branch Director
(ICS 220)	
Demobilization Plan (ICS 221)	Demobilization Unit
Traffic Plan	Ground Support Unit Leader
Decontamination Plan	Technical Specialist
Waste Management or	Technical Specialist
Disposal Plan	
Other plans and/or documents,	As required
as required (ICS 215A, Hazard	
Risk Analysis)	

OPERATIONS BRIEFING – This briefing (30 minutes or less) presents the IAP to the Operations Section oncoming supervisory personnel. After this briefing and during the shift change, offgoing supervisors should be interviewed by their relief and by the Operations Section Chief in order to validate IAP effectiveness. Division/Group Supervisors may make last-minute adjustments to tactics over which they have purview. Similarly, a Supervisor may reallocate resources within that Division/Group to adapt to changing conditions.

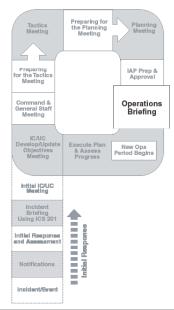
When: Approximately 1 hour prior to shift change

Facilitator: Planning Section Chief

Attendees: IC/UC, Command and General Staffs, Branch

Directors, Division/Group Supervisors, Task Force/ Strike Team Leaders (if possible), Unit Leaders, and

others as appropriate



## **Operations Briefing**

#### Command

- · Provides guidance/clarification.
- Provides leadership presence and motivational remarks.

#### **Operations**

- Provides Operations Briefing for next operational period.
- Ensures ICS 204 tasking is clear.

# Planning

- Sets up briefing area.
- Facilitates Command and General Staff members' and attendees' briefing responsibilities.
- Resolves questions.
- Explains support plans as needed.

#### **Logistics**

• Briefs transportation, communication, and supply issues.

## Finance/Admin

• Briefs administrative issues and provides financial report.

#### Staff Briefs

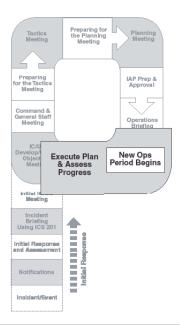
 Operations, Logistics, Safety, Public Information, and interagency and intelligence issues.

# Operations Briefing Agenda:

- Planning Section Chief opens briefing, covers ground rules and agenda, and takes rollcall of Command and General Staff and Operations personnel required to attend.
- 2. Planning Section Chief reviews IC/UC objectives and changes to the IAP (e.g., pen-and-ink changes).
- 3. IC/UC provides remarks.
- 4. Situation Unit Leader conducts Situation Briefing.
- 5. Operations Section Chief discusses current response actions and accomplishments.
- 6. Operations Section Chief briefs Operations Section personnel.

- 7. Logistics Section Chief covers transport, communications, and supply updates.
- 8. Finance/Administration Section Chief covers fiscal issues.
- Safety Officer covers safety issues, Public Information Officer covers public affairs and public information issues, and Liaison Officer covers interagency issues.
- 10. Planning Section Chief solicits final comments and adjourns briefing.

ASSESS PROGRESS – Assessment is an ongoing, continuous process to help adjust current operations and help plan for future operations. Following the briefing and shift change, all Command and General Staff members will review the incident management progress and make recommendations to the IC/UC in preparation for the next IC/UC Objectives Meeting. This feedback/information is continuously gathered from various sources, including Field Observers, field Safety Officers' responder debriefs, stakeholders, etc. The IC/UC should encourage Command and General Staff members to view, first hand, the areas of the incident they are supporting.



## **Execute Plan & Assess Progress**

# Incident Commander (IC/UC)

- Monitors ongoing incident management activities.
- Considers Best Response practices, and evaluates prior decisions, direction, priorities, and task assignments.

# <u>Operations</u>

- Monitors ongoing operations and makes strategic and tactical changes as necessary.
- Measures/ensures progress against assigned objectives.
- Briefs Command on a scheduled basis.

# Planning

- Ensures ongoing operational information is being collected and documented.
- Develops new/revised incident objectives and provides them to IC/UC.

# **Logistics**

 Evaluates logistical support effectiveness and makes organizational and procedural adjustments as needed.

#### Execute Plan & Assess Progress (continued)

#### Finance/Admin

 Monitors ongoing operations to ensure accurate and timely administrative and financial reporting.

#### Safety Officer

- Monitors ongoing operations and corrects unsafe practices.
- Evaluates effectiveness of the Hazard Risk Analysis (ICS 215A) and Site Safety Plan.

## **SPECIAL PURPOSE MEETINGS**

Special purpose meetings are most applicable to larger incidents requiring an Operational Period Planning Cycle, but may also be useful during the Initial Response Phase.

BUSINESS MANAGEMENT MEETING – The purpose of this meeting is to develop and update the Business Management Plan for finance and logistical support. The agenda could include documentation issues, cost sharing, cost analysis, finance requirements, resource procurement, and financial summary data. Attendees normally include the Finance/Administration Section Chief, Cost Unit Leader, Procurement Unit Leader, Logistics Section Chief, Situation Unit Leader, and Documentation Unit Leader.

**AGENCY REPRESENTATIVE MEETING** – This meeting is held to update Agency Representatives and ensure that they can support the IAP. It is conducted by the Liaison Officer, and attended by Agency Representatives. It is most appropriately held shortly after the Planning Meeting in order to present the plan (IAP) for the next operational period. It allows for minor changes should the plan not meet the expectations of the Agency Representatives.

MEDIA BRIEFING – This meeting is conducted at the Joint Information Center (JIC), or at a location near the incident. (It is not necessary to establish a JIC for all incidents.) Its purpose is to brief the media and the public on the most current and accurate facts. A media briefing is set up by the Public Information Officer, moderated by an IC/UC spokesperson, and features selected spokespersons. Spokespersons should be prepared by the Public Information Officer to address anticipated issues. The briefing should be well planned, organized, and scheduled to meet the media's needs.

**TECHNICAL SPECIALIST MEETING** – This meeting is conducted to gather Technical Specialist input for the IAP.

**DEMOBILIZATION PLANNING MEETING** – This meeting is held to gather functional requirements from the IC, Command Staff, and General Staff that would be included in the Incident Demobilization Plan (ICS 221). Functional requirements would include safety, logistics, and fiscal considerations and release priorities that would be addressed in the plan.

Attendees normally include Command, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief, Liaison Officer, Safety Officer, Public Information Officer and Demobilization Unit Leader. The Demobilization Unit Leader then prepares a draft Demobilization Plan to include the functional requirements and distributes it to Command, Command Staff, and General Staff for review and comment.

OCTOBER 2010

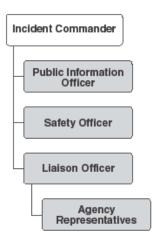
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# OCTOBER 2010

# **CHAPTER 5: COMMAND STAFF**

Organization Chart	5-2
Position Checklists	5-2

# **Organization Chart**



## **Position Checklists**

**INCIDENT COMMANDER (IC)** – The IC's responsibility is the overall management of the incident. On many incidents, the Command activity is carried out by a single IC. The IC is selected based on qualifications and experience.

The IC is responsible for providing direction and guidance to the Command and General Staffs. The IC should analyze the overall requirements of the incident and determine the most appropriate direction for the management team to follow during the response. This is accomplished by making key decisions, setting priorities, developing response objectives, and assigning work (tasks) to primary staff within the first operational period and ongoing throughout the incident/event.

The IC may have Deputy Incident Commanders who may be from the same agency or from an assisting agency. Deputy Incident Commanders should have the same certifications/qualifications as the person for whom they work, because they should be ready to take over that position at any time. When span of control becomes an issue for the IC, a Deputy Incident Commander may be assigned to manage the Command Staff.

The major responsibilities of the IC are:

Complete	Incident Commander Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Upon arrival, assess the situation and obtain incident briefing from IC.
	Establish priorities.
	Determine incident objectives and general direction for managing the incident.
	Establish an Incident Command Post (ICP).
	Brief Command Staff and Section Chiefs.
	Ensure scene security.
	Establish an appropriate organization.
	If applicable, consider the incident as a potential crime scene; preserve evidence and coordinate with law enforcement.
	Ensure adherence to the operational planning cycle.
	Approve and authorize the implementation of an Incident Action Plan (IAP).
	Ensure that adequate safety measures are in place, including the assignment of a Safety Officer.

	Incident Commander
Complete	Major Responsibilities
Complete	
	Coordinate activities for all Command and General
	Staff members.
	Coordinate with key stakeholders.
	Make appropriate notifications (e.g., hospitals, health
	department, etc.).
	Approve requests for additional resources or for the
	release of resources.
	Keep Agency Administrator informed of incident
	status.
	Approve the use of trainees, volunteers, and auxiliary
	personnel.
	Ensure proper development and releasing of
	information, which may include establishment and
	oversight of a Joint Information Center (JIC).
	Authorize release of information to the news media.
	Ensure Incident Status Summary (ICS 209) is
	completed and forwarded to the appropriate higher
	authority.
	Order the demobilization of the incident when
	appropriate.
	Maintain a Unit Log (ICS 214).

**PUBLIC INFORMATION OFFICER** – The Public Information Officer is responsible for developing and releasing information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

Only one primary Public Information Officer will be assigned for each incident, including incidents operating under Unified Command (UC). The Public Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Agencies have different policies and procedures relative to the handling of public information. The major responsibilities of the Public Information Officer, shown below, would generally apply on any incident.

The major responsibilities of the Public Information Officer are:

Complete	Public Information Officer Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Determine from the IC if there are any limits on information release.
	Develop material for use in media briefings.
	Obtain IC approval of media releases.
	Inform the media and conduct media briefings.
	Arrange for tours and other interviews or briefings as required.
	Evaluate the need for and, as appropriate, establish and operate a Joint Information System.

	Public Information Officer
Complete	Major Responsibilities
	Establish a JIC, as necessary, to coordinate and
	disseminate accurate, accessible, and timely
	incident-related information.
	Maintain current information summaries and/or
	displays on the incident and provide information on
	the status of the incident to assigned personnel.
	Ensure that all required agency forms, reports, and
	documents are completed prior to demobilization.
	Brief Command on public information issues and
	concerns.
	Advise IC/UC on all public information matters.
	Manage media and public inquiries.
	Coordinate emergency public information and
	warnings.
	Monitor media reporting for accuracy.
	Have debriefing session with the IC prior to
	demobilization.
	Maintain a Unit Log (ICS 214).

SAFETY OFFICER – The Safety Officer's function is to develop and recommend measures for ensuring personnel safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer has the authority and obligation to alter, delay, suspend, or terminate any and all operations immediately dangerous to life and health of any personnel.

Only one primary incident Safety Officer will be assigned for each incident. The Safety Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions. Assistant Safety Officers may have specific responsibilities, such as air operations, hazardous materials, etc. All Safety Officers should be certified/qualified to the nature of the operations being performed.

The major responsibilities of the Safety Officer are:

Complete	Safety Officer Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Participate in Tactics and Planning Meetings, as well as other meetings and briefings as required.
	Dedicate Emergency Medical Services personnel needed for responders (ICS 206).
	Identify hazardous situations associated with the incident and develop the Hazard Risk Analysis (ICS 215A) with the Operations Section Chief.
	Coordinate with law enforcement to provide security and control of perimeters.
	Ensure the selection of Personal Protective Equipment (PPE) and other equipment meets the needs of the incident.

	Safety Officer
Complete	Major Responsibilities
	Ensure that a personnel accountability system is in place for all personnel.
	Ensure that working conditions are monitored and work/rest guidelines are adhered to.
	Designate emergency evacuation guidelines.
	Review the IAP for safety implications.
	Provide safety advice in the IAP for assigned responders.
	Ensure identified resources are in place to meet the behavioral health needs of responders.
	Exercise emergency authority to stop and prevent unsafe acts and notify the IC.
	Investigate accidents that have occurred within the incident area.
	Assign assistants, as needed.
	Review and approve the Medical Plan (ICS 206).
	Develop the Site Safety Plan (ICS 208) as required.
	Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
	Brief the IC on safety issues and concerns.
	Have a debriefing session with the IC prior to demobilization.
	Maintain a Unit Log (ICS 214).

**LIAISON OFFICER** – Incidents that are multijurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

Only one primary Liaison Officer will be assigned for each incident, including incidents operating under UC and multijurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is assigned to the incident to be the point of contact for assisting and/or cooperating with Agency Representatives.

The major responsibilities of the Liaison Officer are:

Complete	Liaison Officer Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Be a contact point for Agency Representatives.
	Maintain a list of assisting and cooperating Agency Representatives, including name and contact information. Monitor check-in sheets (ICS 211) daily to ensure that all Agency Representatives are identified.
	Assist in establishing and coordinating interagency contacts.
	Keep agencies supporting the incident aware of the incident's status.
	Monitor incident operations to identify current or potential interorganizational problems.
	Participate in Planning Meetings and provide current resource status, including limitations and capability of assisting agency resources.
	Coordinate response resource needs for incident investigation activities with the Operations Section Chief.
	Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
	Brief the IC on agency issues and concerns.
	Have a debriefing session with the IC prior to demobilization.
	Maintain a Unit Log (ICS 214).

**AGENCY REPRESENTATIVES** – In many multijurisdictional incidents, an agency or jurisdiction may send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer or to the IC in the absence of a Liaison Officer.

The major responsibilities of Agency Representatives are:

Complete	Agency Representatives Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Ensure that all agency resources are properly checked in at the incident.
	Obtain a briefing from the Liaison Officer or IC.
	Inform any assisting or cooperating agency personnel at the incident that the Agency Representative position for that agency has been filled.
	Attend briefings and Planning Meetings as required.
	Provide input on the use of agency resources unless Resource Technical Specialists are assigned from the agency.
	Cooperate fully with the IC/UC and the General Staff on agency involvement at the incident.
	Ensure the well-being of agency personnel assigned to the incident.

Complete	Agency Representatives Major Responsibilities
	Advise the Liaison Officer of any special agency needs or requirements.
	Report to home agency dispatch or headquarters on a prearranged schedule.
	Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
	Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
	Have a debriefing session with the Liaison Officer or IC/UC before demobilization.
	Maintain a Unit Log (ICS 214).

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# **CHAPTER 6: UNIFIED COMMAND**

Introduction	6-2
UC Composition	6-2

## Introduction

Unified Command (UC) is a feature of the Incident Command System (ICS). UC members can include agencies, organizations, or private industries (when an incident affects their facilities). The need for UC is brought about when an incident affects the jurisdictional or statutory responsibility of more than one agency. The UC links the responding organizations to the incident and provides a forum for these agencies to make consensus decisions. Incident Commanders (ICs) continue to carry out their respective agency's jurisdictional responsibilities in UC. Under UC, the various jurisdictions and/or agencies and nongovernmental responders blend together throughout the organization to create an integrated response team.

The need for UC arises when incidents:

- Involve multiple jurisdictions.
- Involve a single jurisdiction with multiple agencies.
- Involve multiple jurisdictions with multiple agencies.
- Involve various governmental levels (e.g., Federal, State, local, tribal).
- Affect multiple functional responsibilities (e.g., search and rescue, fire, floods, bombing, hazardous substance, health care, and emergency medical services).

# **UC Composition**

Actual UC composition for a specific incident will be determined on a case-by-case basis, taking into account:

- The specifics of the incident.
- Determinations outlined in existing response plans.

- Decisions reached during the initial meeting of the UC.
- The flexible composition of the UC, which may change as an incident progresses in order to account for changes in the situation.

UC is a team effort, but to be effective the number of personnel should be kept as small as possible. A well-defined process requires the UC to set clear objectives to guide the on-scene response resources.

# Multijurisdiction Unified Management Structure Jurisdiction A Jurisdiction B Jurisdiction C Unified Objectives Command Staff Operations Section Section Finance/Admin Section

The UC is responsible for overall management of the incident. The UC directs incident activities, including development and implementation of overall objectives and strategies, and approves ordering and releasing of resources. UC is not a "decision by committee." The principals are there to command the response to an incident. Speed is critical. The UC should develop synergy based on the significant capabilities that are brought by the various representatives. There should be personal acknowledgement of each representative's unique capabilities, a shared understanding

of the situation, and agreement on the common objectives. Contentious issues may arise, but the UC framework provides a forum and a process to resolve problems and find solutions.

A cooperative attitude and a thorough understanding of ICS are essential for UC participants. With the different perspectives on UC comes the risk of disagreements, most of which can be resolved through an understanding of the underlying issues. Nevertheless, situations may arise where consensus agreement may not be reachable. In such instances, the UC member representing the agency with the most jurisdictional responsibility will normally be deferred to for the final decision.

The UC has certain responsibilities as noted above. Failure to provide clear incident objectives and response direction means that UC has failed. While the UC structure is an excellent vehicle (and the only nationally recognized vehicle) for coordination, cooperation, and communication, duly authorized representatives make the system work successfully.

The UC may assign Deputy IC(s) to assist in carrying out IC and/or UC responsibilities. UC members may also be assigned individual legal and administrative support from their own organizations.

To be considered for inclusion as a UC representative, the involved organization:

- Should have jurisdictional authority or functional responsibility under a law or ordinance for the incident.
- Should have an area of responsibility impacted by incident or response operations.
- Should be specifically charged by law or ordinance with commanding, coordinating, or managing a major aspect of the incident response.

- Should have the resources to support participation in the response organization.
- Should have a representative who is qualified.

UC representatives should be able to:

Complete	Unified Command Representative Major Responsibilities
	Agree on the composition of the UC.
	Agree on incident priorities, objectives, constraints/ limitations, decisions, and procedures.
	Have the capability to sustain a full-time commitment to the incident.
	Have the authority to commit agency or company resources to the incident.
	Have the authority to spend agency or company funds.
	Agree on an incident organization.
	Commit to speak with "one voice" through the Public Information Officer or Joint Information Center, if established.
	Agree on managing sensitive information and operational security issues.
	Agree on logistical support including resource ordering procedures.
	Agree on cost-sharing and cost-accounting procedures, as appropriate.

It is important to note that participation in the UC occurs without any agency abdicating authority, responsibility, or accountability.

If an agency is not represented in the UC but is involved in the response effort, a representative may:

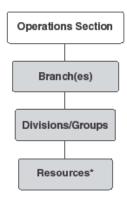
- Serve as an assisting or cooperating agency or company representative who has direct contact with the Liaison Officer.
- Provide stakeholder input to the Liaison Officer (for environmental, economic, social, or political issues).
- Serve as a Technical Specialist in the Planning Section.
- Provide input directly to a member of the UC.

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# **CHAPTER 7: OPERATIONS SECTION**

Organization Chart	7-2
Position Checklists	7-2

# **Organization Chart**



\*Includes Task Forces, Strike Teams, Units, and Single Resources

## **Position Checklists**

**OPERATIONS SECTION CHIEF** – The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary incident. The Operations Section Chief should be qualified for the nature of the operations being performed and will normally be selected from the organization/agency with the most jurisdictional responsibility for the incident.

The Operations Section Chief activates and supervises organization elements in accordance with the Incident Action Plan (IAP), and directs its execution. The Operations Section Chief also directs the preparation of operational plans, requests and releases resources, monitors operational progress, makes expedient changes to the IAP as necessary, and reports any such changes to the Incident Commander (IC).

Deputy Operations Section Chief(s) may be assigned from the same agency or from an assisting agency. The Deputy Operations Section Chief(s) should have the same qualifications as the person for whom they work.

The major responsibilities of the Operations Section Chief are:

Complete	Operations Section Chief Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Obtain a briefing from IC/Unified Command (UC).
	Evaluate and request sufficient Section supervisory staffing for both operational and planning activities.
	Supervise Operations Section field personnel.
	Implement the IAP for the Operations Section.
	Evaluate on-scene operations and make adjustments to organization, strategies, tactics, and resources (e.g., additional manpower, equipment, etc.), as necessary.
	Ensure the Resources Unit is advised of changes in the status of resources assigned to the Section.
	Ensure that Operations Section personnel execute work assignments following approved safety practices.
	Monitor the need for additional resources and request them, as necessary, to support operations.
	Assemble/disassemble Task Forces/Strike Teams, as appropriate.
	Identify/utilize Staging Areas and assign Staging Area Manager, as needed.

Complete	Operations Section Chief Major Responsibilities
	Evaluate and monitor the current situation for use in next operational period planning.
	Convert operational incident objectives into strategic and tactical options.
	Coordinate and consult with the Planning Section Chief, Safety Officer, and Technical Specialist on selection of appropriate strategies and tactics to accomplish objectives.
	Identify kind and number of resources required to support selected strategies.
	Subdivide work areas into manageable Branches, Divisions, and Groups.
	Develop work assignments and allocate tactical resources based on strategic requirements in the Operational Planning Worksheet (ICS 215).
	Provide input for the Hazard Risk Analysis (ICS 215A) to the Safety Officer.
	Coordinate planned activities with the Safety Officer to ensure compliance with safety practices.
	Identify appropriate Personal Protective Equipment (PPE) options prior to committing personnel.
	Participate in the planning process and the development of the tactical portions (ICS 204 and ICS 220) of the IAP.
	Assist with development of long-range strategic, contingency, and demobilization plans.
	Develop a recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.

Complete	Operations Section Chief Major Responsibilities
	Receive and implement applicable portions of the
	Incident Demobilization Plan.
	Participate in operational briefings to Incident
	Management Team members as well as briefings to
	media and visiting dignitaries.
	Maintain a Unit Log (ICS 214).

**BRANCH DIRECTOR** – The Branch Director, when activated, is under the direction of the Operations Section Chief and is responsible for the implementation of the portion of the IAP appropriate to the Branches.

The major responsibilities of the Branch Director are:

Complete	Branch Director Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Receive a briefing from the Operations Section Chief and/or previous Branch Director.
	Identify Divisions, Groups, and resources (single resources, Units, Task Forces, and Strike Teams) assigned to the Branch.
	Ensure that Division and/or Group Supervisors have a copy of the IAP.
	Implement the IAP for the Branch.
	Develop alternative tactics with subordinates.
	Conduct Branch-level planning, as required.
	Review/modify Assignment Lists (ICS 204) for Divisions/Groups within the Branch.
	Assign specific work tasks to Division/Group Supervisors.
	Supervise Branch operations.
	Attend meetings and briefings, as required.
	Ensure through chain of command that the Resources Unit is advised of changes in the status of resources assigned to the Branch.

Complete	Branch Director Major Responsibilities
	Report to Operations Section Chief when:  The IAP is to be modified;  Additional resources are needed;  Surplus resources are available; or  Hazardous situations or significant events occur.
	Consider demobilization well in advance.
	Debrief as directed.
	Maintain a Unit Log (ICS 214).

**DIVISION/GROUP SUPERVISOR** – The Division/Group Supervisor reports to the Operations Section Chief (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the IAP, assignment of resources within the Division/Group, and reporting on the progress of control operations and status of resources within the Division (geographic area)/Group (functional area).

The major responsibilities of the Division/Group Supervisor are:

Complete	Division/Group Supervisor Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Obtain a briefing from the Operations Section Chief, Branch Director, and/or previous Division/Group Supervisor.
	Identify resources assigned to the Division/Group.
	Provide the IAP to subordinates, as needed.
	Review the Division's/Group's assigned tasks and incident activities with subordinates.
	Implement the IAP for the Division/Group.
	Supervise Division/Group resources and make changes, as appropriate.
	Ensure through chain of command that Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
	Coordinate activities with adjacent Divisions/Groups.
	Determine any need for assistance on assigned tasks.

Complete	Division/Group Supervisor Major Responsibilities
	Submit situation and resources status information as directed by the Branch Director or Operations Section Chief.
	Report hazardous situations, special occurrences, or significant events (e.g., accidents, illness) to the immediate supervisor.
	Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
	Participate in the development of Branch plans for the next operational period, as requested.
	Consider demobilization well in advance.
	Debrief, as directed, at the end of each operational period.
	Maintain a Unit Log (ICS 214).

STRIKE TEAM/TASK FORCE/ UNIT LEADER – The Strike Team/ Task Force/Unit Leader reports to a Branch Director or Division/ Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team, Task Force, or Unit. The Leader reports work progress, resource status, and other important information, and maintains work records on assigned personnel.

The major responsibilities of the Strike Team/Task Force/Unit Leader are:

Complete	Strike Team/Task Force/ Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Obtain a briefing from previous shift.
	Obtain a briefing from supervisor.
	Review assignments with subordinates and assign tasks.
	Monitor work progress and make changes when necessary.
	Keep supervisor informed of progress and any changes.
	Coordinate activities with adjacent Strike Teams, Task Forces, Units, and single resources.
	Travel to and from active assignment area with assigned resources.
	Retain control of assigned resources while in available or out-of-service status.
	Submit situation and resource status information through chain of command, as appropriate.

Complete	Strike Team/Task Force/ Unit Leader Major Responsibilities
	Debrief, as directed, at the end of each operational period.
	Maintain a Unit Log (ICS 214).

**SINGLE RESOURCE BOSS** – The major responsibilities of the Single Resource Boss are:

Complete	Single Resource Boss Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review assignments.
	Obtain a briefing from previous shift.
	Obtain necessary equipment and supplies.
	Review weather/environmental conditions for assignment area.
	Brief subordinates on safety measures.
	Monitor work progress.
	Ensure adequate communications with supervisor and subordinates.
	Keep supervisor informed of progress and any changes.
	Inform supervisor of problems with assigned resources.
	Brief relief personnel, and advise them of any change in conditions.
	Return equipment and supplies to appropriate Unit.
	Complete and turn in all time and use records on personnel and equipment.
	Debrief, as directed, at the end of each operational period.
	Maintain a Unit Log (ICS 214).

**STAGING AREA MANAGER** – The Staging Area Manager is under the direction of the Operations Section Chief (primarily) or IC/UC and is responsible for managing all activities within a Staging Area.

The major responsibilities of the Staging Area Manager are:

Complete	Staging Area Manager Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Proceed to Staging Area.
	Obtain a briefing from previous shift.
	Establish Staging Area layout.
	Determine any support needs for equipment, food distribution, sanitation, and security.
	Establish check-in (ICS 211) function, as appropriate.
	Ensure security of staged resources.
	Post areas for identification and traffic control.
	Request maintenance service for equipment at Staging Area, as appropriate.
	Respond to requests for resource assignments. (Note: This may be direct from the Operations Section Chief or via the Incident Communications Center.)
	Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
	Determine required resource levels from the Operations Section Chief.

Complete	Staging Area Manager Major Responsibilities
	Advise the Operations Section Chief or IC/UC (if no Operations Section Chief is designated) when reserve levels reach minimums.
	Maintain and provide status to Resources Unit of all resources in Staging Area.
	Maintain the Staging Area in an orderly condition.
	Demobilize the Staging Area in accordance with the Incident Demobilization Plan.
	Debrief with Operations Section Chief or as directed at the end of each operational period.
	Maintain a Unit Log (ICS 214).

AIR OPERATIONS BRANCH DIRECTOR – The Air Operations Branch Director is ground based and is primarily responsible for preparing the Air Operations Summary Worksheet (ICS 220) and the air operations portion of the IAP, and for providing logistical support and direction to incident aircraft and personnel. The Air Operations Summary Worksheet (ICS 220) serves the same purpose as the Assignment List (ICS 204) for other operational resources by assigning and managing aviation resources on the incident. The Air Operations Summary Worksheet (ICS 220) may or may not be completed depending on the needs of the incident.

Individual aircrews retain primary responsibility to ensure their aircraft are operated in accordance with their own agency's restrictions, guidelines, and directives. It is also the responsibility of individual aircrews to keep the Air Operations Branch Director informed of their agency's restrictions, guidelines, and directives that may affect their ability to execute incident assignments. After the IAP is approved, the Air Operations Branch Director is responsible for overseeing the tactical and logistical assignments of the Air Operations Branch. In coordination with the Logistics Section, the Air Operations Branch Director is responsible for providing logistical support to aircraft and personnel operating on the incident.

The major responsibilities of the Air Operations Branch Director are:

Complete	Air Operations Branch Director Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Organize preliminary air operations.
	Coordinate airspace use with the Federal Aviation Administration. Request declaration (or cancellation) of temporary flight restrictions in accordance with Title 14 Code of Federal Regulations 91.137 and post Notice to Airmen (NOTAM), as required.
	Attend the Tactics Meeting and Planning Meeting to obtain information for completing the Air Operations Summary Worksheet (ICS 220), if needed.
	Participate in preparation of the IAP through the Operations Section Chief. Ensure that the air operations portion of the IAP takes into consideration the air traffic control requirements of assigned aircraft.
	Coordinate with the Communications Unit Leader to designate air tactical and support frequencies.
	Ensure dependable communication between Air Operations Branch and air units.
	Perform operational planning for air operations.
	Prepare and provide Air Operations Summary Worksheet (ICS 220), if completed, to the Air Support Group and Fixed-Wing Bases.
	Supervise all air operations activities associated with the incident.
	Staff Air Operations Branch, as necessary.

Complete	Air Operations Branch Director Major Responsibilities
	Evaluate helibase and helispot locations.
	Establish procedures for emergency reassignment of aircraft.
	Coordinate approved flights of nonincident aircraft in the temporary flight restriction.
	Initiate airspace deconfliction.
	Coordinate with appropriate Command Center(s) through normal channels on incident air operations activities.
	Consider requests for logistical use of incident aircraft.
	Report to the Operations Section Chief on air operations activities.
	Report any special incidents/accidents.
	Develop an Aviation Site Safety Plan in concert with Safety Officer.
	Arrange for an accident investigation team, when warranted.
	Debrief Operations Section Chief, as directed, at the end of each operational period.
	Maintain a Unit Log (ICS 214).

AIR TACTICAL GROUP SUPERVISOR – The Air Tactical Group Supervisor is primarily responsible for the coordination of aircraft operations when both fixed-wing and rotary aircraft are operating on the same incident. The Air Tactical Group Supervisor performs these coordination activities while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

The major responsibilities of the Air Tactical Group Supervisor are:

Complete	Air Tactical Group Supervisor Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Obtain a copy of the IAP from the Air Operations Branch Director, including Air Operations Summary Worksheet (ICS 220), if completed.
	Participate in air operations planning activities.
	Inform Air Operations Branch Director of group activities.
	Identify resources/supplies dispatched for the Air Tactical Group.
	Request special air tactical items from appropriate sources through Logistics Section.
	Coordinate activities with Air Operations Branch Director.
	Obtain assigned ground-to-air frequency for airbase operations from the Communications Unit Leader or Incident Radio Communications Plan (ICS 205).
	Inform Air Operations Branch Director of capability to provide night flying service.
	Ensure compliance with each agency's operations checklist for day and night operations.

Complete	Air Tactical Group Supervisor Major Responsibilities
	Debrief, as directed, at end of each shift.
	Maintain a Unit Log (ICS 214).

AIR SUPPORT GROUP SUPERVISOR – The Air Support Group Supervisor is primarily responsible for supporting aircraft and aircrews. This includes: 1) providing fuel and other supplies, 2) providing maintenance and repair of aircraft, 3) keeping records of aircraft activity, and 4) providing enforcement of safety regulations and reports to the Air Operations Branch Director.

The major responsibilities of the Air Support Group Supervisor are:

Complete	Air Support Group Supervisor Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Obtain a copy of the IAP from the Air Operations Branch Director, including Air Operations Summary Worksheet (ICS 220), if completed.
	Participate in air operations planning activities.
	Inform Air Operations Branch Director of group activities.
	Identify resources/supplies dispatched for the Air Support Group.
	Request special air support items from appropriate sources through Logistics Section.
	Determine the need for assignment of personnel and equipment at each airbase.
	Coordinate activities with Air Operations Branch Director.
	Obtain assigned ground-to-air frequency for airbase operations from the Communications Unit Leader or Incident Radio Communications Plan (ICS 205).
	Inform Air Operations Branch Director of capability to provide night flying operations.

Complete	Air Support Group Supervisor Major Responsibilities
	Ensure compliance with each agency's operations checklist for day and night operations.
	Ensure dust abatement procedures are implemented at helibases and helispots.
	Provide crash-rescue service for helibases and helispots.
	Debrief, as directed, at end of each shift.
	Maintain a Unit Log (ICS 214).

**TECHNICAL SPECIALISTS** – Incidents or events may require the use of Technical Specialists who have specialized knowledge, skills, and expertise. Technical Specialists may function within the Planning Section or be assigned wherever their services are required. See Chapter 8 for more detailed information on Technical Specialists.

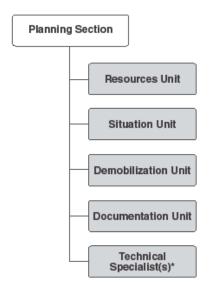
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# **CHAPTER 8: PLANNING SECTION**

Organization Chart	8-2
Position Checklists	8-2

#### **Organization Chart**



\*May be assigned wherever their services are required.

#### **Position Checklists**

**PLANNING SECTION CHIEF** – The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of incident information and for maintaining status of assigned resources. Information is needed to:

- 1. Understand the current situation.
- 2. Predict the probable course of incident events.
- 3. Prepare strategies and plans, as well as alternative strategies and plans, for the incident.
- 4. Submit required incident status reports.

Deputy Planning Section Chief(s) may be assigned from the same agency or from an assisting agency. The Deputy Planning Section Chief(s) should have the same qualifications as the person for whom they work. A Deputy Planning Section Chief or subordinate position(s) may be assigned to lead long-range and/or contingency planning.

The major duties of the Planning Section Chief are:

	Planning Section Chief
Complete	Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Collect, process, and display incident information.
	Assist Operations Section Chief in the development
	of response strategies.
	Supervise preparation of the Incident Action Plan (IAP).
	Facilitate Planning Meetings and briefings.
	Supervise the tracking of incident personnel and
	resources through the Resources Unit.
	Assign personnel already onsite to Incident
	Command System (ICS) organizational positions, as
	appropriate.
	Establish information requirements and reporting
	schedules for Planning Section Units (e.g.,
	Resources, Situation).
	Determine the need for any specialized resources in
	support of the incident.
	Establish special information-collection activities as
	necessary (e.g., weather, environmental, toxics, etc.).
	Assemble information on alternative strategies.

Complete	Planning Section Chief Major Responsibilities
	Provide periodic predictions on incident potential.
	Report any significant changes in incident status.
	Compile and display incident status information.
	Oversee preparation and implementation of the Incident Demobilization Plan.
	Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.
	Develop other incident supporting plans (e.g., salvage, transition, security).
	Maintain a Unit Log (ICS 214).

**RESOURCES UNIT LEADER** – The Resources Unit Leader reports to the Planning Section Chief and is responsible for maintaining the status of all assigned resources (primary and support) and personnel at an incident. This is achieved by overseeing the check-in of all resources, and maintaining a status-keeping system indicating current location and status of all resources.

The major responsibilities of the Resources Unit Leader are:

Complete	Resources Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Obtain required work materials, including Check-In Lists (ICS 211), Resource Status Cards (ICS 219), and status display boards.
	Establish communications with the Communications Center and Ground Support Unit.
	Establish the check-in function at incident locations.
	Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207).
	Prepare appropriate parts of Division/Group Assignment List (ICS 204).
	Maintain and post the current status and location of all resources.
	Maintain master roster of all resources checked in at the incident.
	Attend meetings and briefings, as required by the Planning Section Chief.

Complete	Resources Unit Leader Major Responsibilities
	Maintain a Unit Log (ICS 214).

**CHECK-IN/STATUS RECORDER** – The Check-In/Status Recorder reports to the Resources Unit Leader. Check-In/Status Recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

The major responsibilities of the Recorders are:

Complete	Check-In/Status Recorder Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Obtain required work materials, including Check-In Lists (ICS 211), Resource Status Cards (ICS 219), and status display boards.
	Establish communications with the Communications Center and Ground Support Unit.
	Post signs so that people arriving with resources can easily find incident check-in location(s).
	Record check-in information on Check-In Lists (ICS 211).
	Transmit check-in information to the Resources Unit on a regular, prearranged schedule or as needed.
	Report to the Resources Unit Leader and assist with the accounting of all incident assigned resources.
	Forward completed Check-In Lists (ICS 211) and Status Change Cards (ICS 210) to the Resources Unit.
	Receive, record, and maintain resource status information on Resource Status Cards (ICS 219) for incident-assigned resources, Strike Teams, Task Forces, and overhead personnel.
	Maintain files of Check-In Lists (ICS 211).
	Maintain a Unit Log (ICS 214).

**SITUATION UNIT LEADER** – The Situation Unit Leader is responsible for collecting, processing, organizing, and displaying incident information relating to the growth, mitigation, or intelligence activities taking place on the incident. The Situation Unit Leader may prepare future projections of incident growth, maps, and intelligence information.

The major responsibilities of the Situation Unit Leader are:

Complete	Situation Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Begin collection and analysis of incident data as soon as possible.
	Prepare, post, or disseminate resource and situation status information as required, including special requests.
	Prepare predictions periodically or as requested by the Planning Section Chief.
	Prepare the Incident Status Summary (ICS 209).
	Provide photographic services and maps, if required.
	Conduct situation briefings at meetings and briefings, as required by the Planning Section Chief.
	Develop and maintain master chart(s)/map(s) of the incident.
	Maintain chart/map of incident in the common area of the Incident Command Post for all responders to view.
	Maintain a Unit Log (ICS 214).

**DISPLAY PROCESSOR** – The Display Processor reports to the Situation Unit Leader and is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerials, other photographs, and infrared data.

The major responsibilities of the Display Processor are:

Complete	Display Processor Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Determine:  Location of work assignment.  Numbers, types, and locations of displays required.  Priorities.  Map requirements for the IAP.  Time limits for completion.  Field Observer assignments and communications means.
	Obtain necessary equipment and supplies.
	Assist Situation Unit Leader in analyzing and evaluating field reports.
	Develop required displays in accordance with time limits for completion. Examples of displays include:  Geographic Information System (GIS) information.  Demographic information.  Incident projection data.  Enlargement of ICS forms.
	Maintain a Unit Log (ICS 214).

**FIELD OBSERVER** – The Field Observer is responsible for collecting situation information from personal observations on the incident and providing this information to the Situation Unit Leader.

The major responsibilities of the Field Observer are:

Complete	Field Observer Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Determine:  Location of assignment.  Type of information required.  Priorities.  Time limits for completion.  Method of communication.  Method of transportation.
	Obtain necessary equipment and supplies.
	Perform Field Observer responsibilities including, but not limited to, the following:  Perimeters of incident.  Locations of trouble spots.  Weather conditions.  Hazards, including escape routes and safe areas.  Progress of operations resources.
	Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).
	Report information to the Situation Unit Leader by established procedures.
	Report immediately any condition observed that may cause danger and a safety hazard to personnel.
	Gather intelligence that will lead to accurate predictions.

Complete	Field Observer Major Responsibilities
	Maintain a Unit Log (ICS 214).

DOCUMENTATION UNIT LEADER – The Documentation Unit Leader reports to the Planning Section Chief and is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include IAP(s), incident reports, communications logs, injury claims, situation status reports, etc. Thorough documentation is critical to postincident analysis. Some of the documents may originate in other Sections. The Documentation Unit Leader shall ensure each Section is maintaining and providing appropriate documents. The Documentation Unit will provide copying services for all other Sections and will store incident files for legal, analytical, and historical purposes.

The major responsibilities of the Documentation Unit Leader are:

Complete	Documentation Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Set up work area; begin organization of incident files.
	Establish duplication service; respond to requests.
	File all official forms and reports.
	Review records for accuracy and completeness; inform appropriate units of errors or omissions.
	Provide incident documentation, as requested.
	Organize files for submitting final incident documentation package.
	Maintain a Unit Log (ICS 214).

**DEMOBILIZATION UNIT LEADER** – The Demobilization Unit Leader reports to the Planning Section Chief and is responsible for developing and implementing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require or have specific demobilization instructions.

The major responsibilities of the Demobilization Unit Leader are:

Complete	Demobilization Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Review incident resource records to determine likely size and extent of the demobilization effort.
	Coordinate demobilization with Agency Representatives.
	Monitor the ongoing Operations Section resource needs.
	Identify surplus resources and probable release time.
	Establish communications with off-incident facilities, as necessary.
	Develop an Incident Demobilization Plan that should include:  General information section.  Responsibilities section.  Release priorities.  Release procedures.  Demobilization Checkout Form (ICS 221).  Directory.

Complete	Demobilization Unit Leader Major Responsibilities
	Ensure Demobilization Plan is reviewed by Command and General Staffs and approved by Incident Commander/Unified Command (IC/UC).
	Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the Demobilization Plan.
	Distribute Demobilization Plan (both onsite and offsite).
	Provide status reports to appropriate requestors.
	Ensure that all Sections/Units understand their specific demobilization responsibilities.
	Supervise execution of the Incident Demobilization Plan.
	Brief the Planning Section Chief on demobilization progress.
	Maintain a Unit Log (ICS 214).

**TECHNICAL SPECIALISTS** – Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section or be assigned wherever their services are required.

The major responsibilities of the Technical Specialists are:

Complete	Technical Specialists Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Provide technical expertise and advice to Command and General Staffs, as needed.
	Attend meetings and briefings, as appropriate, to clarify and help to resolve technical issues within area of expertise.
	Maintain a Unit Log (ICS 214).

Other responsibilities that might apply to the Technical Specialists are:

Complete	Technical Specialists Other Responsibilities
	Provide technical expertise during the development
	of the IAP and other support plans.
	Work with the Safety Officer to mitigate unsafe
	practices.
	Work closely with the Liaison Officer to help facilitate
	understanding among stakeholders and special-
	interest groups.
	Be available to attend press briefings to clarify
	technical issues.
	Research technical issues and provide findings to
	decisionmakers.
	Troubleshoot technical problems and provide advice
	on resolution.
	Review specialized plans and clarify meaning.

The following are examples of Technical Specialists. This is not a complete list, but examples of the specialists that may be used and a possible location for their position in an ICS organization. However, an IC/UC may assign Technical Specialists to any position within the ICS organization based on incident need. For example, the Critical Incident Stress Management Specialist is normally assigned in Logistics under the Medical Unit Leader; however, a Critical Incident Stress Management Specialist may be assigned in the Command Staff working directly for the Incident Commander.

- Legal Specialist
- Volunteer Coordinator/Specialist

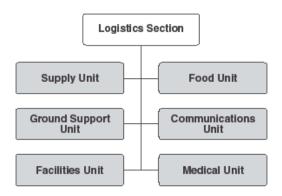
- Environmental Specialist
- Geographic Information System Specialist
- Public Health Specialist
- Training Specialist
- Weather Observer
- Critical Incident Stress Management Specialist/Coordinator
- Special Needs Advisor
- Family Assistance Specialist/Coordinator
- Human Resource Specialist
- Lessons Learned Collector/Analyst

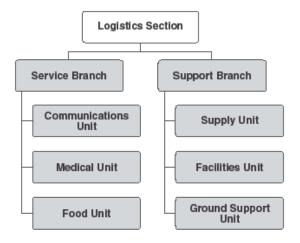
# OCTOBER 2010

# **CHAPTER 9: LOGISTICS SECTION**

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Position Checklists	9-3

# **Organization Chart**





#### **Position Checklists**

LOGISTICS SECTION CHIEF – The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan (IAP), and activates and supervises the Branches and Units within the Logistics Section.

Deputy Logistics Section Chief(s) may be assigned from the same agency or from an assisting agency. The Deputy Logistics Section Chief(s) should have the same qualifications as the person for whom they work.

The major responsibilities of the Logistics Section Chief are:

Complete	Logistics Section Chief Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Plan the organization of the Logistics Section.
	Assign work locations and preliminary work tasks to Section personnel.
	Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.
	Assemble and brief Logistics Branch Directors and Unit Leaders.
	Determine and supply immediate incident resource and facility needs.

In conjunction with Command, develop and advise all Sections of the Incident Management Team regarding resource approval and the requesting process.  Review Operational Planning Worksheet (ICS 215) and estimate Section needs for upcoming operational period.  Identify long-term service and support requirements for planned and expected operations.  Advise Command and other Section Chiefs on resource availability to support incident needs.  Provide input to and review the Incident Radio Communications Plan (ICS 205), Medical Plan (ICS 206), and Traffic Plan.  Identify resource needs for incident contingencies.  Coordinate and process requests for additional resources.  Track resource effectiveness and make necessary adjustments.  Advise on current service and support capabilities.  Request and/or set up expanded ordering processes, as appropriate, to support incident.  Develop recommended list of Section resources to be demobilized and initiate recommendation for release, when appropriate.  Receive and implement applicable portions of the	Complete	Logistics Section Chief
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		to be demobilized and initiate recommendation for
☐ Receive and implement applicable portions of the		release, when appropriate.
		Receive and implement applicable portions of the
Incident Demobilization Plan.		Incident Demobilization Plan.

Complete	Logistics Section Chief Major Responsibilities
	Ensure the general welfare and safety of Logistics
	Section personnel.
	Maintain a Unit Log (ICS 214).

**SERVICE BRANCH DIRECTOR** – The Service Branch Director, when activated, reports to the Logistics Section Chief and is responsible for the management of all service activities at the incident. The Service Branch Director supervises the operations of the Communications, Medical, and Food Units.

The major responsibilities of the Service Branch Director are:

Complete	Service Branch Director Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Obtain working materials.
	Determine the level of service required to support operations.
	Confirm dispatch of Branch personnel.
	Participate in Planning Meetings of Logistics Section personnel.
	Review the IAP.
	Organize and prepare assignments for Service Branch personnel.
	Coordinate activities of Branch Units.
	Inform the Logistics Section Chief of Branch activities.
	Resolve Service Branch problems.
	Maintain a Unit Log (ICS 214).

**COMMUNICATIONS UNIT LEADER** – The Communications Unit Leader reports to the Service Branch Director and is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and maintenance and repair of communications equipment.

The major responsibilities of the Communications Unit Leader are:

Complete	Communications Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Determine Unit personnel needs.
	Prepare and implement the Incident Radio Communications Plan (ICS 205).
	Establish, as appropriate, an Incident Communications Center and Message Center. Assign an Incident Communications Manager, if needed.
	Establish appropriate communications distribution/ maintenance locations within Incident Base/Camp(s).
	Ensure communications systems are installed and tested.
	Establish equipment accountability.
	Distribute portable radio equipment from cache, per Incident Radio Communications Plan.

Complete	Communications Unit Leader Major Responsibilities
	<ul> <li>Provide technical information, as required, on:</li> <li>Adequacy of communications systems currently in operation.</li> <li>Geographic limitation on communications systems.</li> <li>Equipment capabilities/limitations.</li> <li>Amount and types of equipment available.</li> <li>Anticipated problems in the use of communications equipment.</li> </ul>
	Supervise Communications Unit activities.
	Maintain records on all communications equipment, as appropriate.
	Ensure equipment is tested and repaired.
	Recover equipment from Units being demobilized.
	Maintain a Unit Log (ICS 214).

**INCIDENT DISPATCHER** – The Incident Dispatcher reports to the Communications Unit Leader and is responsible for receiving and transmitting radio and telephone messages among and between personnel and for providing dispatch services at the incident.

The major responsibilities of the Incident Dispatcher are:

Complete	Incident Dispatcher Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Ensure adequate staffing.
	Obtain and review the IAP to determine the incident organization and Incident Radio Communications Plan.
	Request service on any inoperable or marginal equipment.
	Set up Message Center location, as required.
	Receive and transmit messages within and external to the incident.
	Maintain Status Change Cards (ICS 210) and General Messages (ICS 213).
	Maintain a record of unusual incident occurrences.
	Provide a briefing to relief personnel on:  Current activities.  Equipment status.  Any unusual communications situations.
	Turn in appropriate documents to the Communications Unit Leader.
	Demobilize the Communications Center in accordance with the Incident Demobilization Plan.
	Maintain a Unit Log (ICS 214).

**MEDICAL UNIT LEADER** – The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan; ensuring the provision of medical care and overseeing health aspects of response personnel; obtaining medical aid and transportation for injured and ill response personnel; coordinating with other functions to resolve health and safety issues; and preparation of reports and records.

Note: Medical care for incident victims, such as in the case of a mass casualty incident, is provided by the Operations Section.

The major responsibilities of the Medical Unit Leader are:

Complete	Medical Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Participate in Logistics Section/Service Branch planning activities.
	Establish the Medical Unit.
	Prepare the Medical Plan (ICS 206).
	Provide any relevant health and medical input into the planning process for strategy development.
	Coordinate with the Safety Officer, Operations, hazardous materials specialists, and others on proper personnel protection procedures for response personnel.
	Develop transportation routes and methods for injured response personnel.
	Ensure incident personnel patients are tracked as they move from origin, care facility, and disposition.
	Ensure continuity of medical care for response personnel, to include providing documentation to home/parent unit and jurisdiction.
	Monitor health aspects and trends of response personnel, including excessive incident stress.
	Respond to requests for medical aid, medical transportation, and medical supplies for response personnel.

Complete	Medical Unit Leader Major Responsibilities
	In conjunction with the Finance/ Administration Section, prepare and submit necessary authorizations, reports, and administrative documentation related to injuries, compensation, or death of response personnel.
	Coordinate personnel and mortuary affairs for response personnel fatalities.
	Provide for security and proper disposition of incident medical records.
	Maintain a Unit Log (ICS 214).

**RESPONDER REHABILITATION MANAGER** – The Responder Rehabilitation Manager reports to the Medical Unit Leader and is responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

The major responsibilities of the Responder Rehabilitation Manager are:

Complete	Responder Rehabilitation Manager Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Designate the responder rehabilitation location and have the location announced on the radio with radio designation "Rehab."
	Coordinate with Medical Unit Leader to request necessary medical personnel to evaluate the medical condition of personnel being rehabilitated.
	Request necessary resources for rehabilitation of personnel (e.g., water, juice, food, personnel).
	Request food through the Food Unit or Logistics Section Chief, as necessary, for personnel being rehabilitated.
	Release rehabilitated personnel for reassignment.
	Maintain appropriate records and documentation.
	Maintain a Unit Log (ICS 214).

**FOOD UNIT LEADER** – The Food Unit Leader reports to the Service Branch Director and is responsible for supplying the food and water needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food and water for personnel unable to leave tactical field assignments.

The major responsibilities of the Food Unit Leader are:

Complete	Food Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Determine food and water requirements.
	Determine the method of food distribution to best fit each facility or situation.
	Obtain necessary equipment and supplies and establish cooking facilities.
	Ensure that well-balanced menus are provided.
	Order sufficient food and potable water from the Supply Unit.
	Maintain an inventory of food and water.
	Maintain food service areas, ensuring that all appropriate health, sanitation, and safety measures, including food handler certification, are being followed.
	Supervise Food Unit personnel, as appropriate.
	Maintain a Unit Log (ICS 214).

**SUPPORT BRANCH DIRECTOR** – The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for the development and implementation of logistics plans in support of the IAP. The Support Branch Director supervises the operations of the Supply, Facilities, and Ground Support Units.

The major responsibilities of the Support Branch Director are:

	Support Branch Director
Complete	Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Obtain work materials.
	Identify Support Branch personnel dispatched to the incident.
	Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director.
	Prepare initial organization and assignments for support operations.
	Assemble and brief Support Branch personnel.
	Determine if assigned Branch resources are sufficient.
	Oversee work progress of assigned Units and inform the Logistics Section Chief of their activities.
	Resolve problems associated with requests from the Operations Section.
	Maintain a Unit Log (ICS 214).

**SUPPLY UNIT LEADER** – The Supply Unit Leader reports to the Support Branch Director and is primarily responsible for ordering personnel, equipment, and supplies; receiving, storing, and distributing all supplies for the incident; maintaining an inventory of supplies; and storing, disbursing, and servicing nonexpendable supplies and equipment.

The major responsibilities of the Supply Unit Leader are:

Complete	Supply Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Unit Leader Responsibilities in Chapter 3.
	Participate in Logistics Section/Support Branch planning activities.
	Determine the type and amount of supplies en route.
	Review the IAP for information on operations of the Supply Unit.
	Develop and implement safety and security requirements.
	Order, receive, distribute, and store supplies and equipment.
	Receive and respond to requests for personnel, supplies, and equipment.
	Maintain inventory of supplies/equipment.
	Service reusable equipment.
	Submit reports to the Support Branch Director.
	Maintain a Unit Log (ICS 214).

**ORDERING MANAGER** – The Ordering Manager reports to the Supply Unit Leader and is responsible for placing all orders for supplies and equipment.

The major responsibilities of the Ordering Manager are:

Complete	Ordering Manager Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Obtain necessary agency(s) order forms.
	Establish ordering procedures.
	Set up filing system.
	Establish name and telephone numbers of agency(s) personnel receiving orders.
	Obtain roster of incident personnel who have ordering authority.
	Obtain list of previously ordered supplies and equipment.
	Ensure order forms are filled out correctly.
	Place orders in a timely manner.
	Consolidate orders, when possible.
	Identify times and locations for delivery of supplies and equipment.
	Keep Receiving and Distribution Manager informed of orders placed.
	Submit all ordering documents to the Documentation Unit through the Supply Unit Leader before demobilization.
	Maintain a Unit Log (ICS 214).

**RECEIVING AND DISTRIBUTION MANAGER** – The Receiving and Distribution Manager reports to the Supply Unit Leader and is responsible for receiving and distributing all supplies and equipment (other than primary resources), and for the service and repair of tools and equipment.

The major responsibilities of the Receiving and Distribution Manager are:

	Receiving and Distribution Manager
Complete	Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Order required personnel to operate supply area.
	Organize the layout of the supply area.
	Establish procedures for operating the supply area.
	Set up a filing system for receiving and distributing supplies and equipment.
	Maintain inventory of supplies and equipment.
	Develop security requirement for supply area.
	Establish procedures for receiving supplies and equipment.
	Submit necessary reports to the Supply Unit Leader.
	Notify Ordering Manager of supplies and equipment received.
	Provide necessary supply records to Supply Unit Leader.
	Maintain a Unit Log (ICS 214).

FACILITIES UNIT LEADER – The Facilities Unit Leader reports to the Support Branch Director and is primarily responsible for the setup, maintenance, and demobilization of incident facilities (Incident Base, Camp(s), Incident Command Post (ICP), and Staging Areas), as well as for security services required to support incident operations. The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel, and manages Incident Base and Camp(s) operations. Each facility is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility.

The major responsibilities of the Facilities Unit Leader are:

Complete	Facilities Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Obtain a briefing from the Support Branch Director or the Logistics Section Chief.
	Receive and review a copy of the IAP.
	Participate in Logistics Section/Support Branch planning activities.
	In conjunction with the Finance/Administration Section, determine locations suitable for incident support facilities and secure permission to use through appropriate means.
	Inspect facilities prior to occupation, and document conditions, preexisting damage, and accessibility for all personnel.
	Determine requirements for each facility, including the ICP.

Complete	Facilities Unit Leader Major Responsibilities
	Prepare layouts of incident facilities.
	Notify Unit Leaders of facility layout.
	Activate incident facilities.
	Provide Base/Camp Managers and personnel to operate facilities.
	Provide sleeping facilities.
	Provide security services.
	Provide sanitation and shower service as needed.
	Provide facility maintenance services (sanitation, lighting, cleanup, trash removal, etc.).
	Inspect all facilities for damage and potential claims.
	Demobilize incident facilities.
	Maintain facility records.
	Maintain a Unit Log (ICS 214).

# FACILITY MAINTENANCE SPECIALIST – The Facility

Maintenance Specialist is responsible for ensuring that proper sleeping and sanitation facilities are maintained; providing shower facilities; providing and maintaining lights and other electrical equipment; and maintaining the Incident Base, Camp, and ICP facilities in a clean and orderly manner.

The major responsibilities of the Facility Maintenance Specialist are:

Complete	Facility Maintenance Specialist Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Request required maintenance support personnel and assign duties.
	Obtain supplies, tools, and equipment.
	Supervise/perform assigned work activities.
	Ensure that all facilities are maintained in a safe condition.
	Disassemble temporary facilities when no longer required.
	Restore area to preincident condition.

**SECURITY MANAGER** – The Security Manager is responsible for providing safeguards needed to protect personnel and property from loss or damage.

The major responsibilities of the Security Manager are:

Complete	Security Manager Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Establish contacts with local law enforcement agencies, as required.
	Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements that may affect operations.
	Request personnel support required to accomplish work assignments.
	Ensure security of classified material and/or systems.
	Ensure that support personnel are qualified to manage security problems.
	Develop Security Plan for incident facilities.
	Adjust Security Plan for personnel and equipment changes and releases.
	Coordinate security activities with appropriate incident personnel.
	Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
	Prevent theft of all government and personal property.
	Document all complaints and suspicious occurrences.

Complete	Security Manager Major Responsibilities
	Maintain a Unit Log (ICS 214).

**BASE MANAGER** – The Base Manager reports to the Facilities Unit Leader and is responsible for ensuring that appropriate sanitation, security, and facility management services are conducted at the Incident Base.

The major responsibilities of the Base Manager are:

Complete	Base Manager Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Determine personnel support requirements.
	Obtain necessary equipment and supplies.
	Ensure that all facilities and equipment are set up, properly functioning, and accessible to all incident personnel, including individuals with disabilities.
	Supervise the establishment of:  Sanitation facilities, including showers.  Sleeping facilities.
	Make sleeping area assignments.
	Adhere to all applicable safety and health standards and regulations.
	Ensure that all facility maintenance services are provided.
	Maintain a Unit Log (ICS 214).

CAMP MANAGER – On large incidents, one or more Camps may be established by the General Staff to provide better support to operations. Camps may be in place several days or may be moved depending upon the nature of the incident. Functional unit activities performed at the Incident Base may be performed at the Camp(s). These could include Supply, Medical, Ground Support, Food, Communications, and Finance/Administration as well as the Facilities Unit functions of facility maintenance and security. Camp Managers are responsible for providing nontechnical coordination for all units operating within the Camp. Units assigned to Camps will be determined by the ICS General Staff. Personnel requirements for units at Camps will be determined by the parent unit based on kind and size of incident and expected duration of Camp operations.

The major responsibilities of the Camp Manager are:

Complete	Camp Manager Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Determine personnel support requirements.
	Obtain necessary equipment and supplies.
	Ensure that all sanitation, shower, and sleeping facilities are set up, properly functioning, and accessible to all incident personnel, including individuals with disabilities.
	Make sleeping arrangements.
	Provide direct supervision for all facility maintenance and security services at Camp.
	Ensure that strict compliance is made with all applicable safety regulations.

Complete	Camp Manager Major Responsibilities
	Ensure that all Camp-to-Base communications are centrally coordinated.
	Ensure that all Camp-to-Base transportation scheduling is centrally coordinated.
	Provide overall coordination of all Camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
	Maintain a Unit Log (ICS 214).

**GROUND SUPPORT UNIT LEADER** – The Ground Support Unit Leader reports to the Support Unit Branch Director and is primarily responsible for ensuring maintenance and repair of primary tactical equipment, vehicles, mobile ground support equipment, and fueling services; transportation of personnel, supplies, food, and equipment in support of incident operations; and recording all ground equipment usage time, including contract equipment assigned to the incident.

The major responsibilities of the Ground Support Unit Leader are:

Complete	Ground Support Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Participate in Support Branch/Logistics Section planning activities.
	Develop and implement the Traffic Plan.
	Support out-of-service resources.
	Notify the Resources Unit of all status changes on support and transportation vehicles.
	Arrange for and activate fueling, maintenance, and repair of ground resources.
	Maintain Support Vehicle Inventory (ICS 218) and transportation vehicles.
	Provide transportation services in accordance with requests from the Logistics Section Chief or Support Branch Director.
	Maintain information on rented equipment.

Complete	Ground Support Unit Leader Major Responsibilities
	Requisition maintenance and repair supplies (fuel, spare parts, etc.).
	Maintain incident roads.
	Submit reports to Support Branch Director, as directed.
	Maintain a Unit Log (ICS 214).

**EQUIPMENT MANAGER** – The Equipment Manager reports to the Ground Support Unit Leader and provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

The major responsibilities of the Equipment Manager are:

Complete	Equipment Manager Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Obtain the IAP to determine locations for Staging Area locations and assigned resources.
	Ensure fueling and service requirements for all resources.
	Obtain necessary equipment and supplies.
	Provide maintenance and fueling according to schedule.
	Prepare schedules to maximize use of available transportation.
	Provide transportation and support vehicles for incident use.
	Coordinate with Agency Representatives on service and repair policies, as required.
	Inspect equipment condition and ensure coverage by equipment agreement.
	Determine supplies (gasoline, diesel, oil, and parts needed to maintain equipment in an efficient operating condition) and place orders with the Supply Unit.
	Maintain Support Vehicle Inventory (ICS 218).

Complete	Equipment Manager Major Responsibilities
	Maintain equipment service, use records, and rental records (if needed).
	Check all service repair areas to ensure that all appropriate safety measures are being taken.
	Maintain a Unit Log (ICS 214).

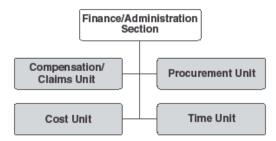
**TECHNICAL SPECIALISTS** – Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section or be assigned wherever their services are required. See Chapter 8 for more detailed information on Technical Specialists.

## OCTOBER 2010

# **CHAPTER 10: FINANCE/ADMINISTRATION SECTION**

Organization Chart	10-2
Position Checklists	10-2

## **Organization Chart**



### **Position Checklists**

FINANCE/ADMINISTRATION SECTION CHIEF - The Finance/ Administration Section Chief, a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/ Administration Section.

Deputy Finance/Administration Section Chief(s) may be assigned from the same agency or from an assisting agency. The Deputy Finance/Administration Section Chief(s) should have the same qualifications as the person for whom they work.

The major responsibilities of the Finance/Administration Section Chief are:

Complete	Finance/Administration Section Chief Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Participate in incident Planning Meetings and briefings, as required.
	Review operational plans and provide alternatives where financially appropriate.

Complete	Finance/Administration Section Chief Major Responsibilities
	Manage all financial aspects of an incident.
	Provide financial and cost analysis information, as requested.
	Gather pertinent information from briefings with responsible agencies.
	Develop Section-specific procedures and staff, as appropriate.
	Meet with Agency Representatives, as needed.
	Maintain daily contact with Agency(s) Administrator/ Executive on Finance/Administration matters, as required.
	Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
	Provide financial input to demobilization planning.
	Ensure that all obligation documents initiated at the incident are properly prepared and completed.
	Brief agency administrative personnel on all incident- related financial issues needing attention or followup prior to leaving incident.
	Develop recommended list of Section resources to be demobilized and initial recommendation for release when appropriate.
	Receive and implement applicable portions of the Incident Demobilization Plan.
	Maintain a Unit Log (ICS 214).

**TIME UNIT LEADER** – The Time Unit Leader reports to the Finance/Administration Section Chief and is responsible for equipment and personnel time recording.

The major responsibilities of the Time Unit Leader are:

Complete	Time Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Determine incident requirements for time recording function.
	Determine resource needs.
	Contact appropriate agency personnel/ representatives.
	Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
	Establish Time Unit objectives.
	Maintain separate logs for overtime hours.
	Submit cost estimate data forms to the Cost Unit, as required.
	Maintain records security.
	Ensure that all records are current and complete prior to demobilization.
	Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

Complete	Time Unit Leader Major Responsibilities
	Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and followup requirements.
	Maintain a Unit Log (ICS 214).

**EQUIPMENT TIME RECORDER** – The Equipment Time Recorder reports to the Time Unit Leader and is responsible for overseeing the recording of time for all equipment assigned to an incident.

The major responsibilities of the Equipment Time Recorder are:

Complete	Equipment Time Recorder Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Set up the Equipment Time Recorder function in location designated by the Time Unit Leader.
	Advise Ground Support Unit, Facilities Unit, and Air Support Group of the requirement to establish and maintain a file for maintaining a daily record of equipment time.
	Assist Units in establishing a system for collecting equipment time reports.
	Post all equipment time tickets after the end of each operational period.
	Prepare a use and summary invoice for equipment, as required.
	Submit data to Time Unit Leader for cost- effectiveness analysis.
	Maintain current posting on all charges or credits for fuel, parts, and services.
	Verify all time data and deductions with owner/ operator of equipment.

Complete	Equipment Time Recorder Major Responsibilities
	Complete all forms according to agency specifications.
	Close out forms prior to demobilization.
	Distribute copies per agency and incident policy.
	Maintain a Unit Log (ICS 214).

**PERSONNEL TIME RECORDER** – The Personnel Time Recorder reports to the Time Unit Leader and is responsible for overseeing the recording of time for all personnel assigned to an incident.

The major responsibilities of the Personnel Time Recorder are:

Complete	Personnel Time Recorder Major Responsibilities						
	Review Common Responsibilities in Chapter 3.						
	Establish and maintain a file for incident personnel time reports within the first operational period.						
	Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.						
	Ensure that all employee identification information is correct on the time report.						
	Post personnel travel and work hours, transfers, specific pay provisions, and terminations to personnel time documents.						
	Ensure that time reports are signed.						
	Close out time documents prior to personnel leaving the incident.						
	Distribute all time documents according to agency policy.						
	Maintain a log of excessive hours worked and give to the Time Unit Leader daily.						
	Maintain a Unit Log (ICS 214).						

**PROCUREMENT UNIT LEADER** – The Procurement Unit Leader reports to the Finance/Administration Section Chief and is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

The major responsibilities of the Procurement Unit Leader are:

Complete	Procurement Unit Leader Major Responsibilities						
	Review Common Responsibilities in Chapter 3.						
	Review Leadership Responsibilities in Chapter 3.						
	Review incident needs and any special procedures with Unit Leaders, as needed.						
	Coordinate with local jurisdiction on plans and supply sources.						
	Obtain the Incident Procurement Plan.						
	Prepare and authorize contracts, building, and land- use agreements.						
	Draft memorandums of understanding, as necessary.						
	Establish contracts and agreements with supply vendors.						
	Provide for coordination between the Ordering Manager and all other procurement organizations supporting the incident.						
	Ensure that a system is in place that meets agency property management requirements.						
	Ensure proper accounting for all new property.						
	Interpret contracts and agreements; resolve disputes within delegated authority.						

Complete	Procurement Unit Leader Major Responsibilities
	Coordinate with the Compensation/Claims Unit for processing claims.
	Complete final processing of contracts and send documents for payment.
	Coordinate cost data in contracts with the Cost Unit Leader.
	Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and followup requirements.
	Maintain a Unit Log (ICS 214).

**COMPENSATION/CLAIMS UNIT LEADER** – The Compensation/ Claims Unit Leader reports to the Finance/Administration Section Chief and is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities for an incident.

The major responsibilities of the Compensation/Claims Unit Leader are:

Complete	Compensation/Claims Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Obtain a briefing from the Finance/Administration Section Chief.
	Establish contact with the incident Medical Unit Leader, Safety Officer, and Liaison Officer (or Agency Representative if no Liaison Officer is assigned).
	Determine the need for Compensation for Injury and Claims Specialists, and order personnel as needed.
	Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
	Review Medical Plan (ICS 206).
	Ensure that Claims Specialists have adequate workspace and supplies.
	Review and coordinate procedures for handling claims with the Procurement Unit.
	Brief the Claims Specialists on incident activity.

Complete	Compensation/Claims Unit Leader Major Responsibilities
	Review logs and forms produced by the Claims Specialists to ensure that they are complete, that entries are timely and accurate, and that documents are in compliance with agency requirements and policies.
	Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for postincident processing prior to demobilization.
	Keep the Finance/Administration Section Chief briefed on Unit status and activity.
	Demobilize Unit in accordance with the Incident Demobilization Plan.
	Maintain a Unit Log (ICS 214).

### **COMPENSATION FOR INJURY SPECIALIST** – The

Compensation for Injury Specialist reports to the Compensation/ Claims Unit Leader and is responsible for administering financial matters resulting from serious injuries and fatalities occurring on an incident. Close coordination is required with the Medical Unit.

The major responsibilities of the Compensation for Injury Specialist are:

Complete	Compensation for Injury Specialist Major Responsibilities						
	Review Common Responsibilities in Chapter 3.						
	Co-locate with the Medical Unit, when possible.						
	Establish procedure with Medical Unit Leader for prompt notification of injuries or fatalities.						
	Obtain a copy of the Medical Plan (ICS 206).						
	Provide written authority for persons requiring medical treatment.						
	Ensure that correct agency forms are being used.						
	Provide correct billing forms for transmittal to doctor and/or hospital.						
	Coordinate with Medical Unit to keep informed on status of injured and/or hospitalized personnel.						
	Obtain all witness statements from Safety Officer and/or Medical Unit and review for completeness.						
	Maintain a log of all injuries occurring at the incident.						
	Coordinate/handle all administrative paperwork on serious injuries or fatalities.						

Complete	Compensation for Injury Specialist Major Responsibilities
	Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals after demobilization.
	Maintain a Unit Log (ICS 214).

**CLAIMS SPECIALIST** – The Claims Specialist reports to the Compensation/Claims Unit Leader and is responsible for managing all claims-related activities (other than injury) for an incident.

The major responsibilities of the Claims Specialist are:

Complete	Claims Specialist Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Develop and maintain a log of potential claims.
	Coordinate a claims prevention plan with applicable incident functions.
	Initiate an investigation on all claims other than personnel injury.
	Ensure that site and property involved in an investigation are protected.
	Coordinate with the investigation team, as necessary.
	Obtain witness statements pertaining to claims other than personnel injury.
	Document any incomplete investigations.
	Keep the Compensation/Claims Unit Leader advised of the nature and status of all existing and potential claims.
	Ensure the use of correct agency forms.
	Maintain a Unit Log (ICS 214).

**COST UNIT LEADER** – The Cost Unit Leader reports to the Finance/Administration Section Chief and is responsible for collecting all cost data, performing cost-effectiveness analyses, and providing cost estimates and cost-saving recommendations for the incident.

The major responsibilities of the Cost Unit Leader are:

Complete	Cost Unit Leader Major Responsibilities
	Review Common Responsibilities in Chapter 3.
	Review Leadership Responsibilities in Chapter 3.
	Obtain a briefing from the Finance/Administration Section Chief.
	Coordinate with agency headquarters on cost- reporting procedures.
	Collect and record all cost data.
	Develop incident cost summaries.
	Prepare resources-use cost estimates for the Planning Section.
	Make cost-savings recommendations to the Finance/ Administration Section Chief.
	Ensure all cost documents are accurately prepared.
	Maintain cumulative incident cost records.
	Complete records prior to demobilization.
	Provide reports to the Finance/Administration Section Chief.
	Maintain a Unit Log (ICS 214).

**TECHNICAL SPECIALISTS** – Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section or be assigned wherever their services are required. See Chapter 8 for more detailed information on Technical Specialists.

## ANNEX A: GLOSSARY

Glossary
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AGENCY – A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

**AGENCY ADMINISTRATOR or EXECUTIVE** – The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

**AGENCY DISPATCH** – The agency or jurisdictional facility from which resources are sent to incidents.

**AGENCY REPRESENTATIVE** – A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, 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 that agency.

**AIR OPERATIONS BRANCH** – Branch that may be established by the Operations Section Chief to meet mission requirements dependent on the nature of the incident and the availability of air assets.

**ALL-HAZARDS** – Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

**ASSESSMENT** – The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decisionmaking.

**ASSIGNED RESOURCE** – Resource checked in and assigned work tasks on an incident.

**ASSIGNMENT** – Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

**ASSISTANT** – Title for subordinates of 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.

**AVAILABLE RESOURCE** – Resource 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 Chief 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.

**CACHE** – A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**CAMP** – A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

**CHAIN OF COMMAND** – The orderly line of authority within the ranks of the incident management organization.

**CHECK-IN** – The process through which resources first report to an incident.

**CHIEF** – The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics and Finance/Administration.

**COMMAND** – The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**COMMAND STAFF** – The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

**COMPLEX** – Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to Unified Command.

**CONTINGENCY PLAN** – The portion of an Incident Action Plan or other plan that identifies possible but unlikely events and the contingency resources needed to mitigate those events.

**COOPERATING AGENCY** – An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

COORDINATE – To advance an analysis and exchange of information systematically among principals who have or may have GLOSSARY

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GLOSSARY

GLOSSARY

a need to know certain information to carry out specific incident management responsibilities.

**COST-SHARING AGREEMENT** – An agreement between agencies or jurisdictions to share designated costs related to incidents. Cost-sharing agreements are normally written but may also be verbal between an authorized agency and jurisdictional representatives at the incident.

**CRITICAL INFRASTRUCTURE** – Assets, systems, and networks, whether physical or virtual, so vital to the United States or a community that the incapacity or destruction of such assets, systems, and networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

**DELEGATION OF AUTHORITY** – A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents.

**DEMOBILIZATION** – The orderly, safe, and efficient return of an incident resource to its original location and status.

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

**DIRECTOR** – The Incident Command System title for individuals responsible for supervision of a Branch.

**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 organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief.

**EMERGENCY OPERATIONS CENTER (EOC)** – The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

**EMERGENCY PUBLIC INFORMATION** – Information that is disseminated primarily in anticipation of or during an emergency.

**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, nonemergency activity (e.g., sporting event, concert, parade, etc.).

**EXPANDED ORDERING** – An organization that is authorized to set up outside of the Incident Command Post to assist the Logistics Section with ordering supplies, services, and resources to support the incident.

**FUNCTION** – One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration.

**GENERAL STAFF** – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations

Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**GEOGRAPHIC INFORMATION SYSTEM (GIS)** – An electronic information system, which provides a geo-referenced database to support management decisionmaking.

**GROUP** – An organizational subdivision 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. (See Division.)

**HAZARD** – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**HAZARDOUS MATERIAL** – A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8).

**HELIBASE** – A location within the general incident area for parking, fueling, maintenance, and loading of helicopters.

**HELISPOT** – A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

**INCIDENT** – An occurrence, natural or manmade, that requires a response to protect life or property.

**INCIDENT ACTION PLAN (IAP)** – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. The IAP may include 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 BASE** – The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. The Incident Command Post may be co-located with the Incident Base.

**INCIDENT COMMANDER (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and 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.

**INCIDENT COMMAND POST (ICP)** – The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

**INCIDENT COMMAND SYSTEM (ICS)** – A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

**INCIDENT COMMUNICATIONS** – Incident Command manages communications at an incident, using a common Communications Plan and an incident-based Communications Center established solely for use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by NIMS, for communications.

**INCIDENT MANAGEMENT** – The broad spectrum of activities

and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident regardless of cause, size, or complexity.

**INCIDENT MANAGEMENT TEAM** – An Incident Commander and the appropriate Command and General Staff personnel assigned to an 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 when all allocated resources have been effectively deployed. Incident objectives should achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**INITIAL ACTIONS** – The actions taken by those responders first to arrive at an incident site.

**INITIAL RESPONSE** – Resources initially committed to an incident.

**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. Public information officials from all participating agencies should co-locate at the JIC.

JOINT INFORMATION SYSTEM (JIS) – A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (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., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

**LIAISON** – A form of communication for establishing and maintaining mutual understanding and cooperation.

**LOGISTICS** – The process and procedure for providing resources and other services to support incident management.

MANAGEMENT BY OBJECTIVES – A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

**MESSAGE CENTER** – Part of the Communications Center (colocated with or adjacent to it). It receives, records, and routes information about resources reporting to the incident and resource status, and handles administration and tactical traffic.

**MITIGATION** – Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.

Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

MULTIAGENCY COORDINATION (MAC) GROUP – A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decisionmaking and resource allocation among cooperating agencies, and may establish priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

**MULTIAGENCY COORDINATION SYSTEM (MACS)** – A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

**MULTIJURISDICTIONAL INCIDENT** – An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents may be managed under a Unified Command.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - A

set of principles that provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**NATIONAL RESPONSE FRAMEWORK (NRF)** – A guide to how the Nation conducts all-hazards response.

**NONGOVERNMENTAL ORGANIZATION (NGO)** – An entity with an association that is based on interests of its members, individuals, or institutions. This organization is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**NONGOVERNMENTAL SERVICE PROVIDER** – An entity that provides emergency disaster services that is a private not-for-profit or for-profit organization. Examples are commercial ambulance services and volunteer fire departments.

**OPERATIONAL PERIOD** – The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although they usually last 12 to 24 hours.

**OUT-OF-SERVICE RESOURCES** – Resources assigned to an incident, but that are unable to respond for mechanical, rest, or personnel reasons.

**OVERHEAD PERSONNEL** – Personnel who are assigned to supervisory positions including Incident Commander, Command Staff, General Staff, Directors, Supervisors, and Unit Leaders.

PERSONAL PROTECTIVE EQUIPMENT (PPE) – Equipment and

clothing required to shield or isolate personnel from hazards that may be encountered.

**PERSONNEL ACCOUNTABILITY** – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

**PLAIN LANGUAGE** – Communication that can be understood by the intended audience and meets the purpose of the communicator. Plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

**PLANNING MEETING** – A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

**PREPAREDNESS** – A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

**PREVENTION** – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

**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 the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future incidents.

**REIMBURSEMENT** – A mechanism to recoup funds expended for incident-specific activities.

**REPORTING LOCATION** – A facility/location where incident assigned resources may check in. Usually at an Incident Command Post (Resources Unit), Base, Staging Area, Helibase, or Division/Group (Supervisor(s), for direct line assignments). Checkin occurs at one location only.

**RESOURCE IDENTIFICATION AND ORDERING** – Standardized processes and methodologies to order, identify, mobilize, dispatch, and track the resources required to support incident management activities.

**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 Emergency Operations Center.

**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.

**SECTION** – The Incident Command System organizational

level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics and Finance/ Administration). The Section is organizationally situated between the Branch and the Incident Command.

**SINGLE RESOURCE** – An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

**SITE SAFETY AND HEALTH PLAN** – Site-specific document required by State and Federal occupational (OSHA) regulations. The plan describes the potential hazards of the worksite, along with all company policies, controls, and work practices selected to minimize those hazards.

**SITUATION ASSESSMENT** – The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, geographic information system data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decisionmakers, can provide a basis for incident management decisionmaking.

**SPAN OF CONTROL** – The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.

**SPECIAL NEEDS POPULATION** – A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance

may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English speaking; or who are transportation disadvantaged.

**STAGING AREA** – Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

**STAKEHOLDER** – Any person, group, or organization affected by and having a vested interest in an incident and/or response operation.

**STRATEGIC** – Referring to elements of incident management characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**STRATEGY** – The general plan or direction selected to accomplish incident objectives.

**STRATEGIC PLAN** – A plan that addresses long-term issues (such as impact of weather forecasts, time-phased resource requirements) and problems (such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration).

**STRIKE TEAM** – A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

**SUPERVISOR** – The Incident Command System title for an

individual responsible for a Division or Group.

**TACTICAL DIRECTION** – Direction given by the Operations Section Chief that include the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

**TACTICS** – The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

**TASK FORCE** – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force should have common communications and a designated leader.

**TECHNICAL ASSISTANCE** – Support provided to State, tribal, and local 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 or hazardous material assessments).

**TECHNICAL SPECIALIST** – Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

**TERRORISM** – As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**TRIAGE** – A process for sorting injured people into groups based on their need for, or likely benefit from, immediate medical treatment.

**TYPE** – An Incident Command System resource classification 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 (in the case of Incident Management Teams) experience and qualifications.

**UNIFIED COMMAND (UC)** – An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

**UNIT** – The organizational element with functional responsibility for a specific incident operations, planning, logistics, or finance/ administration activity.

**UNITY OF COMMAND** – An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

**VOLUNTEER** – For purposes of the National Incident Management System, 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.

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## ANNEX B: SAMPLE STAFFING MATRIX

Sample S	Staffing	Matrix	 B-2
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## Sample Staffing Matrix

#### COMMAND

- Incident Commander one per incident unless Unified Command is established.
- 2. Unified Command is typically established during multijurisdictional and/or multifunctional incidents.
- 3. Incident Commanders, Section Chiefs, and Branch Directors may have deputies as needed.
- 4. Command Staff Officer one per function per incident.
- 5. Command Staff may have assistants as needed.
- 6. Agency Representatives report to Liaison Officer.

#### **SAMPLE STAFFING MATRIX**

(Wildland fire example based on a 12-hour operational period)

<b>Unit</b> Position	Size of Incident (Number of Divisions/Groups)				
	2	5	10	15	25
Operations					
Operations Section Chief One per Operational Period					
Deputy Operations Section Chief	1	1	1	2	3
Branch Director		2	3	4	6
Division/Group Supervisor	2	5	10	15	25
Strike Team Leaders	As Needed				
Task Force Leaders	As Needed				
Air Operations Director		1	1	1	1
Air Tactical Group Supervisor	1	1	1	1	1
Helicopter Coordinator	As Needed				
Air Support Group Supervisor	1	1	1	1	1
Helibase Manager	One per Helibase				
Helispot Manager	One per Helispot				
Staging Area Manager	One per Staging Area				
Plan	ning				
Planning Section Chief	One pe	r Inciden	t		
Deputy Planning Section Chief	1	1	1	2	3
Resources Unit Leader	1	1	1	1	1
Assistant Resources Leader			1	1	2

Sample Staffing Matrix					
	Size of Incident				
<b>Unit</b> Position	(Number of Divisions/Groups)				
	2	5	10	15	25
Status Recorders	1	2	3	3	4
Check-In Recorders	As Needed				
Technical Specialists	As Needed				
Situation Unit Leader	1	1	1	1	1
Assistant Situation Unit Leader			1	1	2
Display/Report Processor		1	1	1	2
SITREP/OPSUM Processor	1	1	1	2	2
Field Observer		1	2	2	4
Weather Observer	As Needed				
Aerial/Ortho Photo Analyst	As Needed				
Computer Terminal Operator		1	1	1	1
Environmental Unit Leader	1	1	1	1	1
Documentation Unit Leader		1	1	1	1
Demobilization Unit Leader			1	1	1
Demobilization Recorders from Resources	As Needed				
Logistics					
Logistics Section Chief	One per Incident				
Deputy Logistics Section Chief				1	2
Service Branch Director	As Needed				
Communications Unit Leader	1	1	1	1	1
Assistant Communications Unit Leader			1	1	2
Incident Communications Manager	1	1	1	1	1
Incident Dispatcher	1	2	3	3	4
Message Center Operator		1	1	2	2
Messenger		1	2	2	2
Communications Technician		1	2	4	4
Medical Unit Leader	1	1	1	1	1

Sample Staffing Matrix					
<b>Unit</b> Position	Size of Incident				
	(Number of Divisions/Groups)				
	2	5	10	15	25
Assistant Medical Unit Leader	As Needed				
Food Unit Leader		1	1	1	1
Food Unit Assistant (each Camp)	As Needed				
Support Branch Director	As Needed				
Supply Unit Leader		1	1	1	1
Camp Supply Assistant (each Camp)	As Nee	ded			
Ordering Manager			1	1	1
Receiving/Distribution Manager		1	1	1	1
Recorders		1	1	2	2
Supply Unit Staff		2	2	2	2
Facilities Unit Leader		1	1	1	1
Base Manager		1	1	1	1
Camp Manager (each Camp)	As Needed				
Facilities Maintenance Specialist		1	1	1	1
Security Manager		1	1	1	1
Facilities Unit Staff		6	6	12	12
Ground Support Unit Leader	1	1	1	1	1
Equipment Manager		1	1	1	1
Assistant	As Needed				
Equipment Timekeeper		1	1	1	1
Mechanic	1	1	3	5	7
Driver	As Needed				
Operator	As Needed				
Finance/Ad	Finance/Administration				
Finance/Administration Section Chief	One per Incident				
Deputy Finance/Administration Section Chief					1
Time Unit Leader		1	1	1	1
Time Recorder, Personnel		1	3	3	5

Sample Staffing Matrix					
<b>Unit</b> Position	Size of Incident (Number of Divisions/Groups)				
	2	5	10	15	25
Time Recorder, Equipment		1	2	2	3
Procurement Unit Leader		1	1	1	1
Compensation/Claims Unit Leader		1	1	1	1
Compensation Specialist	As Nee	ded			
Claims Specialist	As Needed				
Cost Unit Leader		1	1	1	1
Cost Analyst			1	1	1

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## ANNEX C: STATE AND LOCAL AGENCY CONTACTS

# State and Local Agency Contacts

State/Local Agencies	Contact Information

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