STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

GENERAL

SEMS is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, regional and state.

SEMS incorporates the use of the ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS) and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related response costs under state disaster assistance programs.

The County of Los Angeles is incorporating SEMS in its emergency ordinances, agreements, Memorandum of Understandings, (MOUs) etc.

LOCAL GOVERNMENT LEVEL IN SEMS

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project, as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et seq. of that Code.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization and are described below:

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

Operations   Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of local government's EOC Action Plan.

Planning/Intelligence   Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action Report in coordination with other functions; maintaining documentation.

Logistics   Responsible for providing facilities, services, equipment and materials.

Finance/Administration   Responsible for financial activities, human resources and other administrative aspects.

Recovery   Responsible for overall recovery policy implementation for County government.

In addition to the five aforementioned SEMS functions, the County of Los Angeles has established the Recovery function and created the Recovery Section as a functional part of the CEOC. **Note: Use of SEMS and the Operational Area structure is not mandatory during the Recovery Phase of a disaster.**

The CEOC organization also includes representatives from special districts, transportation agencies, utilities, volunteer agencies, and private agencies with significant response roles. See **Page M-19** for the SEMS Organization Chart.

Organization Flexibility—Modular Organization

The five essential SEMS functions, plus the Recovery function, have been established as "sections" within the CEOC and all other functions are organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet objectives will be activated. Those functions which are needed, but not staffed, will be the responsibility of the next higher element in the organization.

Management of Personnel—Hierarchy of Command and Span-of-Control

The Officer-in-Charge (OIC) is the lead person of each organizational element in the CEOC. Each activated function will have an individual in charge, but a supervisor may be in charge of more than one functional element.

OIC's for Operations, Planning/Intelligence, Logistics, Finance/Administration and Recovery constitute the CEOC General Staff, responsible for:

◘　　　Overseeing the internal functioning of their section, and

◘　　　Interacting with each other, the CEOC Manager, and other entities within the CEOC to ensure the effective functioning of the CEOC organization.

CEOC ACTION PLANS

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

◘　　　A process for identifying priorities and objectives for emergency response or initial recovery efforts, and

◘　　　Documentation of the priorities and objectives, and the tasks and personnel assignments associated with meeting them.

The Planning/Intelligence Section is responsible for development of the CEOC Action Plan and for facilitation of action planning meetings. The action planning process involves the CEOC and General Staff along with other CEOC elements, special district representatives and other agency representatives, as needed. This is briefly addressed in **Part Two, Planning/Intelligence Section** and as referenced in the **CEOC-SOP.**

Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide CEOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in the **CEOC-SOP, Section Eight.**

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL

Multi-agency or inter-agency coordination is important for:

◘　　　Establishing priorities for response
◘　　　Allocating critical resources
◘　　　Developing strategies for handling multi-agency response problems
◘　　　Sharing information
◘　　　Facilitating communications

Multi-Agency or Inter-Agency Coordination in the CEOC

◘ Emergency response is coordinated at the CEOC through:

- Representatives from County departments and agencies
- Representatives from outside agencies including special districts, volunteer agencies and private organizations

◘ Coordination with agencies not represented in the CEOC may be accomplished through various methods of communications.

◘ Involvement in the CEOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Group Coordination

◘ May be established formally.

◘ Should develop consensus on priorities, resource allocation and response strategies.

◘ May function within the CEOC, at another location or through conference calls, but should remain in contact with the CEOC.

◘ CEOC Action Plan should incorporate group priorities and objectives.

◘ Group objectives should be implemented through the CEOC.

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for an effective emergency response. In a major emergency, the CEOC may be activated to coordinate the overall response while the ICS is used by field responders. When the CEOC is directly overseeing Incident Command teams, the CEOC is operating in a centralized coordination and direction mode.
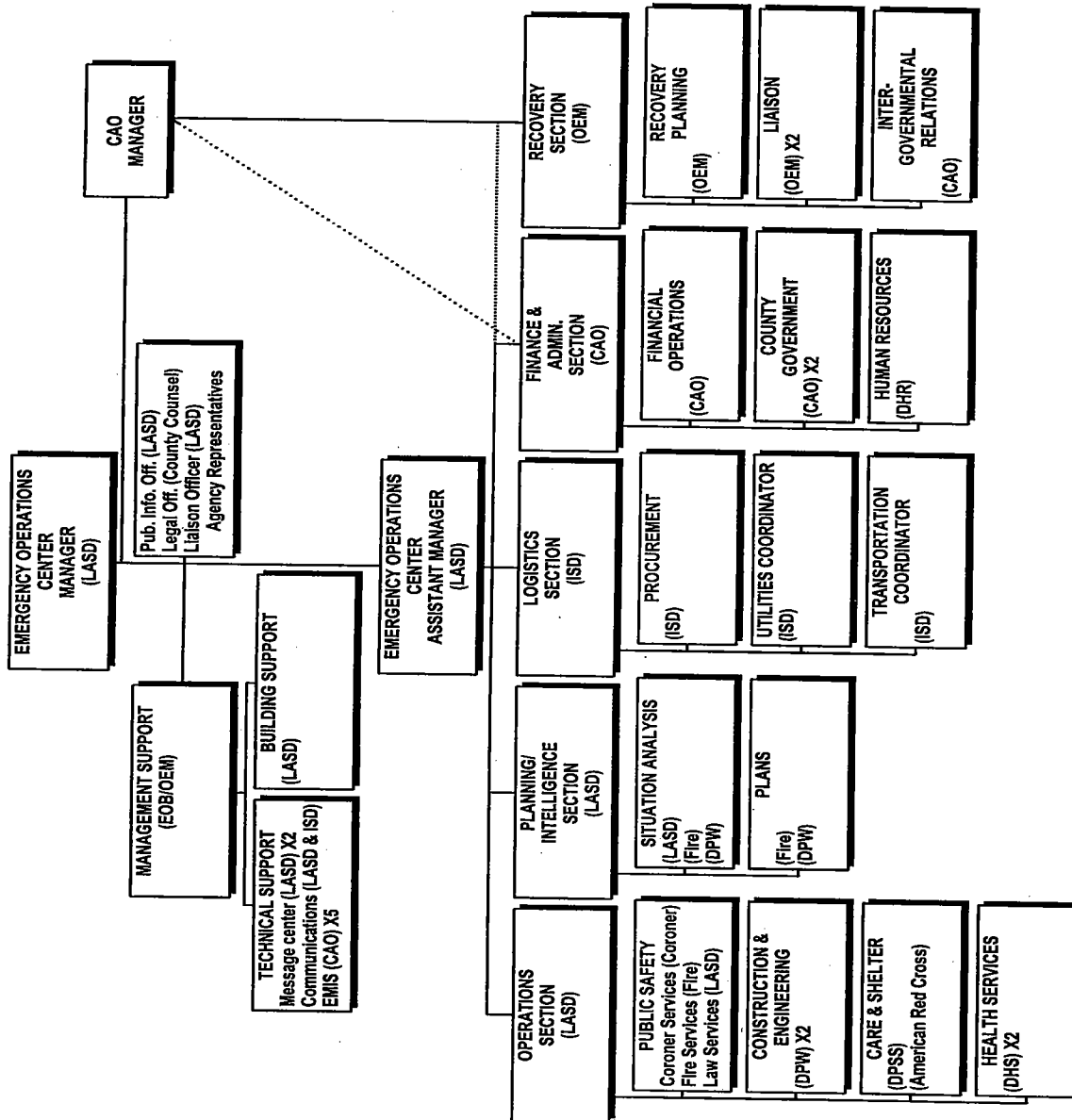
SPECIAL DISTRICT INVOLVEMENT

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on an extension of normal services. During disasters, some types of special districts will be more extensively involved in the emergency response based on the nature of the event and their need to support local operations.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

The CEOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The County has established communication with private and volunteer agencies, utility companies, and transportation agencies. Those agencies playing a key role in the response have a representative at the CEOC.

SEMS ORGANIZATION CHART

LOS ANGELES OPERATIONAL AREA EOC RESPONSE ORGANIZATION

CAO MANAGER

EMERGENCY OPERATIONS CENTER MANAGER (LASD)

Pub. Info. Off. (LASD)
Legal Off. (County Counsel)
Liaison Officer (LASD)
Agency Representatives

MANAGEMENT SUPPORT (EOB/OEM)

BUILDING SUPPORT (LASD)

TECHNICAL SUPPORT
Message center (LASD) X2
Communications (LASD & ISD)
EMIS (CAO) X5

EMERGENCY OPERATIONS CENTER ASSISTANT MANAGER (LASD)

RECOVERY SECTION (OEM)

RECOVERY PLANNING (OEM)

LIAISON (OEM) X2

INTER-GOVERNMENTAL RELATIONS (CAO)

FINANCE & ADMIN. SECTION (CAO)

FINANCIAL OPERATIONS (CAO)

COUNTY GOVERNMENT (CAO) X2

HUMAN RESOURCES (DHR)

LOGISTICS SECTION (ISD)

PROCUREMENT (ISD)

UTILITIES COORDINATOR (ISD)

TRANSPORTATION COORDINATOR (ISD)

PLANNING/INTELLIGENCE SECTION (LASD)

SITUATION ANALYSIS (LASD) (Fire) (DPW)

PLANS (Fire) (DPW)

OPERATIONS SECTION (LASD)

PUBLIC SAFETY
Coroner Services (Coroner)
Fire Services (Fire)
Law Services (LASD)

CONSTRUCTION & ENGINEERING (DPW) X2

CARE & SHELTER (DPSS) (American Red Cross)

HEALTH SERVICES (DHS) X2

COUNTY
EMERGENCY OPERATIONS CENTER (CEOC)

Day-to-day operations are conducted by County departments and agencies that are widely dispersed. The CEOC provides a facility for centralized communications and coordination during a major emergency or disaster, which facilitates appropriate response by the Director of Emergency Operations, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities.

CEOC DESCRIPTION AND MANAGEMENT

The CEOC is located at 1275 North Eastern Avenue, Los Angeles, California 90063. The CEOC is approximately 36,000 square feet and includes a Situation Room, multiple planning rooms, extensive communication systems, computer and technical support systems, conference rooms, office space and a media area. The Sheriff's Department and CAO DOCs are also included in the facility. Mechanical and electrical systems, as well as all technical support systems, are fully redundant with no single point of failure. The CEOC has the capability to house and feed staff for seven consecutive days. On-site services include a kitchen, restrooms, showers, food supply and a dormitory for 18 people.

The CEOC rests on 28 base isolators that allow the building to move 16 inches in any horizontal direction. All utility connections are flexible and design requirements are two to four times above the standards established by the Building Code. Forty thousand gallons of water are maintained on-site to ensure fire-fighting capability and the availability of domestic water should an off-site water main break due to an earthquake.

The building has three separate heating, ventilating and air-conditioning (HVAC) systems. If necessary, the systems can filter hazardous materials from all incoming air. Three 500 KVA diesel generators supply emergency power. All data systems are maintained during a power failure by a 200 KVA uninterruptable power supply (UPS) that can run the entire data systems operation at maximum load for 15 minutes. Generators come on line automatically within 10 to 30 seconds. Twenty-five thousand gallons of diesel fuel are maintained on-site to ensure seven days of emergency power. Resupply of emergency fuel is obtained through ISD.

The CEOC facility management is the responsibility of the Sheriff's Department, which includes maintaining the operational readiness of the CEOC. In addition, all lead County departments assigned permanent space in the CEOC are responsible for maintaining the operational readiness of their specific areas located in the CEOC.

Once activated, the CEOC serves as the focal point for management of County Operational Area operations and resource allocation as well as a point of liaison with State and Federal agencies during a crisis response. The technological systems of the CEOC center around EMIS, which integrates a relational data base, messaging, reports, resource

tracking and a Geographic Information System (GIS) into an inter-related whole on Local Area and Wide Area Networks. OEM is responsible for ensuring the operability of EMIS.

The EMIS computers allow direct data communications between the components of the emergency organization. EMIS has been designed to enhance communications and decision making by furnishing fast, accurate data while ensuring that communications remain intact. Command personnel in the CEOC can, within minutes of a disaster, view a map that will depict events and incidents as they are reported. Demographic information contained in the GIS will also be available so that the unique characteristics of the affected area(s) can be taken into account.

If the CEOC is incapacitated, the Sheriff's Communication Center (SCC) will serve as the alternate site. The Sheriff's Department is responsible for managing the alternate CEOC. Procedures are in place to relocate to and utilize the SCC in the event this becomes necessary.

CEOC PERSONNEL

Staff assigned to the CEOC advise/brief County decision-makers of the emergency situation and recommend actions to protect the public. The Sheriff, as Director of Emergency Operations, has responsibility for ensuring that the Board of Supervisors is kept apprised of the situation and brings all major policy issues to the Board for review and action.
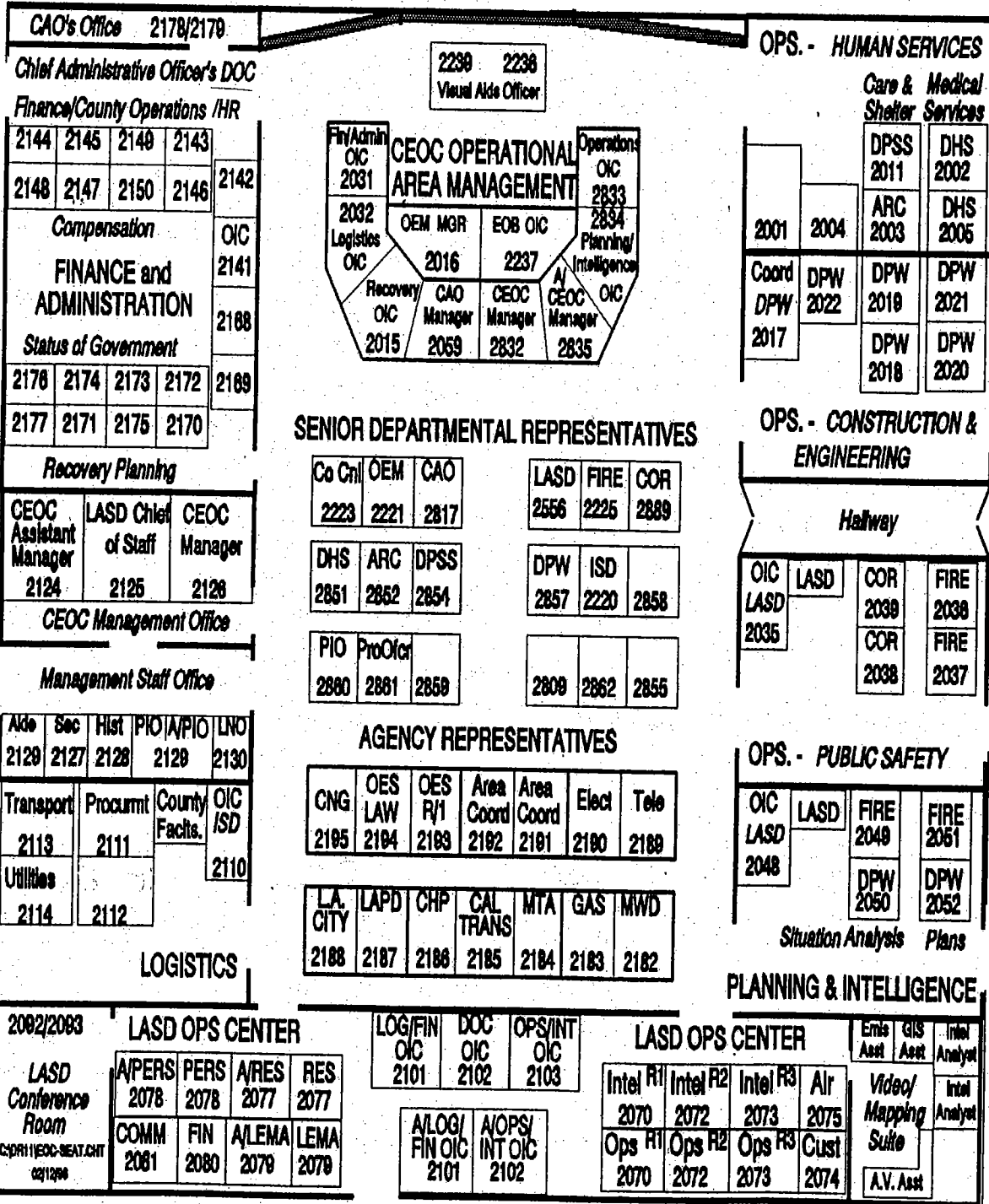
All members of the CEOC staff must clearly understand that while they are in the CEOC they are under the direction of the Sheriff (Director of Emergency Operations) during Emergency Response Operations), and the CAO (Director of Recovery Operations) during Recovery Operations. CEOC staff are expected to be knowledgeable about their department's emergency operations and broad capabilities, and capable of maintaining a focus on the countywide mission and function.

CEOC staffing requirements may increase or decrease, depending on the nature of the emergency. Requests for increased staffing must be approved by the CEOC Manager and promptly relayed by Human Resource Operations to the appropriate department's senior management. Departments need to treat such requests as priorities.
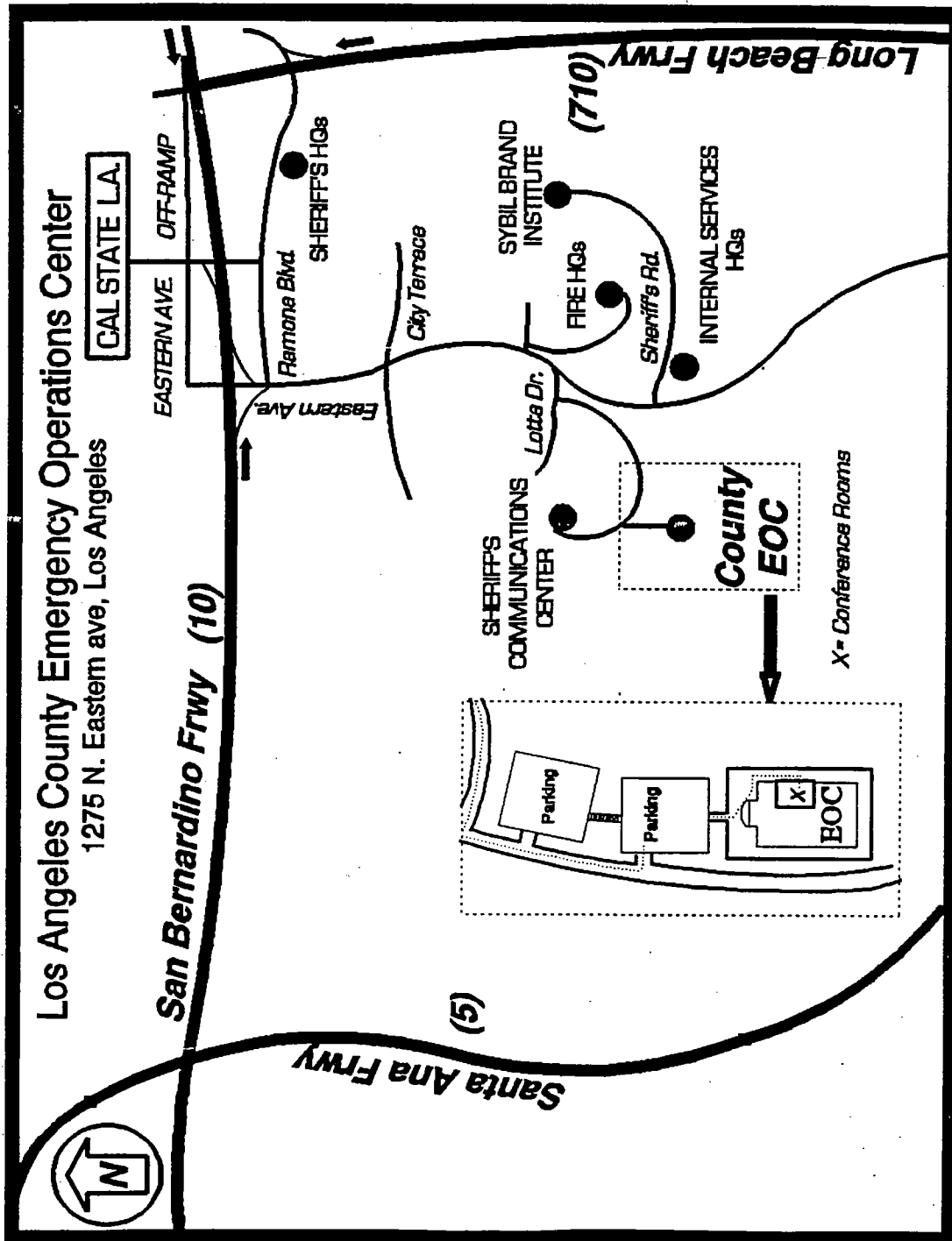
CEOC ORGANIZATION

The CEOC organization is based upon SEMS and provides for five functions: Management, Operations, Planning/Intelligence, Logistics and Finance/Administration. The CEOC has added a Recovery Planning section to initiate strategic planning for recovery concurrent with Emergency Response Operations. **Note:** Once life/safety issues have been addressed and the CEOC is no longer in the Emergency Phase, the CEOC transitions into the RCC to provide a centralized means to coordinate early recovery operations.

COUNTY OF LOS ANGELES
CEOC DIAGRAM

CAO's Office   2178/2179

Chief Administrative Officer's DOC

Finance/County Operations /HR

2144	2145	2149	2143	
2148	2147	2150	2146	2142

Compensation — OIC 2141

FINANCE and ADMINISTRATION — 2168

Status of Government

2176	2174	2173	2172	2169
2177	2171	2175	2170	

Recovery Planning

CEOC Assistant Manager 2124	LASD Chief of Staff 2125	CEOC Manager 2126

CEOC Management Office

Management Staff Office

Aide 2129	Sec 2127	Hist 2128	PIO/A/PIO 2129	LNO 2130
Transport 2113	Procurmt 2111	County Facits.	OIC ISD	
Utilities 2114	2112		2110	

LOGISTICS

2238	2238
Visual Aide Officer	

CEOC OPERATIONAL AREA MANAGEMENT

Fin/Admin OIC 2031 | Operations OIC 2833

Logistics OIC 2032 | OEM MGR 2016 | EOB OIC 2237 | 2834 Planning/Intelligence

Recovery OIC 2015 | CAO Manager 2059 | CEOC Manager 2832 | A/CEOC Manager 2835 | A/ CEOC OIC

SENIOR DEPARTMENTAL REPRESENTATIVES

Co Cnl 2223	OEM 2221	CAO 2817
DHS 2851	ARC 2852	DPSS 2854
PIO 2860	ProOfcr 2861	2859

LASD 2556	FIRE 2225	COR 2889
DPW 2857	ISD 2220	2858
2809	2862	2855

AGENCY REPRESENTATIVES

CNG 2195	OES LAW 2194	OES R/1 2193	Area Coord 2192	Area Coord 2191	Elect 2190	Tele 2189
LA. CITY 2188	LAPD 2187	CHP 2186	CAL TRANS 2185	MTA 2184	GAS 2183	MWD 2182

LOG/FIN OIC 2101	DOC OIC 2102	OPS/INT OIC 2103
A/LOG/ FIN OIC 2101	A/OPS/ INT OIC 2102	

OPS. - HUMAN SERVICES

Care & Medical Shelter Services

		DPSS 2011	DHS 2002
2001	2004	ARC 2003	DHS 2005
Coord DPW 2017	DPW 2022	DPW 2019	DPW 2021
		DPW 2018	DPW 2020

OPS. - CONSTRUCTION & ENGINEERING

Hallway

OIC LASD 2035	LASD	COR 2039	FIRE 2036
		COR 2038	FIRE 2037

OPS. - PUBLIC SAFETY

OIC LASD 2048	LASD	FIRE 2049	FIRE 2051
		DPW 2050	DPW 2052

Situation Analysis   Plans

PLANNING & INTELLIGENCE

2082/2083   LASD OPS CENTER

LASD Conference Room
C:\DR11\EOC-SEAT.CHT 02/12/99

A/PERS 2078	PERS 2078	A/RES 2077	RES 2077
COMM 2081	FIN 2080	A/LEMA 2079	LEMA 2079

LASD OPS CENTER

Intel R1 2070	Intel R2 2072	Intel R3 2073	Air 2075
Ops R1 2070	Ops R2 2072	Ops R3 2073	Cust 2074

Emls Asst	GIS Asst	Intel Analyst
Video/ Mapping Suite		Intel Analyst
A.V. Asst		

COUNTY OF LOS ANGELES
CEOC MAP

COUNTY OF LOS ANGELES
CEOC ACTIVATION POLICY

ACTIVATION POLICY

The CEOC shall be activated whenever there is a need to coordinate the emergency response of County departments, agencies and local jurisdictions in response to emergencies, disasters, or other significant events. The CEOC shall be activated consistent with the provisions of the Emergency Ordinance and the requirements of SEMS.

AUTHORITY TO ACTIVATE

The Chairman of the Board of Supervisors, the CAO, the Sheriff or their authorized representatives may activate the CEOC.

Once the decision to activate is made, the Sheriff, as Director of Emergency Operations, may require County departments to activate their own DOCs in support of the CEOC. This does not preclude departments from using their own DOCs.

ASSESSMENT OF NEED TO ACTIVATE

Activation of the CEOC may be preceded by an evaluation of the need by an assessment team consisting of OEM, Sheriff's Emergency Operations Bureau (EOB) and selected members of the Emergency Management Steering Subcommittee. The CAO will report to the Chairman of the Board of Supervisors regarding the activation of the CEOC.

ACTIVATION NOTIFICATION

EOB is responsible for notifying CEOC team members and other key personnel that the CEOC has been activated. OEM will notify the Emergency Management Council.

CEOC DEACTIVATION PROCEDURES

Normally, the CEOC will be deactivated on recommendation of the CEOC Manager to the Sheriff; however, as Emergency Response operations return to normal, the first decision that must be made is whether or not there will be an activation of the RCC (see page M-6). Policy and procedures as to deactivation of the CEOC are included in the **CEOC-SOP.**

MANAGEMENT SECTION ORGANIZATION CHART

```
┌─────────────────┐
│      CEOC       │              ┌─────────────┐
│    MANAGER      │- - - - - - - │     CAO     │
│    (LASD)       │              │   MANAGER   │
└────────┬────────┘              └─────────────┘
         │
┌────────┴────────┐
│  CEOC ASSISTANT │
│  MANAGER (LASD) │        ┌──────────────────────┐
└────────┬────────┘        │   SPECIAL STAFF      │
         │                 │ •Public Info Off (LASD)│
         │                 │ •County Counsel       │
┌────────┴────────┐        │ •Liaison Officer (LASD)│
│   MANAGEMENT    │        └──────────────────────┘
│    SUPPORT      │
│  (LASD & OEM)   │   ┌───────────────────────────┐
└─────────────────┘   │      SUPPORT STAFF        │
                      │ •EMIS Support Team (CAO)  │
                      │ •Communications Section (LASD)│
                      │ •Building Support (LASD)  │
                      └───────────────────────────┘
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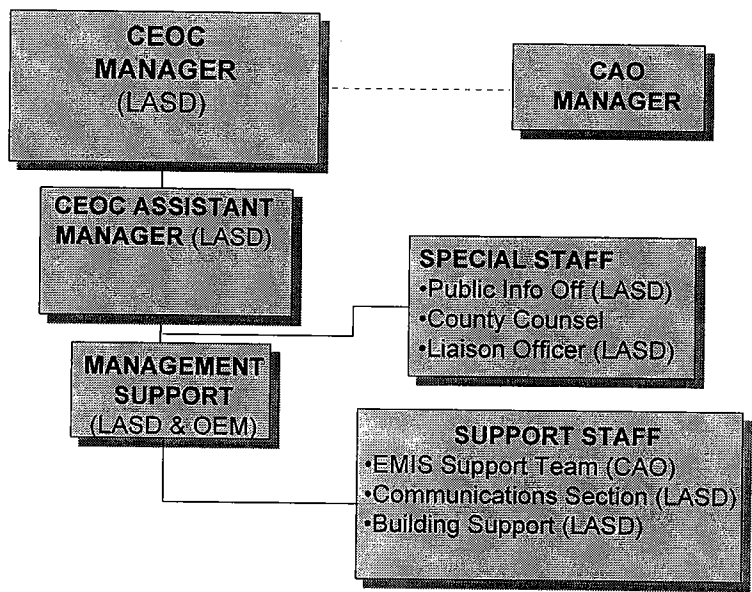
SEMS CEOC RESPONSIBILITIES CHART

```
                          EOC
                        MANAGER

   OPERATIONS    PLANNING/      LOGISTICS     FINANCE &
    SECTION     INTELLIGENCE     SECTION    ADMINISTRATION
                  SECTION                      SECTION

                          RECOVERY
                          PLANNING
                          SECTION
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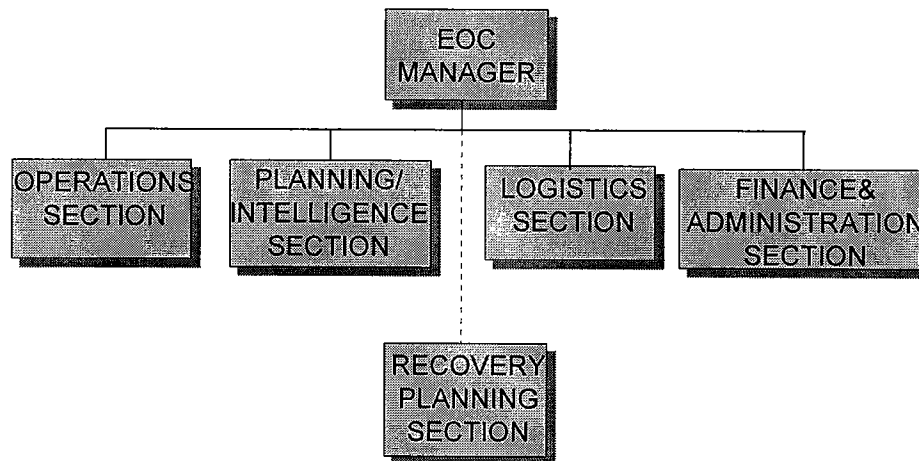
Responsibilities:

CEOC Manager (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The CEOC Manager will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the CEOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the CEOC Action Plan in coordination with other sections; initiating and preparation of the After-Action Report and maintaining documentation.

Logistics Section

Responsible for providing communications, facilities, services, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities, human resources and other administrative aspects.

Recovery Section

Responsible for coordinating initial recovery operations of County departments and provide information, liaison and recovery coordination between State and federal agencies, the impacted cities and other agencies that are part of Los Angeles County's Emergency Organization.

MANAGEMENT SECTION STAFF

The Management role is filled by the CEOC Manager and is the position that is established at every CEOC activation to coordinate CEOC operations. For **Emergency Response Operations** the CEOC is led by a CEOC Manager from the Sheriff's Department. He/she may be assisted by an Assistant CEOC Manager. The CAO Manager is a senior member of the CAO's staff assigned to the CEOC to represent the CAO and to assist the CEOC Manager in resolving problems of intra-County coordination.

The CAO is the Director of **Recovery Operations** with countywide responsibilities and authority appropriate to that position. Once the Initial Recovery Phase of the disaster begins, the Director of Recovery is responsible for overall recovery policy implementation for County government. The Director of Recovery is assisted by OEM.

CEOC **Management Support** consists of the senior representative from the EOB and OEM. These emergency managers assist the CEOC Manager and all staff sections by providing professional emergency management advice and assistance. They ensure that the Operational Area CEOC has appropriate liaison personnel assigned to the State's REOC, City of Los Angeles' EOC, and, as necessary, the State/Federal Disaster Field Office (DFO) as well as monitoring the CEOC staff's accomplishment of the CEOC Work Plan and managing the CEOC Technical Support Staff.

The Management Section also includes Special Staff necessary to support the Management function as follows:

◘ Public Information Officer
◘ County Counsel
◘ Liaison Officer

In addition, CEOC Technical Support Staff ensure the functioning of the CEOC. Functions include:

◘ Communications
◘ EMIS
◘ Building Support Section

CEOC MANAGER

The CEOC Manager, acting on behalf of the Sheriff, has countywide responsibilities and authority appropriate to that position as spelled out in Part 5 of the County's Emergency Ordinance. **All County agencies must ensure that their personnel recognize that the CEOC Manager speaks for the Sheriff in his role as the County/Operational Area's**

Director of Emergency Operations and has authority as specified in the County's Emergency Ordinance. Responsibilities are to:

◻ Establish and maintain the CEOC to serve the Operational Area. Upon activation of the Operational Area and in all instances of an emergency, as defined in the Emergency Ordinance, collect and disseminate emergency information to concerned jurisdictions and agencies.

◻ Coordinate the utilization of County, other local government, State and Federal resources within the Operational Area.

◻ Coordinate operations conducted by the local governments in the Los Angeles County Operational Area in accordance with approved mutual aid and operations plans, consistent with the authority of the Chair of the Board of Supervisors as the Operational Area Coordinator.

◻ Disseminate emergency information and instructions to the public.

◻ Request the CAO, pursuant to Section 2.68.220B of the Emergency Ordinance, to requisition personnel or property, as necessary, for the conduct of emergency operations.

◻ Select and designate at his/her discretion, members of an operations advisory council to advise and assist in the performance of duties as CEOC Manager.

CEOC MANAGER'S SPECIAL STAFF

Public Information Officer (PIO) -- Sheriff's Department (LASD) personnel responsible for media coordination; preparation of daily CEOC press briefings and assisting in the preparation of press announcements for key elected officials. Responds to queries from the media, and manages the County Joint Information Center (JIC) if the JIC is established.

County Counsel -- County Counsel personnel responsible for providing legal support and review of key CEOC decisions. Supports staff sections with review of proclamations and declarations, emergency orders and other emergency-related documentation.

Liaison Officer -- LASD personnel who oversee all liaison activities within the CEOC. Ensures that personnel from assisting or cooperating external agencies are assigned to a CEOC staff section for accountability and support. Ensures external agency representatives are provided appropriate situation information. Maintains records of all non-County personnel in the CEOC and coordinates external agency assignments.

CEOC TECHNICAL SUPPORT STAFF

Communications Section -- LASD and ISD personnel and volunteers who manage external communications assets to include the Countywide Integrated Radio System (CWIRS), Operational Area Satellite Information System (OASIS), Emergency Alert System (EAS), Emergency News Network (ENN), the Disaster Communications Service (DCS) the Sheriff's 480 Radio System and the Justice Data Interface Controller (JDIC) data system.

EMIS Support Section -- EMIS System Manager supported by assigned technical personnel who manage EMIS and its audio/visual interface.

Building Support Section -- EOB personnel will obtain assistance through ISD and LASD representatives in the CEOC to maintain building support and human support (including food service) systems. Personnel to operate the Audio/Visual/Computer Interface Room.

Specific duties of personnel in the Management Section follow.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC MANAGEMENT
CEOC MANAGER - (LASD)

RESPONSIBILITIES

1. Provide overall coordination and direction of CEOC operations.

2. Ensure that all required functional activities within the CEOC are appropriately activated, staffed and operating efficiently.

3. Exercise overall management responsibility for the establishment of operational area priorities; establish lead and support agency responsibility at multi-agency or multi-jurisdictional incidents; "resource" incidents; and request assistance from outside normal mutual aid programs. Ensure that CEOC-directed operations are accomplished within the priorities established and/or as reflected in the CEOC/RCC plan for the Operational Period.

4. Meet with staff section OIC's to discuss and resolve key issues.

5. Ensure that multi-agency or inter-agency coordination is accomplished effectively within the CEOC/RCC.

6. Conduct briefings to include situation status, CEOC status and priorities, and recommend priorities and objectives for the current and future operational periods. Establish procedures for information release and press briefings and review media releases.

7. Ensure that all CEOC personnel are made aware of key incidents and potential resolution.

8. Ensure that impacted jurisdictions are kept informed of Operational Area activities.

9. Ensure that the State REOC is kept appropriately informed of Operational Area activities. Ensure that State-required reports are submitted in a timely manner.

10. Ensure that accurate and complete records of CEOC operations are being maintained.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC.

2. Determine what staff have arrived at the CEOC and establish a temporary organizational structure as appropriate, ensuring that each staff section has an assigned OIC. Modify the organizational structure as additional personnel arrive.

3. Meet immediate subordinates.

4. Obtain a situation briefing from whatever sources are available. If EMIS is operational, review data screens for material that may have arrived prior to staff.

5. Determine own operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the Sheriff (CAO for RCC operations) and State REOC manager, and immediate subordinates in the CEOC.

6. Brief the Sheriff on the status of the CEOC activation. Get direction or guidance as necessary.

7. Confirm the delegation of authority (as required) from the Sheriff (CAO for RCC operations).

8. Confer with the Management Support Team to determine the level of CEOC activation and what representation is needed from County departments and other agencies.

9. Ensure that County Liaisons have been sent to the REOC and the City of Los Angeles' EOC as appropriate.

10. Determine the need for, and if necessary, establish an Assistant CEOC Manager.

11. Review the CEOC-SOP.

12. Review the CEOC Checklist for your position.

Operational Duties

1. Maintain a log of key activities.

2.   Monitor assigned EMIS terminal for messages.

3.   Keep continuously updated on key information from the field.

4.   Schedule action planning meetings.

5.   Monitor section level activities to assure that all appropriate actions are being taken.

6.   Maintain contacts with the State, adjacent jurisdictions, and supporting jurisdictions as appropriate.

7.   Ensure that the cities have a viable communications path to provide situational updates to, and request assistance from, the Operational Area CEOC.

8.   Determine the types and frequency of reports to be issued by the CEOC/RCC.

9.   Conduct or take part in all management briefings and meetings.

10.   Direct staff in assessing the need for a local Declaration of Emergency. If one is required, ensure OEM personnel prepare the proclamation in accordance with the OEM Emergency Operations Handbook.

11.   In conjunction with the PIO, conduct news conferences and review media releases as required. Establish procedures for information releases and press briefings.

12.   At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Determine when the majority of life saving operations have ended and the emergency has stabilized. Confer with the Sheriff to develop a recommendation for shifting from Emergency Response to Initial Recovery.

2.   Work with the RCC Management Support Section to determine necessary changes to the CEOC's staffing.

3.   Advise the CAO Manager when it appears that emergency response operations may be winding down and it may be appropriate to transition to Initial Recovery.

Deactivation

1. Direct the staff to develop recommendations as to when, and under what circumstances, the CEOC should deactivate.

2. Authorize deactivation of sections, branches or units when they are no longer required.

3. Notify the REOC and city EOC's and County departments prior to deactivation of the CEOC/RCC.

4. Require staff section managers to validate their section logs prior to being released.

5. Ensure sections have submitted their required After-Action Report data.

6. Ensure that open actions not yet completed will be taken care of by a designated County department after deactivation.

7. Ensure that all State-required forms and reports have been submitted prior to releasing key staff.

8. Be prepared to provide input to the CEOC After-Action Report.

9. Ensure your parent department knows that you have been released from your CEOC assignment.

10. Close out your log and ensure an electronic copy is available in the system.

MANAGEMENT SECTION
CEOC CHECKLIST

CEOC MANAGEMENT
ASSISTANT CEOC MANAGER - (LASD)

RESPONSIBILITIES

1.   Review in detail the CEOC Manager Checklist.

2.   Assist the CEOC Manager in the accomplishment of his/her duties as requested.

3.   Manage the CEOC in the absence of the CEOC Manager.

4.   Manage the PIO function in the CEOC.

CHECKLIST

Activation

1.   Check-in upon arrival at the CEOC.

2.   Report to the CEOC Manager and get a briefing on your role and responsibilities and the situation. In the absence of the CEOC Manager assume that person's duties and review in detail, his/her checklist. Manage the CEOC until the CEOC Manager arrives. On his/her arrival, provide a detailed briefing on actions you have taken and the current situation.

3.   Review the CEOC Manager's checklist and be prepared to assist in any activation functions as directed by the CEOC Manager.

Operational Duties

1.   Review the Operational Duties Checklist of the CEOC Manager.

2.   Assist the CEOC Manager in the accomplishment of any duties as directed.

3.   In the temporary absence of the CEOC Manager, assume that person's duties.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Review the CEOC Manager's checklist for Transition to Initial Recovery.

2.   Assist the CEOC Manager in transitional duties as directed.

Deactivation

1.   Review the CEOC Manager's checklist for Deactivation.

2.   Assist the CEOC Manager in deactivation duties as directed.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC MANAGEMENT
CAO MANAGER (CAO)

RESPONSIBILITIES

1.   Provide the CEOC Manager with guidance in dealing with County departments.

2.   Assist the CEOC Manager in resolving problems associated with requesting support from specific County departments.

3.   Assist in the resolution of finance, personnel, and recovery planning issues.

4.   Represent the CAO in matters related to approving Emergency Proclamations and Emergency Orders.

5.   Serve as the CEOC point-of-contact with the Board of Supervisors.

6.   Serve as the senior CAO representative in the CEOC.

CHECKLIST

Activation

1.   Check-in upon arrival at the CEOC.

2.   Report to the CEOC Manager and obtain a briefing on your role and responsibilities and obtain briefing on the situation.

3.   Determine operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CAO, the CAO EOC manager (if established) the CEOC Manager, and the CEOC Management Support Staff.

4.   Meet the CEOC Management Support Staff, staff section OIC's and others in the CEOC Command Group.

5.   Determine need for 24-hour representation. Request the Chief Deputy CAO to identify a back-up Manager for the second shift.

6.   Review the OEM Emergency Operations Handbook.

7.   Review the CEOC-SOP.

8.   Review the CEOC Checklist for your position.

Operational Duties

1.   Maintain a log of key activities.

2.   Monitor assigned EMIS terminal for messages.

3.   Keep continuously updated on key information from the field.

4.   Take part in all management briefings and meetings.

5.   Assist the CEOC Manager in the determination as to the need for a local Declaration of Emergency. If one is required, ensure OEM personnel prepare the proclamation in accordance with the OEM Emergency Operations Handbook.

6.   Coordinate directly with County department heads on any decisions that affect their department.

7.   At shift change, brief your replacement on key activity that impacts your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Be prepared to become the RCC Manager, or request an RCC Manager through the Chief Deputy, CAO.

2.   Work with the RCC Management Support Section to determine necessary changes to the CEOC's staffing.

3.   Advise the CAO when it appears that emergency response operations may be winding down and it may be appropriate to transition to Initial Recovery.

4. Ensure that cities and the state are advised when the County/Operational Area EOC transitions to Initial Recovery and RCC operations.

5. Assist staff section managers in the transition from Emergency Response to Initial Recovery.

Deactivation

1. Work with the CEOC/RCC Management Support Section to develop recommendations as to when, and under what circumstances, the RCC should deactivate.

2. Authorize deactivation of RCC sections, branches or units when they are no longer required.

3. Ensure that the REOC, city EOC's and County departments are notified prior to deactivation of the RCC.

4. Require staff section managers to validate their section logs prior to being released.

5. Ensure that open actions not yet completed will be taken care of by a designated County department after deactivation.

6. Ensure that all State-required forms and reports have been submitted prior to releasing key staff.

7. Be prepared to provide input to the RCC After-Action Report.

8. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

9. Close-out your log and ensure an electronic copy is available in the system.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC MANAGEMENT
CEOC MANAGEMENT SUPPORT SECTION
(LASD AND OEM)

RESPONSIBILITIES

1. Assist the CEOC Manager and Assistant CEOC Manager by providing professional, emergency management advice on emergency management and County emergency policies, procedures, and CEOC operations.

2. Assist the CEOC Manager and Assistant CEOC Manager to ensure that all required functional activities within the CEOC are appropriately activated, staffed and operating efficiently.

3. Meet with staff section OIC's to provide assistance in emergency management.

4. Assist in the conduct of briefings to include situation status, CEOC status and priorities, and recommend priorities and objectives for the current and future operational periods.

5. Assist in ensuring that all CEOC personnel are made aware of key incidents and potential resolution.

6. Ensure that the appropriate County liaison personnel are at the REOC, and the Los Angeles City EOC.

7. Assist in ensuring that State required reports are submitted in a timely manner and that cities are kept informed, as appropriate.

8. Assist in ensuring that accurate and complete records of CEOC operations are being maintained.

9. Provide management guidance to the CEOC EMIS Support Branch. Ensure the CEOC EMIS Support Branch is fully supporting CEOC priorities and missions.

10. Provide management guidance to the CEOC Building and Technical Support staff to ensure that building systems (such as communications, HVAC, electrical systems, water systems, etc.) are fully supporting CEOC needs.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC.

2. Report to the CEOC Manager and get a briefing on your role and responsibilities and the situation.

3. Determine your operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CEOC Manager and Assistant CEOC Manager, REOC manager, CEOC staff section OIC's, and your departmental leadership.

4. Meet the Special Staff and General Staff Section OIC's.

5. Review the CEOC-SOP.

6. Review the CEOC Checklist for your position.

7. Ensure that CEOC systems and the physical layout are properly set up and ready for operations.

8. Ensure that telephone and radio communications are established and tested.

9. Ensure staff is assigned to initiate check-in procedures.

10. Assist in the determination as to what staff have arrived at the CEOC and the establishment of a temporary organizational structure as appropriate, ensuring that each staff section has an assigned OIC. Assist in the modification of the organizational structure as additional personnel arrive.

11. Obtain a situation briefing from whatever sources are available. If EMIS is operational, review data screens for material that may have arrived prior to staff.

12. Assist the CEOC Manager in briefing the Sheriff on the status of the CEOC activation as required. Get direction or guidance as necessary.

13. Assist the CEOC Manager in the determination of the level of CEOC activation and what representation is needed from County departments and other agencies.

14. Check to ensure there is good communications with the County Liaison to the State's REOC and the City of Los Angeles' EOC, as appropriate.

Operational Duties

1. Maintain a log of key activities.

2. Monitor assigned EMIS terminal for messages.

3. Keep continuously up-dated on key information from the field.

4. Assist to ensure that action planning meetings are scheduled and are effective.

5. Monitor section level activities to assist the CEOC Manager assure that all appropriate actions are being taken.

6. Assist management to determine the types and frequency of reports to be issued by the CEOC/RCC.

7. Take part in all management briefings and meetings.

8. Assist in the assessment as to the need for a local Declaration of Emergency. If one is required, ensure OEM personnel prepare the proclamation in accordance with the OEM Emergency Operations Handbook.

9. At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1. Assist in the determination as to when the majority of life saving operations have ended and the emergency has stabilized.

2. Assist CEOC management to determine necessary changes to the CEOC's staffing.

3. Advise the CAO Manager when it appears that emergency response operations may be winding down and it may be appropriate to transition to Initial Recovery.

Deactivation

1. Assist management to develop recommendations as to when, and under what circumstances, the CEOC should deactivate.

2. Ensure that the REOC and city EOC's and County departments are notified prior to deactivation of the CEOC/RCC.

3. Assist staff section managers in the pre-release validation of their section logs.

4. Assist management to ensure that open actions not yet completed will be taken care of by a designated County department after deactivation.

5. Assist management to ensure that all State-required forms and reports have been submitted prior to releasing key staff.

6. Be prepared to provide input to the CEOC After-Action Report.

7. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

8. Close-out your log and ensure an electronic copy is available in the system.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC EMIS SUPPORT BRANCH
EMIS SUPPORT BRANCH OIC

RESPONSIBILITIES

1. Manages all aspects of EMIS to include the relational data base, messaging system, Geographic Information System (GIS) and associated communications networks.

2. Ensures that EMIS operates at maximum capability during a CEOC activation.

3. Receives general guidance and priorities for overall system support requirements from the CEOC Management Support Section.

4. Ensures that analysis requirements of the Planning and Intelligence Section are being met.

5. Ensures that the data base functions and GIS interfaces of EMIS are able to support CEOC staff needs.

6. Monitors the functioning of both the Local Area Network (LAN) and Wide Area Network (WAN), and ensures that these networks remain operational. Will be required to have knowledge of both County department and non-County contractors who have the capability to quickly fix problems with EMIS.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC.

2. Report to the CEOC Management Support Section.

3. Obtain briefing on the situation from the CEOC Management Support Section.

4.   Determine operating location and phone numbers for EMIS section. Report this information to CEOC staff section OIC's, CEOC Management Support Section and appropriate entity at ISD Information Technology Section (ITS).

5.   Check the operational status of EMIS.

6.   Review the CEOC-SOP.

7.   Review position checklist.

8.   Meet the CEOC staff section OIC's, and advise them of your function.

Operational Duties

1.   Maintain a log of key activities.

2.   Monitor assigned EMIS terminal for messages.

3.   Take part in all management briefings and meetings to ensure that EMIS can support decision-making.

4.   Keep continuously up-dated on the status of the system.

5.   Assist the CEOC Manager and staff section OIC's in obtaining the maximum support from EMIS.

6.   Ensure GIS qualified personnel are always available to support the Situation Analysis section.

7.   Keep CEOC management advised as to any unique EMIS capabilities that can facilitate decision-making.

8.   At shift change, brief your replacement on key activity that impacts on your function.

9.   Coordinate with the state's GIS and MIS managers on computer support operations.

10.   Ensure system back-up to tape on a daily basis.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1. Coordinate with CEOC management on potential unique EMIS support for Initial Recovery.

2. Ensure system readiness to support Initial Recovery operations.

Deactivation

1. Ensure that EMIS is able to provide a record of the CEOC activation.

2. Check with all staff section managers to ensure that EMIS is supporting their deactivation needs.

3. Close out your log and ensure an electronic copy is available in the system.

4. Ensure that your requirements for the After-Action Report have been met.

5. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

6. Take part in any CEOC After-Action Report to ensure that EMIS is adequately supporting the process and that EMIS issues are properly addressed.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC EMIS BRANCH
EMIS NETWORK ADMINISTRATOR

RESPONSIBILITIES

1.   Maintain the servers, shared Redundant Array of Inexpensive Disks (RAID), LAN inside the CEOC and WAN outside the CEOC.

2.   Trouble-shoot and repair software problems with the Sun terminals and operating system.

3.   Restore the system to operating condition when processes "hang".

4.   Act as network supervisor, maintaining log-in scripts, user accounts and passwords.

5.   Perform hardware moves and installations.

6.   Assist in any necessary user training during an activation.

CHECKLIST

Activation

1.   Check-in upon arrival at the CEOC.

2.   Report to the EMIS Support Branch OIC.

3.   Obtain briefing on the situation from the EMIS Support Branch OIC.

4.   Determine operating location and phone numbers. Report this information to EMIS Support Branch OIC.

5.   Check the operational status of the network (both LAN and WAN) and servers.

6.   Review the CEOC-SOP.

7.　　Meet the rest of the EMIS Support Branch and advise them of your function.

Operational Duties

1.　　Maintain a log of key activities.

2.　　Monitor assigned EMIS terminal for messages.

3.　　Keep continuously up-dated on the status of the system.

4.　　Assist the EMIS Support Branch OIC to obtain the maximum capability from EMIS.

5.　　Work cooperatively with EMIS GIS personnel to ensure their part of EMIS is fully functioning.

6.　　Keep the EMIS Support Branch OIC advised as to any unique network capabilities that can facilitate CEOC operations.

7.　　At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.　　Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.

2.　　Ensure system readiness to support Initial Recovery operations.

Deactivation

1.　　Check with the EMIS Support Branch OIC to ensure that the network is supporting deactivation needs.

2.　　Close out your log and ensure an electronic copy is available in the system.

3.　　Ensure that your requirements for the After-Action Report have been met.　Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.

4.　　Ensure your parent department or agency knows that you have been released from your CEOC assignment.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC EMIS SUPPORT BRANCH
EMIS DATA BASE ADMINISTRATOR (DBA) (CAO)

RESPONSIBILITIES

1. Monitor the status of the EMIS data base both at the server level and at the stand-alone remote sites.

2. Trouble-shoot and repair data base problems with the Sun terminals and operating system.

3. Restore the data base to operating condition when processes "hang".

4. Ensure synchronization between the CEOC data base and remote terminal data bases.

5. Work with other members of the EMIS Support Branch to develop any needed additional data fields required to support an activation.

6. Perform hardware moves and installations.

7. Assist in any necessary user training during an activation.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC.

2. Report to the EMIS Support Branch OIC.

3. Obtain briefing on the situation from the EMIS Support Branch OIC.

4. Determine operating location and phone numbers. Report this information to EMIS Support Branch OIC.

5.   Check the operational status of the data base in the CEOC.

6.   Check the operational status of the remote terminal data bases.

7.   Review the CEOC-SOP.

8.   Review position checklist.

9.   Meet the rest of the EMIS Support Branch and advise them of your function.

Operational Duties

1.   Maintain a log of key activities.

2.   Monitor assigned EMIS terminal for messages.

3.   Keep continuously up-dated on the status of the system and the data base.

4.   Assist the EMIS Support Branch OIC to obtain the maximum capability from EMIS.

5.   Work cooperatively with EMIS GIS personnel to ensure their part of EMIS is fully functioning.

6.   Keep the EMIS Support Branch OIC advised as to any unique data base capabilities that can facilitate CEOC operations.

7.   At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.

2.   Ensure system readiness to support Initial Recovery operations.

Deactivation

1.   Check with the EMIS Support Branch OIC to ensure that the data base is supporting deactivation needs.

2.   Close-out your log and ensure an electronic copy is available in the system.

3.   Ensure that your requirements for the After-Action Report have been met and take part in any CEOC or EMIS Support Branch After-Action Report.

4.   Ensure your parent department or agency knows that you have been released from your CEOC assignment.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC EMIS SUPPORT BRANCH
EMIS GIS ADMINISTRATOR (CAO)

RESPONSIBILITIES

1.   Monitor the status of the EMIS GIS to include Arc Info, Arc View and the supporting map databases.

2.   Trouble-shoot and repair GIS problems with the Sun GIS terminals (Arc Info and Arc View) and all other terminals, including WAN and Arc View.

3.   Restore GIS to operating condition when processes "hang".

4.   Ensure synchronization between the GIS and all other components of EMIS.

5.   Develop and/or coordinate the development of new or revised GIS map data developed on the CEOC GIS to support the activation.

6.   Ensure that GIS data layers that are developed are compatible with the rest of EMIS, and to the extent practicable, are compatible with other County Arc Info/Arc View based GIS systems employing the Thomas Brothers digital map base.

7.   Ensure that the Planning and Intelligence Section has GIS support for analysis operations.

8.   Work with other members of the EMIS Support Branch to develop any needed additional GIS data layers to support an activation.

9.   Perform hardware moves and installations.

10.   Assist in any necessary user training during an activation.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC.

2. Report to the EMIS Support Branch OIC.

3. Obtain briefing on the situation from the EMIS Support Branch OIC.

4. Determine operating location and phone numbers. Report this information to EMIS Support Branch OIC.

5. Assist in the check of the operational status of all aspects of GIS in the CEOC.

6. Check the operational status of the remote terminal GIS functions.

7. Review the CEOC-SOP.

8. Review position checklist.

9. Meet the rest of the EMIS Support Branch and advise them of your function.

Operational Duties

1. Maintain a log of key activities.

2. Monitor assigned EMIS terminal for messages.

3. Keep continuously up-dated on the status of the GIS and EMIS in general.

4. Assist the EMIS Support Branch OIC to obtain the maximum capability from the EMIS by ensuring that GIS is fully functional.

5. Coordinate the work effort of the other EMIS GIS personnel to ensure that GIS is fully supporting the CEOC activation.

6. Keep the EMIS Support Branch OIC advised as to any unique GIS capabilities that can facilitate CEOC operations.

7. Modify existing GIS layers to support CEOC staff requirements, as approved by the EMIS Support Branch OIC.

8. Develop new GIS layers to support CEOC staff requirements as approved by the EMIS Support Branch OIC.

9. Assist CEOC staff in GIS queries using Arc View.

10. At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1. Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.

2. Ensure system readiness to support Initial Recovery operations.

Deactivation

1. Check with the EMIS Support Branch OIC to ensure that the GIS is supporting deactivation needs.

2. Close-out your log and ensure an electronic copy is available in the system.

3. Ensure that your requirements for the After-Action Report have been met.

4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

5. Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC EMIS SUPPORT BRANCH
EMIS GIS SUPPORT (CAO)

RESPONSIBILITIES

1.   Assist the GIS Administrator to monitor the status of the EMIS GIS to include Arc Info, Arc View and the supporting map databases.

2.   Trouble-shoot and repair GIS problems with the Sun GIS terminals (Arc Info and Arc View) and all other terminals, including WAN and Arc View.

3.   Assist in the restoration of the GIS to operating condition when processes "hang".

4.   Assist in ensuring synchronization between the GIS and all other components of EMIS.

5.   Assist in, or develop, new or revised EMIS GIS map data to support the activation.

6.   Ensure that GIS data layers that are developed are compatible with the rest of EMIS, and to the extent practicable, are compatible with other County Arc Info/Arc View based GIS systems employing the Thomas Brothers digital map base.

7.   Work with other members of the EMIS Support Branch to develop any needed additional GIS data layers to support an activation.

8.   Perform hardware moves and installations.

9.   Assist in any necessary user training during an activation.

CHECKLIST

Activation

1.   Check-in upon arrival at the CEOC.

2.   Report to the EMIS GIS Administrator.

3.   Obtain briefing on the situation from the EMIS GIS Administrator.

4.   Determine operating location and phone numbers. Report this information to the EMIS GIS Administrator.

5.   Assist in the check of the operational status of all aspects of GIS in the CEOC.

6.   Assist in the check of the operational status of the remote terminal GIS functions.

7.   Review the CEOC-SOP.

8.   Review position checklist.

9.   Meet the rest of the EMIS Support Branch and advise of your function.

Operational Duties

1.   Maintain a log of key activities.

2.   Monitor assigned EMIS terminal for messages.

3.   Keep continuously up-dated on the status of the GIS and EMIS in general.

4.   Assist the EMIS GIS Administrator to obtain the maximum capability from the EMIS by ensuring that GIS is fully functional.

5.   Keep the EMIS GIS Administrator advised as to any unique GIS capabilities that can facilitate CEOC operations.

6.   Modify existing GIS layers to support CEOC staff requirements, as approved by the EMIS Support Branch OIC.

7.   Develop new GIS layers to support CEOC staff requirements as approved by the EMIS Support Branch OIC.

8.   Assist CEOC staff in GIS queries using Arc View.

9.   At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.

2.   Ensure system readiness to support Initial Recovery operations.

Deactivation

1.   Check with the EMIS GIS System Administrator to ensure that the GIS is supporting deactivation needs.

2.   Close-out your log and ensure an electronic copy is available in the system.

3.   Ensure that your requirements for the After-Action Report have been met.

4.   Ensure your parent department or agency knows that you have been released from your CEOC assignment.

5.   Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC EMIS SUPPORT BRANCH
EMIS GIS SUPPORT ANALYST (CAO)

RESPONSIBILITIES

1.   Assist CEOC staff (primarily Intelligence and Planning Section) in the analysis of GIS data.

2.   Assist the GIS Administrator in monitoring the status of the EMIS GIS to include Arc Info, Arc View and the supporting map databases.

3.   Trouble-shoot and repair GIS problems with the Sun GIS terminals (Arc Info and Arc View) and all other terminals, including WAN and Arc View.

4.   Assist in the restoration of the GIS to operating condition when processes "hang".

5.   Assist in ensuring synchronization between the GIS and all other components of EMIS.

6.   Assist CEOC staff in developing or revising Arc View data layers to support the activation.

7.   Ensure that GIS data layers that are developed are compatible with the rest of EMIS, and to the extent practicable, are compatible with other County Arc Info/Arc View based GIS systems employing the Thomas Brothers digital map base.

8.   Work with other members of the EMIS Support Branch to develop any needed additional GIS data layers to support an activation.

9.   Perform hardware moves and installations.

10.   Assist in any necessary user training during an activation.

CHECKLIST

Activation

1.　Check-in upon arrival at the CEOC.

2.　Report to the EMIS GIS Administrator.

3.　Obtain briefing on the situation from the EMIS GIS Administrator.

4.　Determine operating location and phone numbers. Report this information to the EMIS GIS Administrator.

5.　Report to the OIC of the CEOC Planning and Intelligence Section to obtain analysis work priorities and duties.

6.　Assist in the check of the operational status of all aspects of GIS in the CEOC.

7.　Assist in the check of the operational status of the remote terminal GIS functions.

8.　Review the CEOC-SOP.

9.　Review position checklist.

10.　Meet the rest of the CEOC Planning and Intelligence Section and advise them of your function.

11.　Meet the rest of the EMIS Support Branch.

Operational Duties

1.　Maintain a log of key activities.

2.　Monitor assigned EMIS terminal for messages.

3.　Keep continuously up-dated on the status of the GIS and EMIS in general.

4.　Assist Planning and Intelligence Section staff in the analysis of spacial data.

5.   Assist the EMIS GIS Administrator to obtain the maximum capability from the EMIS by ensuring that GIS is fully functional.

6.   Keep the EMIS GIS Administrator advised as to any unique GIS capabilities that can facilitate CEOC operations.

7.   Modify existing GIS layers to support CEOC staff requirements, as approved by the Planning and Intelligence Section OIC.

8.   Develop new GIS layers to support CEOC staff requirements as approved by the Planning and Intelligence Section OIC.

9.   Assist the Planning and Intelligence Section staff in GIS queries using Arc View.

10.   At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Coordinate with EMIS Support Branch OIC on potential unique EMIS support for Initial Recovery.

2.   Ensure system readiness to support Initial Recovery operations.

Deactivation

1.   Check with the Planning and Intelligence Section OIC to ensure that the GIS is supporting deactivation needs.

2.   Close-out your log and ensure an electronic copy is available in the system.

3.   Ensure that your requirements for the After-Action Report have been met.

4.   Ensure your parent department or agency knows that you have been released from your CEOC assignment.

5.   Be prepared to take part in any CEOC or EMIS Support Branch After-Action Report.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC MANAGEMENT
CEOC BUILDING SUPPORT SECTION
(LASD)

RESPONSIBILITIES

1.   Assist the CEOC Manager and Assistant CEOC Manager to ensure that all required building functions within the CEOC are appropriately activated, staffed and operating efficiently.

2.   Ensure that accurate and complete records of CEOC building functions are being maintained.

3.   Ensure that building systems (such as communications, HVAC, electrical systems, water systems, etc.) are fully supporting CEOC needs.

CHECKLIST

Activation

1.   Respond to the Sheriff's Communication Center (SCC) and advise the watch commander you will be in the CEOC.

2.   Utilize your key card to open the front gate (or SCC will let you in).

3.   Enter main security area.

4.   Take security control from SCC.

5.   Check the HVAC system to ensure there are no alarms.

6.   Turn-on all monitors, log into the security system and unlock needed doors.

7.   Review the CEOC-SOP.

8.   Review the CEOC Checklist for your position.

9.   Check-in upon arrival at the CEOC

10.   Report to the CEOC Manager and get a briefing on your role and responsibilities and the situation.

11.   Determine your operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CEOC Manager and Assistant CEOC Manager, REOC manager, CEOC staff section OIC's, and your departmental leadership.

12.   Meet the Special Staff and General Staff Section OIC's.

13.   Ensure that CEOC systems and the physical layout are properly set up and ready for operations.

14.   Ensure that telephone and radio communications are established and tested.

15.   Turn on the main power in video village. Power-up the video and audio receivers, and VCRs (make sure video tapes are in and recording). Tune in the satellites and activate the senheiser amp.

16.   Activate the senheiser transmitters in the electrical transfer room and ensure that all lighting (internal and external) are in the automatic position.

17.   Turn on the video projectors and monitors and kill any audio on the situation.

18.   Check to see that MDS's are operational.

Operational Duties

1.   Maintain a log of key activities.

2.   Monitor assigned EMIS terminal for messages.

3.   Keep continuously up-dated on key information from the field.

4.   At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Coordinate with CEOC Manager on potential unique support for initial recovery operations in the CEOC.

2.   Assist CEOC management to determine necessary changes to the CEOC's staffing for the Building Support function.

Deactivation

1.   Close-out your log and ensure an electronic copy is available in the system.

2.   Ensure that open any actions are assigned to the appropriate agency or element for follow-on support.

3.   Ensure that any required forms and reports completed prior to your release and departure.

4.   Be prepared to provide input to the CEOC After-Action Report.

5.   Ensure your parent department or agency knows that you have been released from your CEOC assignment.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC SPECIAL STAFF
PUBLIC INFORMATION OFFICER (PIO) (LASD)

RESPONSIBILITIES

1. The PIOs are provided to the CEOC by the Sheriff's Headquarters Bureau (SHB). The PIOs are assigned to the CEOC Management Staff Section and work directly for the Assistant CEOC Manager.

2. The PIO's principal responsibility is to coordinate information from the CEOC and to the extent available, ensure that the public within the Operational Area receives complete, accurate, timely, and consistent information concerning:

    a. Life safety procedures.

    b. Health preservation instructions.

    c. Status of emergency services, operations, and restoration efforts.

    d. Other public information, relief programs, and services.

3. Media coordination.

4. Coordinate the development and presentation of daily CEOC press briefings.

5. Necessity may dictate that the PIO function be expanded. Support from the other departmental PIOs may become necessary. The PIO function may expand into a Branch structure. At the discretion of the Assistant CEOC Manager, this Branch may be divided into divisions, groups, or units to meet functional needs.

6. Activation levels may require the establishment of a JIC to support the need for greater information management and media interface among multiple departments/agencies. Some additional responsibilities are:

    a. Provide emergency PIO personnel support upon request.

b. Serve as the CEOC information point of validation for other departments' PIO's.

c. Refer inquiries to appropriate subject matter experts, DOC's or other appropriate sources.

d. Serve as the dissemination point for all CEOC media releases concerning emergency operations conducted and those planned by county government within the Operational Area.

e. Review and coordinate all related information releases.

f. Coordinate the JIC briefing and media releases.

g. Assist other PIO's from volunteer, state, and federal agencies in coordinating interviews and briefings.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.

2. Report to the Assistant CEOC Manager or his designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

3. Obtain a situation briefing.

4. Review your position responsibilities, responsibilities of the Management Staff Section, CEOC checklist, and the CEOC-SOP.

5. Review organization in place at the CEOC. Know where to go for information and support.

6. Ensure that PIO positions are set up properly and that equipment and supplies are in place. Set-up your work station, including maps and status boards.

7. See Activation Procedures for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.

8.   Open and maintain PIO Log.

9.   Monitor assigned EMIS terminal for messages.

10.   Meet with the Operations Section OIC, or his staff, and;

   a. Determine current operations.

   b. Noteworthy activities, etc.

   c. Meet with the CEOC Planning/Intelligence Section OIC, and:

      (1)   Obtain and review any major incident reports.

      (2)   Obtain additional field information that may be noteworthy.

11.   Obtain discipline-specific briefing on current operations from Agency Representatives.

12.   Establish contact with other department's PIOs. Advise of your presence.

   a. Determine major public information needs.

   b. Determine any political issues.

   c. Determine which radio and TV stations are operational.

13.   Keep Assistant CEOC Manager current on all media issues.

14.   Make plans for second CEOC shift, as necessary.

15.   Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

1.   Secure guidance from Assistant CEOC Manager regarding the information available and proper for release under initial conditions.

2.	Review all information for relevance to public or government operations.

3.	Interact with other Branches to provide and obtain information relative to public information operations.

4.	Coordinate with Intelligence Section to define areas of special interest for public action. Identify means for capturing or recording the information as it is developed.

5.	Develop a news briefing schedule. Arrange for preparation of briefing materials as required.

6.	Develop an information release program.

7.	Establish and maintain contact with other DOC PIOs, and Board Office Press Deputies, as appropriate.

8.	Keep up-to-date on situation.

9.	Maintain PIO Log in EMIS.

10.	Attend all briefings.

11.	Ensure all decisions or other important information are documented in EMIS.

12.	Determine requirements for support to the emergency public information function at other EOC levels.

13.	Determine overall staffing requirements (including support to local jurisdictions) and request additional support as required.

14.	Obtain, process, and summarize information into a form usable for presentation.

15.	Confirm all information and request authorization from the Assistant CEOC Manager to release.

16.	Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level Information Officers for specific information.

17.	Assist in arranging media visits.

18.   Establish the content of EAS releases. Monitor EAS for releases.

19.   As required, periodically prepare briefings for the CEOC Manager. Assist in the preparation of briefing materials for elected officials. Coordinate with appropriate CEOC Sections.

20.   Coordinate releases and other public information issues through PIO network.

21.   Continuously monitor media feeds into CEOC. Use to develop follow-on news releases and rumor control.

22.   Maintain file copies of all information releases.

23.   Provide copies of releases to the CEOC Manager and Assistant CEOC Manager.

24.   Keep the CEOC Manager and Assistant CEOC Manager apprised of all unusual requests for information and of all major media reports or commentary, especially those which are inaccurate or unfavorable. Provide an estimate of the impact and severity and make recommendations as appropriate.

25.   Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-on requirements are known.

26.   Prepare final news releases and advise media representatives of points-of-contact for follow-on stories.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1.   Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.

2.   Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC and make appropriate recommendations to the Recovery Section.

Deactivation

1.   Deactivate the Public Information position and close out logs when authorized by the Assistant CEOC Manager. Coordinate deactivation with the respective DOC PIOs.

2.   Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.

3.   Ensure that any required forms and reports are completed prior to your release and departure.

4.   Be prepared to provide input to the After-Action Report.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC SPECIAL STAFF
COUNTY COUNSEL

RESPONSIBILITIES

1.   Serves as advisor to the Command Group and key CEOC staff on the legal aspects of emergency management.

2.   Provides advice on the formulation of Emergency Orders.

3.   Reviews all Emergency Proclamations and Orders prior to their being signed by the authorized executive.

CHECKLIST

Activation

1.   Check-in upon arrival at the CEOC.

2.   Report to the CEOC Manager and get a briefing on your role and responsibilities, and get a situation briefing.

3.   Determine operating location, phone number and CWIRS contact number. Report phone number and CWIRS contact number to the CEOC Manager, Management Support Section, other Special Staff members, and County Counsel office and CEOC Section OIC's.

4.   Review the CEOC-SOP.

5.   Review CEOC Checklist for your position.

6.   Determine need for 24-hour representation. Request County Counsel to identify a back-up representative for the second shift.

7.   Review the OEM Emergency Operations Handbook.

Operational Duties

1. Maintain a log of key activities.

2. Monitor assigned EMIS terminal for messages.

3. Keep continuously up-dated on key information from the field by means of the latest Situation Report and briefings.

4. Take part in all management briefings and meetings.

5. Assist the CEOC Manager and OEM personnel in the formulation of a local Declaration of Emergency.

6. Assist the CEOC Manager in the determination of the need for, and wording for, any Emergency Orders. Assist OEM personnel in the preparation of Emergency Orders.

7. Keep County Counsel informed of the issuance of any Emergency Proclamations and Orders.

8. Coordinate with City Liaison officers and/or legal advisors of the most impacted jurisdictions to ensure that their legal issues are being addressed at the Operational Area level.

9. Advise CEOC management as to the need for County Counsel presence in the CEOC. (NOTE: It is very likely that after the first few days of an emergency, County Counsel may be able to provide support from normal office locations or from on-call status from home.)

10. At shift change, brief your replacement on key activity that impacts on your function.

Transition to Initial Recovery

NOTE: It is likely that County Counsel may have to return to the CEOC for a short time to support the transition to Initial Recovery.

1. Coordinate with CEOC management on potential legal issues associated with decisions necessary to prioritize or conduct initial recovery operations.

2. Coordinate with the REOC legal advisor for any potential legal impacts associated with Initial Recovery.

Deactivation

1. Ensure that legal advice will be available to support CEOC management during deactivation.

2. Ensure that a County Counsel representative will be tracking post-activation operations for potential legal impacts.

3. Ensure that your requirements for the After-Action Report have been met.

4. Ensure your parent department or agency knows that you have been released from your CEOC assignment.

5. Close-out your log and ensure an electronic copy is available in the system.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC SPECIAL STAFF SECTION
LIAISON OFFICER (LASD)

RESPONSIBILITIES

1. The Liaison Officer is provided to the CEOC by the EOB. The Liaison Officer is assigned to the CEOC Manager's Special Staff Section and functions as the personal representative of the CEOC Manager to the agency representatives who respond to the CEOC.

2. The Liaison Officer is responsible for overseeing all liaison activities. These include:

   a. Coordinating Agency Representatives assigned to the CEOC.

   b. Handling requests from other agencies for sending liaison personnel to other EOC's.

   c. Ensuring that personnel from assisting or cooperating agencies are assigned to a CEOC staff section for accountability and support.

   d. Ensuring that all developed CEOC guidelines, supporting materials and checklists are disseminated to Agency Representatives

   e. Keeping a record of all non-County personnel in the CEOC.

   f. Assisting the hosting Section or Branch with dissemination of such operational documents as directives, operations plans and situation information and ensuring proper information flow.

   g. Ensuring that deactivation of the Agency Representatives is accomplished.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.

2. Report to the CEOC Manager or his/her designee (EOB OIC). Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

3. Obtain a situation briefing.

4. Review your position responsibilities, responsibilities of the Management Staff Section, CEOC checklist, and the CEOC-SOP.

5. Review organization in place at the CEOC. Know where to go for information and support.

6. Ensure that Liaison position is set up properly and that equipment and supplies are in place. Set-up your work station, including maps and status boards.

7. See Activation for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch.

8. Open and maintain Liaison Log.

9. Monitor assigned EMIS terminal for messages.

10. Meet with the Operations OIC and;

    a. Obtain and review any current operations.

    b. Obtain guidance for Agency Representatives.

    c. Obtain list of Agency Representatives not present, yet needed.

11. Meet with the CEOC Planning/Intelligence Section OIC, and:

    a. Obtain and review any major incident reports.

b. Obtain future intelligence estimates.

c. Obtain current list of Agency Representatives from Security Officer.

12. Ensure Agency Representative's:

a. Area is set-up.

b. EMIS terminals are operational.

c. Telephones are operational.

13. Make plans for second CEOC shift, as necessary.

14. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

1. Secure management guidance from CEOC Manager.

2. Meet with Agency Representatives and assist with their set-up.

3. Assign each Agency Representative to a Section or a Branch (See CEOC-SOP).

4. Establish information exchange protocols between Section/Branch and the representatives.

5. Continuously monitor Representative's needs.

6. Arrange for preparation of briefings and supporting materials as required.

7. Brief or ensure Agency Representatives are briefed on:

a. Current situation.

b. Operational Area priorities.

c. Operations plan(s).

8. Keep up-to-date on the situation.

9. Maintain Liaison Log in EMIS.

10. Attend all briefings.

11. Determine if outside liaison is required from:

   a. Other governmental agencies.

   b. Volunteer Organizations.

   c. Private Sector organizations.

   d. Utilities (not already represented in pool)   .

12. Request Agency Representatives contact their agency to:

   a. Determine level of activation.

   b. Establish information exchange protocols and schedules to meet CEOC needs.

   c. Obtain any intelligence or situation information which may be useful to the CEOC.

13. Compile list of Agency Representatives and make it available to all CEOC staff.

14. Respond to requests from Sections/Branches for Agency information.

15. Confer with CEOC Manager and respond to requests from other agencies for CEOC representation elsewhere.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.

2.	Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC and make appropriate recommendations to the Recovery Section.

Deactivation

1.	Release Agency Representatives no longer required in the CEOC. Consult with the CEOC Manager, Assistant CEOC Manager or the Sheriff's Chief-of-Staff regarding the necessity for continued representation through the Recovery Phase.

2.	When all Agency Representatives have left the facility, deactivate the Liaison position and close-out the Liaison Log in EMIS.

3.	Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.

4.	Ensure that any required forms and reports are completed prior to your release and departure.

5.	Be prepared to provide input to the After-Action Report.

MANAGEMENT SECTION

CEOC CHECKLIST

CEOC SPECIAL STAFF SECTION
AGENCY REPRESENTATIVES
(Various Agencies)

RESPONSIBILITIES

1. The Agency Representative is an individual who represents the concerns of his/her agency to the CEOC and its staff for the period of CEOC activation. The Agency Representative should be able to speak for his/her agency within established limits. The Agency Representative may facilitate requests to his/her agency, but does not directly pass or process resource requests.

2. The Agency Representative is assigned to the CEOC Manager's Special Staff and specifically reports to the Liaison Officer. The Liaison Officer's primary function is to oversee the agency representatives' physical and organizational (e.g., housekeeping) needs in the CEOC. The representative is assigned to a specific Section or Branch for operational connectivity and interaction.

CHECKLIST

Activation

1. Check-in upon arrival at the CEOC first Floor Security station. Obtain proximity card reader and CEOC identification card.

2. Report to the Liaison Officer and:

    a. Clarify any issues you may have regarding your authority, assignment and what others in the organization do.

    b. Obtain a situation briefing.

    c. Obtain and review your position expectations, the CEOC checklist, and the CEOC-SOP.

    d. Review organization in place at the CEOC. Know where to go for information and support.

e. Obtain CEOC Organizational chart, floor plan and telephone directory.

3. Ensure your position is set up properly and that needed equipment and supplies are in place. Set-up your work station, including maps and status boards.

4. See Activation for EMIS, GIS, fax, telephone system, televisions, audio system, etc. Check radio equipment. If unable to operate, notify CEOC Logistics Section Communications Branch via the Liaison Officer.

5. Open and maintain your position-specific Log in EMIS.

6. Monitor assigned EMIS terminal for messages.

7. Contact the CEOC Section/Branch appropriate to your responsibility (assigned in the CEOC-SOP) and:

   a. Obtain and review any current operations.

   b. Obtain and review any major incident reports.

   c. Obtain future intelligence estimates.

   d. Obtain reporting guidance.

8. Make plans for second CEOC shift, as necessary.

9. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

1. Obtain current situation briefing from the person you are relieving, or from the Liaison Officer.

2. Assign each Agency Representative to a Section or a Branch (See CEOC-SOP).

3. Establish information exchange procedures between the Section/Branch and the representatives.

4. Continuously monitor Representative's needs.

5. Arrange for preparation of briefings and supporting materials as required.

Transition to Initial Recovery (Accomplished only when there is a formal decision to operate the CEOC as an RCC - otherwise see Deactivation)

1. Identify short and long-term recovery issues and send this list via EMIS e-mail to the CEOC Recovery Section.

2. Determine whether staff from your discipline should continue to be represented in the CEOC as part of the RCC, and make appropriate recommendations to the Recovery Section via the Liaison Officer.

Deactivation

1. See Liaison Officer Checklist for deactivation of Agency Representative position(s).

2. Be prepared to provide input to the After-Action Report.

3. Ensure your Agency knows that you have been released from your CEOC assignment.