PLANNING/INTELLIGENCE SECTION

SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS BY POSITION

PLANNING/INTELLIGENCE SECTION COORDINATOR (Look in Forms also)

FORMS

OTHER INSTRUCTIONS – Emergency Management Information System (OAARS)

Page intended to be blank.

ACTION PLANNING

Action plans are an essential part of SEMS/NIMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives
- A basis for measuring work and cost effectiveness, work progress and providing accountability

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. EOC Action Plans should focus on citywide related issues. The format and content for action plans at the incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

INCIDENT ACTION PLANS (FIELD LEVEL)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:
- Any multi-department and multi-jurisdictional incident
- Complex incidents
- Long-term incidents when operational periods would span across shift changes

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?)
- Primary and alternative strategies (as appropriate) to achieve incident objectives (what are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy (given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used)
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally)
- Overall support organization including logistical, planning and finance/administration functions
- A communications plan

- Safety messages
- Other supporting documentation needed, e.g. An incident map showing access, key facilities, etc.; a medical support plan, etc

EOC ACTION PLANNING (EOC)

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations. If the City is to have a well planned and executed approach to resolving the problems posed by the disaster, the City must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire City will be focused and acting as a unified, coordinated body. If the City is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall City efforts.

For the City to continue its efforts, it is important that common City organizational goals are maintained and pursued. These goals are set by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Deputy Emergency Operations Director.

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

ONCE THE CITY GOALS ARE SET, THEY SHOULD BE COMMUNICATED TO THE OTHER SECTIONS, WHICH IN TURN SHOULD COMMUNICATE TO THEIR DEPARTMENTS!! <u>THE POLICY GROUP MUST RECEIVE COPIES OF THE EOC ACTION PLAN.</u>

SUMMARY OF ACTIVITIES BY SECTION

1. **PLANNING/INTELLIGENCE** — Presents the verbal Action Report or the situation status report
2. **MANAGEMENT** — Sets goals
3. **PLANNING/INTELLIGENCE** — Posts goals for organization's use
4. **OPERATIONS** — Determines tactics to achieve goals
5. **LOGISTICS** — Determines how it will support operations
6. **FINANCE/ADMINISTRATION** — Determines how it will support operations
7. **PLANNING/INTELLIGENCE** — Prepares Action Plan (document); continues collecting, analyzing and displaying information and

ACTION PLANNING AT SEMS EOC LEVELS

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the Emergency Operations Director in concert with the general staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

FOCUS OF THE EOC ACTION PLAN

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall objectives for the City and establishes the citywide priorities as determined by the Emergency Operations Director. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

ACTION PLAN MEETING

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Chief is responsible for holding this meeting.

Page intended to be blank.

After Action/Corrective Action

(This information is based on the *California Implementation Guidelines for the National Incident Management System, Workbook and User Manual*, May, 10 2006)

Introduction

The SEMS Technical Group established the After Action/Corrective Action (AA/CA) SEMS Specialist Committee to address the NIMS requirements for After Action, Corrective Actions, and plans within the framework of SEMS. Products developed by this committee will be for use by state, local and tribal governments in order to support efforts towards NIMS compliance.

Legal Authorities

Local and State Agency requirement to transmit AAR to OES for declared events.
Section 2450 (a) of the SEMS Regulations states "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(q)."

The completion of an AAR is a part of the required SEMS reporting process. The Emergency Services Act (*Chapter 7 of Division 1 of Title 2 of the Government Code*), Section 8607 (f) specifies that the Office of Emergency Services (OES) shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster. It also states "This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations."

Tribal Governments
While Tribal governments are not required by law to comply with SEMS, they are encouraged to submit AARs to State OES; this provides for the statewide AAR to reflect a comprehensive collective response of local, state, and Tribal governments. As such, Tribal governments have been included in this guidance.

AAR Contents
Section 2450 (b) of the SEMS Regulations states, "The After Action Report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date."

AARs for non-declared disasters / AARs as tools

AARs are used to document an event and to identify "corrective actions" that need to be completed. Overall, the AA/CA process improves the quality of emergency management in California. AA/CA reports should be completed for both declared and non-declared disasters, for training/ exercises, and pre-identified planned events consistent with NIMS requirements.

For exercises conducted using federal funding, such as DHS Office of Domestic Preparedness, Grants and Training funding, complete an After Action Report and Improvement Plan within the grant required timeframe of the event, and post the report on the ODP Grants and Training secure portal, or attach the Word version of the After Action/Corrective Action Report to the portal.

AAR/CA Process
The complete AAR/CA process involves five (5) basic components:
1. Compile and sort all documentation from the response and recovery activities.
2. Analyze and triage emergency response and recovery activities data by SEMS functions.
3. Prepare and submit the AAR, including corrective actions. [In many cases, the AAR will have corrective actions. These may not be final corrective actions, and they may not be the ones that become action items in a corrective action plan.]
4. Identify corrective action planning activities necessary based on the AAR.
5. Implement and track to completion the identified CAs.

Function of AA/CA Reports
The SEMS required OES AAR is the only one mandated to be available to state and local agencies. Non-OES agencies have no mandated need to share their reports with any agency except State OES. It should be noted that state and local government agencies are required to comply with requests under the California Public Records Act.

OES' AA/CA reports are available to all interested public safety and emergency management organizations and serve the following important functions:
- Provide a source for documentation of response and recovery activities
- Identify problems and successes that occurred during emergency operations
- Analyze the effectiveness of components of the SEMS
- Describe and defines a plan of action for implementing improvements, including mitigation activities

Importance of Documentation
Documentation is critical for developing AARs and must be initiated early in the response phase of a declared or non-declared event, a training/exercise, or a pre-identified planned event. Documentation:
- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for determining reimbursement eligibility
- Is essential for the continual improvement of the emergency management system.

Initiate documentation process
Assign Responsibility for AAR:
- Initiate early during response phase
  - Assign responsibility to Planning/Intelligence Function
  - Assign the responsibility for collecting and filing all documents and data pertaining to the event
  - Emphasizes the importance of documentation
  - Allows for early identification of possible system improvements and facilitates possible on-the-spot improvements

- Allows data to be compiled before too much time has elapsed and participants have returned to their normal duties
- Allows for establishing timelines and expedites the actual preparation of the AAR
- Designated person assigned should have background in
  - Planning function
  - Emergency management organizational functions
  - SEMS
  - NIMS
- Continuance of documentation following Field and EOC deactivations.
  - Follow-up AAR function may be assigned to the same person involved early in the event to provide continuity.

Sources of Documentation

Documentation sources include, but are not limited to:

- Planning function reports and forms
- Data from all functions of the emergency organization
- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Response Information Management System (RIMS) forms and locally developed forms/reports that support the RIMS forms (Emergency Management Information System, OAARS)
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation.

Supplemental Documentation

Documentation developed during emergency operations can be supplemented with the following:

- Exit interview or critique forms completed as personnel rotate out of a function.
- Critiques performed at various time frames during and after emergency operational activities.
- Critiques may be conducted informally or with more formal, structured workshops.
- Surveys distributed to individuals and organizations after the event which can be used either for direct input to the AAR or as a basis for workshop discussions.
- Research teams can gather information and write the applicable portions of the AAR.
- Other AARs prepared by participating agencies and organizations may be utilized as a data gathering tool.

Data Organization and Structuring

There are many approaches to structuring and organizing compiled data.

Some questions to consider before preparing the AAR include:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players", for example, all activated personnel, been included in the survey/workshop?

- Does the survey/workshop process permit identification of internal, agency-specific improvements and corrective actions to be taken?
- Does the survey/workshop process permit identification of needed external improvements?
- Do the needed improvements involve the SEMS levels?
- Are the identified issues or problems linked to the appropriate corrective actions?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Are all phases of emergency management reflected in the data collection process, including response, recovery, mitigation, and preparedness?
- Does the critique/survey format coincide with the after action report format?
- Does the designated person understand the assignment and tasks?

AAR Preparation
An eight step process to prepare the AAR is recommended.

1. Compile and sort by SEMS functions the information from surveys, critiques, and after action workshops.
2. Review and analyze documentation based on SEMS functional areas.
3. Evaluate lessons learned, areas needing improvement, corrective action recommendations, and use this information to develop proposed CAs.
4. Prepare draft AA/CA Report and distribute to participating state, local and tribal jurisdictions and private and volunteer organizations for review and comments.
5. Incorporate reviewer's comments as appropriate to develop a final draft report.
6. Redistribute the final draft to all previously identified reviewers for official approval.
7. Review and incorporate final comments from reviewers.
8. Prepare final AA/CA Report, obtain appropriate executive management approval, and forward the report to all participating jurisdictions, private and volunteer organizations, OES Regions, and OES Headquarters. For all events, tribal governments are invited to forward the approved AA/CA report to the next higher SEMS organization level.

Identification of CA planning activities
Corrective Action planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CA should contain:
- Description of the system and method of tracking the CA, that is, spreadsheet, database, etc., that will be used to ensure implementation of the CA
- Brief description of the issue or problem, and the needed corrective action or activity
- Party or organization(s) responsible for completing the CA
- Expected end product
- Expected completion date
- Funding source and justification of the need for funding in order to carry out CAs.
- Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAs, if appropriate.

Tracking and Implementing Corrective Actions
Implementation of CAs frequently requires a significant amount of time and commitment that could continue well into the Recovery stage. In some instances, the corrective action plans may require several years to fully implement. The Director of Emergency Management will have the overall responsibility for following through that the Corrective Action plan is implemented and completed as written.

For declared events:
Statewide AAR/CA
State OES will compile a consolidated statewide AAR for declared events in compliance with the SEMS statute and regulations. This consolidated AAR will also include proposed CAs, based upon input from the appropriate agencies and jurisdictions. This consolidated report is referred to as the AAR.

OES Coordination of Local, Tribal, and State Agency Input
To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, OES, in accordance with its procedures, will do the following:
1. Notify the appropriate jurisdictions, agencies, and other interested parties of the Statewide AAR requirements and 90-day timeframe for submission of their AARs.
2. Establish a work group and work plan for developing the Statewide AAR.
3. Gather data for the Statewide AAR using a variety of methods, including, but not limited to workshops, hot-washes, interviews, and AARs from the appropriate agencies/departments, and jurisdictions.
4. Prepare a draft Statewide AAR that includes the proposed CAs and circulate it for review and comment among the appropriate interested parties. As part of this review process, state agencies and/or departments may be requested to obtain approval of their AAR input from their agency/department, or branch for their component of the consolidated Statewide AAR.
5. Prepare a final AAR using comments obtained during the review process. The final AAR will be distributed both electronically and in hardcopy format to the appropriate interested parties. CAs will be shared with the emergency management community and strategies will be developed for implementing the CAs. Strategy development or event specific CA plans will be a collaborative effort among the organizations involved in an event

For non-declared events:
Note: A similar process as that described in the previous section for declared events may be followed for non-declared events, exercises/trainings, or pre-identified planned events, based upon OES' determination that an AAR process is appropriate and would benefit emergency management in California.
After Action/Improvement Plan reporting for <u>federally funded exercises</u>:
For federally funded exercises, follow the applicable grant guidelines/conditions.

Corrective Action Components
Plans for improving and/or correcting items identified in the AAR should address multiple areas. For each principal corrective action identified, include the following information:

- Issue Description (identified issue or problem)
- Description of corrective actions to be taken and/or recommendations

- Identify the SEMS level and function that connects with the CA
- Assignments – Identify agencies/departments/jurisdictions/positions that would be involved with correcting the issue or problem
- Associated costs and budget for carrying out corrective actions, if available
- Timetable for completion of the identified corrective actions, if known
- Follow-up responsibility (identify agencies/ jurisdictions/ positions that will be involved with following-up on or tracking the corrective action to completion, if known)
- Documentation to verify the corrective actions taken to completion

AA/CA in Recovery Phase

SEMS regulations call for identifying "Recovery activities to date." The Recovery activities listed in the AAR are the likely areas that will fall within the 120 day scope. The Joint Field Office (JFO) may develop a separate AAR to address Recovery activities.

It is the responsibility of the key stakeholders to develop the CA measures needed to remedy any problems identified in the JFO AAR.

Recovery Activities

The description of Recovery Activities should include the following information:

- General background and description of recovery activities performed by participating agencies
- Proclamation/Declaration process
- Joint Field Office (description of locations and services offered to public)
- Damage Assessment (description of assessed damages)
- Safety Assessment Program activities
- Public Assistance Programs (description of activities and services provided to government agencies that were adversely impacted by the disaster)
- Applicant Briefings
- Individual Assistance Program (description of services/programs offered to individuals adversely affected by the disaster)
- Activation of Assistance Centers (description of services offered to public)
- Hazard Mitigation Program (description of services offered)

Based on the number of agencies involved in the response, recovery, and mitigation activities, those activities identified by participating agencies may be displayed in the body of the report, or they may be displayed in an attachment that delineates the information by each participating agency.

CITY OF AGOURA HILLS
EOC ACTION PLAN

Disaster/Event Name:		Date		Time	Prepared:
Plan Prepared by:					
Plan Reviewed by: **(Plans/Intel Coordinator)**					
Plan Approved by: **(Director Emergency Operations)**					
Operational Period:	**From:**		**To:**	**Page** 1 of 7	

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

Current Situation Summary:

-
-
-
-
-
-

Major Events/Incidents:

-
-
-
-
-
-

Safety Issues:

Resources Needed:

-
-
-

Other Information:

City of Agoura Hills EOC Action Plan

Summary of Section Objectives for Period # __   **(Date and Time)**

#	Objective	Branch/Unit/ Position	Est Completed Date/Time
Management			
1			
2			
3			
Operations Section			
1			
2			
3			
4			
5			
Planning & Intelligence Section			
1			
2			
3			
Logistics Section			
1			
2			
3			
Finance Administration			
1			
2			
3			

Attachments:

( ) Organization Chart   ( ) Telephone Numbers   ( ) Weather Forecast   ( ) Maps
( ) DAC Locations   ( ) Incident Map   ( ) Safety Plan   ( ) Transportation Plan
( ) Medical Plan   ( ) Operating Facilities Plan ( ) Communication Plan   ( ) Other_____

Based on situation and resources available, develop an Action Plan for each Operational Period.

CITY OF AGOURA HILLS
EOC ACTION PLAN

Disaster/Event Name:				
Plan Prepared by:				
Plan Approved by: (EOC Director)				
Operational Period:	**Date:**	**From:**		**To:**

MANAGEMENT			
Objective	Section, Branch or Unit Assigned	Time Required To Completion	Resource Support
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Attachments: ( ) PIO phone numbers
( ) EOC Organizational Chart

CITY OF AGOURA HILLS
EOC ACTION PLAN

Disaster/Event Name:				
Plan Prepared by:				
Plan Reviewed by: **(Section Coordinator)**				
Operational Period:	**Date:**	**From:**		**To:**

OPERATIONS			
Objective	**Section, Branch or Unit Assigned**	**Time Required To Completion**	**Resource Support**
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) City Map w/major incidents, street closures, evacuation areas, etc. ( ) Weather			

CITY OF AGOURA HILLS
EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

PLANNING/INTELLIGENCE			
Objective	Section, Branch or Unit Assigned	Time Required To Completion	Resource Support
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

CITY OF AGOURA HILLS
EOC ACTION PLAN

Disaster/Event Name:				
Plan Prepared by:				
Plan Reviewed by: **(Section Coordinator)**				
Operational Period:	**Date:**	**From:**		**To:**

LOGISTICS			
Objective	**Section, Branch or Unit Assigned**	**Time Required To Completion**	**Resource Support**
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

CITY OF AGOURA HILLS
EOC ACTION PLAN

Disaster/Event Name:				
Plan Prepared by:				
Plan Reviewed by: (Section Coordinator)				
Operational Period:	Date:	From:		To:

Finance/Administration			
Objective	Section, Branch or Unit Assigned	Time Required To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

SEMS/NIMS EMERGENCY OPERATIONS PLAN

1. Incident Name	2. Operational Period (Date/Time) From:	ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS	
3. Management Section	**4. Name**	**5. Operations Section**	**6. Name**
EOC Director		Section Coordinator:	
EOC Coordinator:		Police:	
Public Information Officer:		Fire/HazMat/Medical/Rescue:	
Liaison Officer:		Public Works:	
Security Officer:		Care and Shelter:	
Safety Officer:		Building and Safety:	
Legal Advisor/Officer:			
_____:			
7. Planning Section	**8. Name**	**9. Logistics Section**	**10. Name**
Situation Status:		Information Systems:	
Documentation:		Transportation Unit:	
Damage Assessment:		Personnel Unit:	
Adv. Planning:		Facilities Unit:	
Recovery:		Procurement:	
Demobilization:		Resources:	
11. Finance Section	**12. Name**	**12. Agency Representatives**	**13. Name**
Time Keeping:			
Cost Analysis:			
Cost Recovery:			
Compensation Rec. Unit			
Purchasing			
14. Prepared By: (Resources Unit)		Date/Time	

ORGANIZATION ASSIGNMENT LIST | April 2003

SEMS/NIMS 203-OS

EOC ACTION PLAN	**SEMS/NIMS 205**
	EOC Radio Communications Plan

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	

Basic Radio Channel Utilization

Assignment	Function	System	Channel/Frequency	Designated Check-in Time	Remarks

Prepared By:	Title:	SEMS/NIMS Position: **Communications Unit**
Approved By:	Title:	SEMS/NIMS Position: **Logistics Sections Coordinator**

COMMUNICATIONS PLAN	**April 2003**	**SEMS/NIMS 205**

AFTER ACTION CORRECTIVE ACTION REPORT TEMPLATE

(This AA/CA Report template can be used for a declared or un-declared event, a training, and/or exercise).

GENERAL INFORMATION

Name of Agency	Text goes in text boxes below.
Name of Agency	
Type of Agency* * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other (Select one)	
OES Admin Region (Coastal, Inland, or Southern)	
Completed by:	
Position	
Phone number <u>and</u> email address	
Dates and Duration of event (When your agency began and ended response activities - using mm/dd/yyyy)	
Date report completed	
Type of event* *Table top, functional, full scale, actual event, pre-identified planned event,	

training, class room training (Select one and enter the name of exercise or event)	
Hazard or Exercise Scenario* *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, Other	
EXERCISE or TRAINING OVERVIEW	
Mission Brief overview of the event, major strengths demonstrated during the exercise, areas that require improvement.	
Event Overview Describe the specific details of the exercise, how event or exercise was structured, how was event or exercise carried out.	
Hazard or Exercise Scenario* *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, Other	
Total Participants	
Number of agencies involved	
Lead/Host Agency	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, if applicable)

Field Command Type (i.e. Fire, Law Enforcement, Shelter, etc.):

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	

Equipment	
Facilities	

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	

Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was your EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use ESFs effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

NARRATIVE

Use this section for additional comments.

_____

_____

_____

_____

_____

_____

_____

_____

_____

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation. Also indicate whether issues are an internal agency specific or have broader implications for emergency management (Code I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issues or Problem Statement	Recommended Solution	Agency(s)/Departments to be involved

OES   (insert name of event)   EMAC/SEMS After Action Survey

NOTE: Please complete the following section **ONLY** if you were involved with EMAC related activities.

Did you complete and submit the on-line EMAC After Action Survey form for _(Insert name of the disaster)_?

_____

Have you taken an EMAC training class in the last 24 months?

_____

Please indicate your work location(s) (State / County / City / Physical Address):

_____

_____

Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

_____

_____

Please indicate what discipline your deployment is considered (please specify):

_____

_____

Please describe your assignment(s):

_____

_____

_____

_____

Questions:

You may answer the following questions with a "yes" or "no" answer but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

	Questions	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved
1	Were you familiar with EMAC processes and procedures prior to your deployment?			
2	Was this your first deployment **outside** of California?			
3	Where your travel arrangements made for you? If yes, by whom?			
4	Were you fully briefed on your assignment prior to deployment?			

	Questions	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved
5	Were deployment conditions (living conditions and work environment) adequately described to you?			
6	Were mobilization instructions clear?			
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?			
8	Were you briefed and given instructions upon arrival?			
9	Did you report regularly to a supervisor during deployment? If yes, how often?			
10	Were your mission assignment and tasks made clear?			
11	Was the chain of command clear?			
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.			
13	Did you have communications while in the field?			
14	Were you adequately debriefed after completion of your assignment?			
15	Since your return home, have you identified or experienced any			

	Questions	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved
	symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?			
16	Would you want to be deployed via EMAC in the future?			

Please identify any additional issues or problems below:

Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

☐   Executing Deployment
☐   Command and Control
☐   Logistics
☐   Field Operations
☐   Mobilization and Demobilization

Comments:

_____
_____
_____
_____
_____
_____

Identify the areas where EMAC worked well:

_____
_____
_____
_____
_____

Identify which EMAC resource needs improvement (check all that apply):
☐   EMAC Education
☐   EMAC Training
☐   Electronic REQ-A forms
☐   Resource Typing
☐   Resource Descriptions
☐   Broadcast Notifications
☐   Website

Comments:

_____
_____
_____
_____
_____
_____

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

_____
_____
_____
_____
_____
_____

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

_____
_____
_____
_____
_____
_____
_____

OES Only Form received on: _____   Form reviewed on _____

Page intended to be blank.

EOC INDIVIDUAL ACTIVITY LOG

City of Agoura Hills - Daily EOC Check In & Time Log (STAFF)

DISASTER NAME _____

DISASTER # _____

Page ___ of ___

Day S M T W Th F S

Date _____
From _____ PM to _____ AM

Operational Period # _____

Logistics Section/Personnel Unit

• Coordinator: _____

EOC Position	Employee Name	Dept./Agency	Check-In/ Out Time	Hours		Specific Tasks
				Reg	OT	

To be filled out by Staff & maintained by Logistics Personnel Unit Coordinator.

Signed Logistics/Personnel Coordinator. _____

Originator: Check In Desk. Retain copy.

Routing: Time Unit (Fin/Admin Section) at end of each shift.

EOC-004-STAFF

EOC DAILY CHECK IN &TIME LOG - STAFF.DOC

1/15/2008 AT 2:40 PM

This page intended to be blank

LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
WATCH COMMANDER'S REPORT

STATIONS WITH OAARS ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY OAARS DATABASE. A copy of the OAARS version of the report is on the next page.

#	INTENSITY	EXPLANATION
1	0	Not felt.
2	1	Quake felt, but may not have been recognized as an earthquake.
3	2	Windows and/or doors disturbed, walls may make cracking sound. Standing cars are rocked.
4	3	Some heavy furniture moved, a few instances of fallen plaster and/or ceiling tiles. Patrol personnel advise feeling quake while in units.
5	4	Considerable damage to station/facility. Patrol units report significant damage to buildings which may include partial collapse. Major damage to poorly built structures, minor damage to specially designed structures.
6	5	Extensive damage throughout the area and/or station facility.

LA CNTY OP AREA FORM 121

This form is used only by Los Angeles Sheriff's Department (LASD) patrol stations and is used only for earthquakes. Each station submits the report based on the shaking intensity as it was felt at the station. The report is due immediately after feeling an earthquake. The shaking intensities are based on a modified Mercalli scale. This report is normally sent in through OAARS. A summary report is created by OARRS that is available to all OAARS users. If OAARS is not available, this form can be faxed to the OAEOC (323/881-6895).

LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
RECONNAISSANCE REPORT

Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC
CITIES WITH OAARS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY EOC. A copy of the OAARS version of the report is on the next page.

LINE #	ITEM	EXPLANATION	DATA (circle the applicable color)
1	CITY NAME		
2	INFRASTRUCTURE	General status of facilities such as dams, disaster routes, freeways, airports, flood control system, utilities, high occupancy structures, within your jurisdiction.	GREEN AMBER RED BLACK
3	HOSPITALS	General status of private and County hospitals. It does not apply to small medical facilities or clinics. ONLY HOSPITALS.	GREEN AMBER RED BLACK
4	FIRE/RESCUE	General status of supporting fire /rescue service whether city owned or contracted service.	GREEN AMBER RED BLACK
5	LAW ENFORCEMENT	General status of supporting law enforcement agency whether city owned or contracted service.	GREEN AMBER RED BLACK
6	COMMUNICATIONS	Status of city operated communications systems. NOT COMMERCIAL SYSTEMS (Pac Bell, GTE, Etc.).	GREEN AMBER RED BLACK
7	STATUS OF GOVERNMENT	How well is the city government able to respond to the emergency.	GREEN AMBER RED BLACK
MSG 4	SOURCE NAME	Used to name the person who provided the report to the Sheriff's station.	
MSG 4A	SOURCE PHONE #	Phone number of the person who provided the report to the Sheriff's station.	
MSG4 B	SOURCE FAX #	Fax number of the person who provided the report to the Sheriff's station.	

LA CNTY OP AREA FORM 122

GREEN = Fully Operational   RED   = Emergency Services Only
AMBER = Some Reductions in Service   BLACK   = Incapable of Providing Services

LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES

INCIDENT REPORT

Sent by cities, county departments and special districts. If OAARS is available, sent directly to the OAARS database. If OAARS is not available, send by fax, phone, radio or messenger to: Cities send to their Contact Sheriff's station; county departments and special districts send to their Lead department; Sheriff's stations and Lead departments send to the County EOC. The OAARS report goes to the OAARS database.

#	ITEM	EXPLANATION	DATA
1	INCIDENT TYPE	This must be an incident from the attached list of OAARS incidents. If you do not see an incident exactly like the one being reported, pick something close to it. These are the only incidents registered in, or recognized by the County EOC computer system. A further description of the incident can be made in the free text area called MAJOR DAMAGE.	
2	CHILD OF	If the incident were caused by some other incident, the causing incident would be listed here. The causing incident must be one already created by the city.	
3	STATUS	Incident OPEN (an active incident) or CLOSED (all work has been completed and the incident no longer presents a problem). When an existing incident is finished, an updated City Status Report would be sent in closing the incident.	
4	PROBLEMS/MAJOR DAMAGE	A free text area for a short, concise description of what has happened.	
5	ACTION TAKEN	A free text area for a short, concise description of what the city is doing about the incident. If requesting outside support, so indicate but remember, a separate message or resource request must be sent to actually make the request for support.	
6	LOCATION	Pick List of: Street Address, or Cross Street, or Land Mark, or Thomas Bros. Page & Grid. Indicate which of the above location means are being used. Then provide the location using the appropriate means.	

LA CNTY OP AREA FORM 123

OAARS INCIDENTS
(For your reference only - **DO NOT SEND THIS LIST WITH THE DEPARTMENT STATUS REPORT)**

The below listed "type" incidents are registered in OAARS and are selected through the Incident Browser. When agencies fill out an Incident Report, they should use one of these incidents types when listing major incidents that have impacted the city's operational capability or to which the city is responding with a major deployment of assets.

Access/Crowd Control	People Gathering
After shock	Power Failure
Area Closure	Radio Failure
Bomb Located	Radiological
Bomb Threat	Rescue
Bridge Collapse	Rioting
Bridge Damage	Road Closure
Building Collapse	Roadway Collapse
Building Damage	Roadway Damage
Casualty Coll Point	Search and Rescue
Civil Disturbance	Sewage Sys Damaged
Computer System Failure	Sewage Sys Inop.
Criminal Activity	Shelter Closed
Dam Collapse	Shelter Opened
Dam Damage	Structure Collapse
Dam Overflowing	Structure Damage
Earthquake	Telephone Failure
EOC Closed	Terrorism
EOC Opened	Terrorist Activity
Evacuation	Toxic Cloud
Evacuation Center	Traffic Control
Evacuation Route	Train Derailment
Explosion	Tsunami
Fatality	Undefined
Fatality Coll Point	Urban Search and Rescue
Fire	Water Outage
Flooding	Water Sys Damaged
Freeway Damage	Water Sys Inop
Freeway Collapse	Y2K City Computer Systems (hardware/Software)
Gas Main Leak	Y2K Computer Aided Dispatch
Hazardous Material	Y2K E911 Equipment
Hospital Collapse	Y2K Electric Power
Hospital Damage	Y2K Facilities/Embedded Chips
Hospital Evacuation	Y2K Radio Systems
Hospital Fire	Y2K Telephone Services
Hospital Power Outage	Y2K Traffic Signals
Hospital Water Loss	Y2K Water Delivery Systems
Injuries	
Landslide	
Local Emergency	
Looting	
Low Water Pressure	
Mud Flows	
Paging System Failure	

CITY & COUNTY UNINCORPORATED AREA STATUS REPORT

Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC Plans & Intel Section. NOTE: When sending in a paper update report, only those line items with changes need to be provided. Also one report is filled out by each Sheriff's station for all County unincorporated areas patrolled by the station. CITIES WITH OAARS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY EOC DATABASE. Changes should be entered into OAARS as they occur. A copy of the OAARS version of the report follows the paper copy.

LINE #	ITEM	EXPLANATION	DATA
1	City	Name of city submitting the report.	
2	Event	The event that has caused the emergency. For example "Northridge Earthquake". By the time the first City Status Reports are sent, OAARS will have a name for the event and that name MUST be used. It will be available at the OAARS data entry point.	
3	Sender's Job	This is input automatically by the computer system when the data is being keystroked into the system. Filling out a non-OAARS paper report does not require this data field.	
4	Public Dollar Loss	An estimate of the dollar value of damage and destruction to government owned (local, County, State, Federal) structures. This includes roads, bridges, etc., as well as buildings. This is an estimate that gets revised up or down daily based on further refinement of the data. It is expected that initial estimates will be very imprecise.	
5	Private Dollar Loss	An estimate of the dollar value of damage and destruction to privately owned structures. It is expected that initial estimates will be very imprecise.	
6	Casualties - Ambulatory	Number of injured who can walk.	
7	Casualties - Non Ambulatory	Number of injured who can not walk.	
8	Fatalities	Number of city ESTIMATED fatalities. The Coroner is the only source for official death figures.	
9	Wind Direction	The wind is blowing out of a named compass direction. For example NORTHWEST or SOUTH, etc. Give for the reporting location.	

LINE #	ITEM	EXPLANATION	DATA
10	Wind Speed	In miles per hour. Give for the reporting location.	
11	Communications Systems (Operational Or Non Operational)		
11a	Fire	Status (Operational or Non Operational) of fire radio systems and a primary contact frequency	Operational Non Operational
11b	Law	Status (Operational or Non Operational) of law enforcement radio systems and a primary contact frequency.	Operational Non Operational
11c	Public Works	Status (Operational or Non Operational) of Public Works radio systems and a primary contact frequency.	Operational Non Operational
11d	Other Govt. Radio	Status (Operational or Non Operational) of other government radio systems and a primary contact frequency.	Operational Non Operational
11e	EOC Contact Frequency	Status (Operational or Non Operational) of EOC radio systems and a primary contact frequency.	Operational Non Operational
11f	EOC Contact Telephone Number	Status (Operational or Non Operational) of EOC phone system and a primary contact phone number.	Operational Non Operational
11g	Disaster Communications Service	Status (Operational or Non Operational) of Disaster Communications Service (registered amateur radio operators) radio systems and a primary contact frequency.	Operational Non Operational
11h	City Government Phone System	Status (Operational or Non Operational) of government owned and operated telephone systems.	Operational Non Operational
12	UTILITIES (Operational or Non Operational.)		
12a	Public Phone System	Status (Operational or Non Operational) of the commercial phone systems used by the public.	Operational Non Operational

LINE #	ITEM	EXPLANATION	DATA
12b	Electric Power	Status (Operational or Non Operational) of electrical power systems used by the public.	Operational Non Operational
12c	Gas	Status (Operational or Non Operational) of natural gas systems used by the public.	Operational Non Operational
12d	Water	Status (Operational or Non Operational) of water systems used by the public.	Operational Non Operational
12e	Sewage	Status (Operational or Non Operational) of sewage systems used by the public.	Operational Non Operational
13	STATUS OF GOVERNMENT		
13a	EOC ACTIVATED	Is the city EOC currently activated? NO or YES and the date/time of activation.	
13b	EMERGENCY DECLARED	Has the city declared a local emergency? NO or YES and the date/time of declaration.	
14	COMMENTS	This is a free text area for giving a short, concise overview of the impact the emergency/disaster is having on the city.	
15	PROGNOSIS	This is a free text area for the city to indicate the general overall recovery probabilities based on the current situation and projected situation. Prognosis is worsening if assets are still being deployed to resolve disaster related issues. Prognosis is stable if no additional assets are being deployed. Prognosis is improving if some assets are being	

LINE #	ITEM	EXPLANATION	DATA
		returned to normal duties.	
16	INFORMATION FROM CITY REPRESENTATIVE	Name of person at the city who has provided the data to the County.	
17	DATE	The effective date (MM/DD/YYYY) of the report. OAARS must have a four digit year.	
18	TIME	The effective time (HH:MM) of the report. This is in military time using the 24 hour clock.	

LA CNTY OP AREA FORM 125

When the report is sent to OAARS, it goes to the database. There is no need for an address panel.

LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
GENERAL AREA SURVEY SUMMARY REPORT FOR
CITIES AND COUNTY UNINCORPORATED AREAS

Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC. Sheriff's stations send a report that includes each County unincorporated reporting district patrolled by the station. If OAARS is available do not use this report as the summary report is automatically generated by OAARS from the general area survey report.

REPORTING DISTRICT	SUM	ROADS & BRIDGES	STRUCT DAMAGE	NEED FOR				COMMENTS
				USAR	MED EVAC	COR-ONER	SHELTER	

LA CNTY OP AREA FORM 124

NOTE: Use as many additional lines as there are Reporting Districts in the Jurisdiction.

EXPLANATION OF THE DATA FIELDS IN THE FORM
REPORTING DISTRICT = The data that the jurisdiction uses to describe the Public Safety reporting district.
SUM = A color code that provides an overall summary for the Reporting District.
ROADS & BRIDGES = A color code that summarizes damage to roads and bridges within the Reporting District.
STRUCT DAMAGE = A color code that summarizes structural damage for the Reporting District. USAR = A color code that describes the need for Urban Search & Rescue within the Reporting District. MED EVAC = A color code that describes the need for Medical Evacuation within the Reporting District. CORONER = A color code that provides the Coroner with information on how to deploy staff.
SHELTER = A color code that describes the need for temporary shelter within the Reporting District. COMMENTS = Optional free text field for use if any very brief comments or explanation is necessary.

EXPLANATION OF THE COLOR CODES USED ON THE FORM
COLOR FOR SUMMARY
GREEN = Area shows little sign of apparent impact from the disaster.
AMBER = There are signs of impact. Both people and structures. Impact appears minor.
RED = There are major problems in this Reporting District.
BLACK = The Reporting District shows severe signs of damage and life threatening situations caused by the disaster.
COLOR FOR DAMAGE
??? = Status unknown or could not be determined.
GREEN = Less than 10% of structures or systems appear impacted.
AMBER = Between 10% & 25% of structures show visible damage or utilities appear inoperative.
RED = More than 25% visible damage including 10% collapsed.
BLACK = More than 50% visible damage including 20% collapsed.
COLOR FOR NEEDS
??? = Status unknown or could not be determined.
GREEN = No support needed.
AMBER = There is a need but it can be handled by jurisdictional assets or normal mutual aid.
RED = There is a need and major mutual aid will be required.
BLACK = There is a need and the jurisdiction can not handle the problem at all.

LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
GENERAL AREA SURVEY

Instructions

The General Area Survey is conducted either in conjunction with, or immediately following the pre-planned site specific checks of Critical Facilities. It can best be described as a windshield survey conducted by pre-designated agencies that have the transportation and communications means to quickly conduct the survey. Within County government, this may be field elements of the Sheriff's department. The Operational Area recommends that the cities of the county use their police departments, other public safety agencies, specially trained jurisdictional staff, or specially trained volunteers for this task. The important consideration is that the persons tasked to do this have knowledge of the reporting district, have communications means, and have transportation.

The General Area Survey is a 100% survey of all terrain within a jurisdiction. It provides a description of the boundaries of areas (polygons) where people and/or structures appear to have been adversely impacted due to damage, with a very brief description of that impact. **The report is not expected to be precise**. It is general and is designed to give planners and managers a feel for areas that have been impacted by the disaster, so that assistance can be arranged (Urban Search and Rescue, medical evacuation, fire suppression, temporary sheltering, etc.) and qualified inspectors can subsequently be sent in to do a detailed assessment. To keep the report simple, and to ensure a quick display of data, existing Public Safety Reporting Districts (geographical areas designed to be patrolled by one public safety unit [law enforcement patrol car, etc.) are generally the basis for the report. Jurisdictions may use other geographical designators if they have been cleared in advance with the Operational Area EOC. Lightly populated districts tend to be very large. If necessary, large districts can be quartered or otherwise temporarily divided up to make reporting more pertinent. This report is predicated on each jurisdiction having its Reporting District boundaries as a data layer in the Operational Area EOC.

While this is a "damage" report, critical to the emergency response process is knowledge of the impact the disaster is having on residents in the area. For purposes of this report, damage and its impact can be divided into six general categories. They are:

1.   A quick summary impression of the status of the area (to be done if no other part of the report can be accomplished).
2.   Does the road and bridge network in the area show visual signs of damage that will hinder movement?
3.   Does the area have structures that show visual signs of damage, partial collapse, or total collapse?
4.   Is there a need for Urban Search and Rescue?
5.   Is there a need for medical evacuations?
6.   Is there a need for Coroner support?
7.   Are there large numbers of people made homeless who will require temporary shelter?

The reporting format is designed to give a general view. It is not expected to be precise. A color code system is used in the report and is designed to give a graphic display of the damage and the types of support services needed in an area so that follow-up emergency response personnel can concentrate their efforts in those geographical areas that have been truly impacted by the disaster. The report goes from a field unit to a departmental (or jurisdictional) EOC. Cities use the report to assist in directing subsequent emergency management activities. A General Area Survey Summary report is sent from the Cities to the Contact Sheriff Station for subsequent forwarding to the Operational Area EOC. From unincorporated areas, it is transmitted from Sheriff patrol units to the Sheriff Station, to the County EOC. In the future, if cities have an electronic data transfer capability with the County EOC, reports will be sent directly from a city to the County EOC.

**GENERAL AREA SURVEY REPORT FOR
CITIES AND COUNTY UNINCORPORATED AREAS**

(This is a field paper report format to be filled out by the person checking the area. The report is sent to the Jurisdiction's EOC where it is compiled into a General Area Survey Summary Report)

CITIES WITH OAARS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY EOC DATABASE. Changes should be entered into OAARS as they occur. A copy of the OAARS version of the report follows the paper copy. County unincorporated area reports are done by Sheriff's stations for the county unincorporated areas they patrol.

LINE #	ITEM	EXPLANATION	DATA (Circle the appropriate color)
1	TYPE REPORT	Indicate whether a city report or a county unincorporated area report.	
2	DATE OF REPORT	The effective date (MM/DD/YYYY) of the report. OAARS must have a four digit year.	
3	TIME OF REPORT	The effective time (HH:MM - Colon must be used between HH & MM) of the report. This is in military time using the 24 hour clock but when it is entered into OAARS there must be a colon between hours and minutes.	
4	AREA NAME	If a city, the city name. If a county unincorporated area, the name of the reporting Sheriff Station.	
5	PUBLIC SAFETY REPORTING DISTRICT NAME	The unique identifier used by the jurisdiction to identify the reporting district.	
6	SUMMARY	A color code indicating the general overall condition of the reporting district. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
7	ROADS AND BRIDGES	A color code indicating the existence of damage to the road and bridge network in the area that impacts movement. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
8	STRUCTURAL DAMAGE	A color code indicating damage. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
9	NEED FOR		
9a	URBAN SEARCH & RESCUE SUPPORT	A color code indicating the need for USAR support. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
9b	MEDICAL EVACUATION	A color code indicating the need for medical evacuation. See description of color codes below.	GREEN AMBER RED BLACK
9c	CORONER ASSISTANCE	A color code indicating the need for Coroner assistance for recovery of multiple fatalities. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK

LINE #	ITEM	EXPLANATION	DATA (Circle the appropriate color)
9d	SHELTERING	A color code indicating the need for establishment of temporary shelters to care for residents impacted by the disaster. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
10	COMMENTS	Free text area any brief comments the reporting feels will enhance knowledge of the impact the disaster has had on the reporting district.	

LA CNTY OP AREA FORM 124A

EXPLANATION OF GENERAL AREA SURVEY COLOR CODES

COLOR FOR SUMMARY

GREEN = Area shows little sign of apparent impact from the disaster.
AMBER = There are signs of impact. Both people and structures. Impact appears minor.
RED = There are major problems in this Reporting District.
BLACK = The Reporting District shows severe signs of damage and life threatening situations caused by the disaster.

COLOR FOR DAMAGE
??? = Status unknown or could not be determined.
GREEN = Less than 10% of structures have visual damage.
AMBER = Between 10% & 25% of structures show visible damage.
RED = More than 25% visible damage including some collapsed.
BLACK = More than 50% visible damage including many collapsed.

COLOR FOR NEEDS
??? = Status unknown or could not be determined.
GREEN = No support needed.
AMBER = There is a need but it can be handled by jurisdictional assets or normal mutual aid.
RED = There is a need and major mutual aid will be required.
BLACK = There is a need and the jurisdiction can not handle the problem at all.

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES**

RESOURCE REQUEST

Sent by cities, county departments and special districts. If OAARS is available, cities send directly to the Operational Area EOC Logistics Section and county departments/special districts send to their Lead department. If OAARS is not available, send by fax, phone, radio or messenger to: Cities send to their Contact Sheriff's station; county departments and special districts send to their Lead department; Sheriff's stations and Lead departments send to the Operational Area EOC Logistics Section.

#	ITEM	EXPLANATION	DATA
1	Related Incident	What Incident caused the Resource Request	
1	Jurisdiction	Name of city (or supporting LASD station for county unincorporated areas).	
2	Urgent	Used only if the request is urgent.	URGENT
3	Reply Requested	Should be used to indicate your want status information.	REPLY
4	Information only or Action expected	Select Action as County EOC staff are expected to process the request.	INFORMATION ACTION
5	Sender's job	The job held by the sender. Remote sites will only have the remote site title as an option.	
6	Subject	**MANDATORY FIELD** Key words that will describe the Resource Request. Include name of jurisdiction and what is being requested.	
7	Source	**OPTIONAL FIELD** Name, phone number and fax number of the person responsible for the request data.	
8	Corroborated	**OPTIONAL FIELD** Name, phone number and fax number of the person who has verified the data in the request.	
9	Recipients	Duty position of intended recipient(s). Resource Requests go to the County EOC Logistics Section.	
10	Where to deliver	Where are the items to be delivered (use Thomas Brothers page and grid as well as address).	
11	Deliver to Whom	Who (by duty position is preferred but name is acceptable) knows about the request and is expecting delivery.	
12	Purpose	What is the purpose of the resource being requested.	
13	Quantity	Number of items requested.	
14	Resource Requested	What is being requested.	
15	When needed	When the items are needed. Date & time.	

LA CNTY OP AREA FORM 140

Only one type of resource can be requested on a given resource request.

MESSAGE
(Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC)

CITIES WITH OAARS INTERNET ACCESS CAN SEND MESSAGES DIRECTLY TO THE COUNTY EOC. A COPY IS AUTOMATICALLY SENT TO THE CONTACT SHERIFF'S STATION. A copy of the OAARS version of the message follows the paper copy.

LA CNTY OP AREA FORM 139

#	ITEM	EXPLANATION	DATA (Write in data or circle appropriate choice)
1	To (who are the recipients)	Duty position of intended recipient(s). See attached list of authorized recipients.	
2	From	The job held by the sender. Remote sites will only have the remote site title as an option.	
3	Urgent	Used only if the message is urgent.	URGENT
4	Reply Requested	Used only if a reply is required.	REPLY
5	Information only or Action expected	Select one or the other.	INFORMATION ACTION
6	Source	**OPTIONAL FIELD** Name, phone number and fax number of the person responsible for the message data.	
7	Corroborated	**OPTIONAL FIELD** Name, phone number and fax number of the person who has verified the data in the message.	
8	Event	**MANDATORY FIELD** Normally this will be the current event.	
9	Incident	**MANDATORY FIELD** Select the incident that has generated the message. Chose from an existing incident.	
10	Subject	**MANDAT0RY FIELD** Key words that will describe the body of the message.	
10	Message text	Free text area. Use as much space as required.	

NOTE: Messages should be used only to convey information that is not appropriate for other type reports. Reports should be considered the primary means of passing data to and from the Operational Area EOC.

LOS ANGELES OPERATIONAL AREA EOC
EMERGENCY MANAGEMENT INFORMATION SYSTEM
DUTY POSITION LIST

Below are listed the Operational Area EOC duty positions that have an identity in OAARS. The number in front of the position can be used as an aid when looking for a given position. This list should be used when EMIS is not available and a message must be sent using manual means. Use city names as the address or return address for cities.

EOC MANAGEMENT
1000	EOC Manager
1010	CAO Manager
1020	Management Support OIC
1021	Message Center
1022	Communications
1023	OAARS Support
1024	Building Support
1030	Public Information Officer
1031	Legal Officer
1032	Liaison Officer
1040	EOC Assistant Manager

OPERATIONS SECTION
1100	Operations Section OIC
1101	Public Safety (Coroner)
1102	Public Safety (Fire)
1103	Public Safety (LASD)
1111	Construction-Engineering
1121	Care-Shelter (DPSS)
1122	Care-Shelter (Red Cross)
1131	Health Services

PLANNING & INTEL SECTION
1200	Planning-Intel Section OIC
1210	Situation Analysis
1220	Plans

LOGISTICS SECTION
1300	Logistics Section OIC
1310	Procurement
1320	Utilities Coordinator
1330	Transportation Coordinator

FINANCE & ADMIN SECTION
1400	Finance-Admin Section OIC
1410	Financial Operations
1420	County Government
1430	Personnel Operations

RECOVERY SECTION
1500	Recovery Section OIC
1510	Recovery Planning
1520	Liaison
1530	Inter-Government Relations

LASD DEPARTMENT OPERATIONS CENTER
2000	LASD Chief of Staff
2010	LASD EOB Duty Officer
2020	LASD Operations Officer
2030	LASD Plans/Intel Officer
2032	LASD Intel Officer
2033	LASD Air Operations
2034	LASD Custody Operations
2040	LASD Logs/Finance Officer
2042	LASD Resources
2043	LASD Personnel
2044	LASD Mutual Aid
2045	LASD Communications Center
2046	LASD Finance

AGENCY REPRESENTATIVES
3010	CALTRANS Rep
3020	CHP Rep
3030	Civil Defense Area Coordinator Rep
3040	Electric Company Rep
3050	Gas Company Rep
3060	LA City Rep
3070	LA City Law Rep
3080	Metropolitan Water Rep
3090	Metropolitan Transit Rep
3100	Military Rep
3110	OES Rep
3120	OES Law Rep
3130	Phone Company Rep

REMOTE LASD STATIONS
4000	Lancaster Station
4005	Avalon Station
4010	Carson Station
4020	Century Station
4030	Crescenta Valley Station
4040	Custody Div
4050	East L.A. Station
4060	Industry Station
4070	Lakewood Station
4080	Lennox Station
4090	Lomita Station
4100	Lost Hills Station
4110	Norwalk Station
4112	Palmdale Station
4115	Pico Rivera Station
4120	Santa Clarita Station
4130	Sheriff Communications Center
4140	Sheriff Headquarters
4150	Temple Station
4160	Walnut Station
4170	Pico Rivera Station

DEPARTMENT & AGENCY REMOTE SITES
5000	Chief Administrative Office Department Operations Center
5010	County Fire Department Operations Center
5020	Health Services Department Operations Center
5030	Internal Services Department Operations Center
5040	Public Social Services Department Operations Center
5050	Public Works Department Operations Center
5060	LA City Emergency Operations Center
5070	Office of Emergency Services Southern Region Emergency Operations Center
5080	Coroner Department Operations Center
5090	Red Cross Emergency Operations Center
5100	Metropolitan Transit Authority Bus Operations Control
5110	Metropolitan Transit Authority Emergency Operations Center
5120	Metropolitan Transit Authority Dispatch
5500	Assessor
5505	District Attorney
5510	Municipal Courts
5515	Superior Courts
5520	Grand Jury
5525	Community Development Commission
5530	Board of Education
5535	Assessment Appeals Board
5540	LACERA
5545	Chief Information Officer
5550	Ombudsman
5555	Affirmative Action
5560	Agricultural Commissioner
5565	Alternate Public Defender
5570	Animal Care & Control
5575	Auditor-Controller
5580	Beaches & Harbors
5585	Children's Services
5590	Community & Senior Services
5600	Consumer Affairs
5605	County Counsel
5610	Human Resources
5615	Mental Health
5620	Veterans Affairs
5625	Museum of Art
5630	Museum of Natural History
5635	Parks & Recreation
5640	Probation
5645	Public Defender
5650	Regional Planning
5660	Registrar-Recorder
5665	Treasurer

5670	Public Library
5675	Music Center
5680	Sanitation District

CITIES

6010	Agoura Hills EOC
6020	Alhambra EOC
6030	Arcadia EOC
6040	Artesia EOC
6050	Avalon EOC
6060	Azusa EOC
6070	Baldwin Park EOC
6080	Bell EOC
6090	Bell Gardens EOC
6100	Bellflower EOC
6110	Beverly Hills EOC
6120	Bradbury EOC
6130	Burbank EOC
6140	Calabasas EOC
6150	Carson EOC
6160	Cerritos EOC
6170	Claremont EOC
6180	Commerce EOC
6190	Compton EOC
6200	Covina EOC
6210	Cudahy EOC
6220	Culver City EOC
6230	Dimond Bar EOC
6240	Downey EOC
6250	Duarte EOC
6260	El Monte EOC
6270	El Segundo EOC
6280	Gardena EOC
6390	Glendale EOC
6300	Glendora EOC
6310	Hawaiian Gardens EOC
6320	Hawthorne EOC
6330	Hermosa Beach EOC
6340	Hidden Hills EOC
6350	Huntington Park EOC
6360	Industry EOC
6370	Inglewood EOC
6380	Irwindale EOC
6390	La Canada-Flintridge EOC
6400	La Habra Heights EOC
6410	Lakewood EOC
6420	La Mirada EOC
6430	Lancaster EOC
6440	La Puente EOC

6450	La Verne EOC
6460	Lawndale EOC
6470	Lomita EOC
6480	Long Beach EOC
6490	Los Angeles EOC
6500	Lynwood EOC
6510	Malibu EOC
6520	Manhattan Beach EOC
6530	Maywood EOC
6540	Monrovia EOC
6550	Montebello EOC
6560	Monterey Park EOC
6570	Norwalk EOC
6580	Palmdale EOC
6590	Palos Verdes Estates EOC
6600	Paramount EOC
6610	Pasadena EOC
6620	Pico Rivera EOC
6630	Pomona EOC
6640	Rancho Palos Verdes EOC
6650	Redondo Beach EOC
6660	Rolling Hills EOC
6670	Rollling Hills Estates EOC
6680	Rosemead EOC
6690	San Dimas EOC
6700	San Fernando EOC
6710	San Gabriel EOC
6720	San Marino EOC
6730	Santa Clarita EOC
6740	Santa Fe Springs EOC
6750	Santa Monica EOC
6760	Sierra Madre EOC
6770	Signal Hill EOC
6780	South El Monte EOC
6790	South Gate EOC
6800	South Pasadena EOC
6810	Temple City EOC
6820	Torrance EOC
6830	Vernon EOC
6840	Walnut EOC
6850	West Covina EOC
6860	Pico Rivera EOC
6870	Westlake Village EOC
6880	Whittier EOC

OTHER

9999	Observer