



**Coachella Valley Mosquito
& Vector Control District**

Emergency Operations Plan

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Section One

THE EMERGENCY OPERATIONS PLAN

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
EMERGENCY OPERATIONS PLAN**

1.1 Promulgation

Letter of Promulgation

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal governments. The Coachella Valley Mosquito and Vector Control District have prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in a time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for the coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS). The plan also meets the National Incident Management System (NIMS) requirements.

The objective of this Plan is to incorporate and coordinate all agencies and personnel of the District into an efficient organization capable of responding to any emergency.

This Emergency Response Plan is an extension of the *California Emergency Plan*. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The Board gives its full support to this plan and urges all officials, employees, and the public, individually and collectively, to do their share in the total emergency effort of the Coachella Valley Mosquito and Vector Control District.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System by the Coachella Valley Mosquito and Vector Control District. This Emergency Operations Plan will become effective upon approval by the Board.

Jeremy Wittie
General Manager, M.S., CSDM
EOC Director

1.2 The Emergency Response Plan

The Emergency Response Plan addresses the District's responsibilities in emergencies associated with natural disasters, Human-Caused emergencies, and technological incidents. It provides a framework for the coordination of response and recovery efforts within the District in coordination with local, state, and federal agencies. The Plan establishes an emergency organization to direct and control operations during a period of emergency by assigning responsibilities to specific personnel.

The Plan:

- Conforms to the State mandated Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and effectively structures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing the District with clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of the State's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS), and the National Incident Management Plan (NIMS).

1.3 Purpose and Scope

Purpose

The purpose of the Emergency Response Plan is to protect the safety and welfare of the residents of Coachella Valley and the employees and contractors of the Coachella Valley Mosquito and Vector Control District.

Scope

The scope encompasses a broad range of emergencies, such as vector and public health events and major region-wide disasters, flooding, earthquakes, hazardous materials incidents, severe storms, wildfires, and Human-Caused events. Also included are procedures for emergencies that may or may not require the full or partial activation of the District's Emergency Operations Center (EOC), which will coordinate with other local jurisdictions' Emergency Operation Centers.

1.4 Overall Emergency Planning Assumptions

Assumptions of the Plan include:

- Incidents mean an occurrence or event (natural, technological, or Human-Caused) that requires a response to protect life, property, or the environment. These may include vector and public health emergencies, earthquakes, terrorist incidents, wildland and urban fires, winter storms and flooding, hazardous materials (HAZMAT) spills, or other occurrences requiring an emergency response.
- Incidents may occur at any time with little or no warning in the context of a general or specific threat or hazard, and they may involve single or multiple geographic and jurisdictional areas.
- All incidents begin and end locally and are typically managed at the lowest possible geographic, organizational, and jurisdictional levels.
- Government at all levels must continue to function under all threats, emergencies, and disaster conditions.
- Local governments possess varying levels of capabilities, plans, procedures, and resources to provide for the safety and welfare of their people. They also vary in their capacity to protect property and the environment in times of emergency or disaster.
- Incidents may cause significant alterations and damage to the environment resulting in numerous casualties and fatalities, displaced individuals, property loss, disruption of normal life support systems, disruption of essential public services, and damage to basic infrastructure.

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- Incidents pose a challenge for the whole community but specifically the special needs population, including children, individuals with disabilities and others with access and functional needs, diverse communities, the elderly, and people with limited English proficiency. These groups may lack resources such as food, shelter, and transportation.
- Emergency efforts will enable people with disabilities to evacuate, use emergency transportation, stay in shelters, and participate in emergency and disaster-related programs.
- Incidents may attract a sizeable influx of independent, spontaneous volunteers and supplies that may require prolonged, sustained incident management operations and support activities.
- Individuals, community-based organizations, and businesses will offer services and support in times of disaster.
- The greater the complexity, impact, and geographic scope of an emergency, the more multi-agency coordination will be required.

1.5 Objectives

The objectives of the Plan are to:

- Protect the safety and welfare of the overall community and the employees of the Coachella Valley Mosquito and Vector Control District.
- Provide a safe and coordinated response to emergency situations.
- Protect the District's facilities and equipment.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between incident sites and the District's Emergency Operations Center (EOC), and other city and county Emergency Operation Centers.

Specific goals falling within the objectives include:

- Rapidly restore vector control services after an emergency.
- Minimize adverse impacts on public health and employee safety.
- Provide emergency public information concerning vector control issues.

1.6 Standardized Emergency Management System (SEMS)

What is SEMS?

The Standardized Emergency Management System (SEMS) is required by Government Code §8607(a) to manage the response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary:

- Field Response
- Local Government (Cities and Special Districts)
- Operational Area (County)
- Regional
- State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. Local governments and special districts must use SEMS to be eligible for funding of their personnel-related costs under State Disaster Assistance programs.

Purpose of SEMS

SEMS has been established to respond to multi-agency and multi-jurisdiction emergencies in California effectively. By standardizing critical elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

The use of SEMS improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. SEMS reduces the incidence of poor coordination and communications and reduces resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

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Organizational / Response Levels and Activation Requirements

The five SEMS organizational / response levels are described below. The levels are activated as needed for an emergency.

Field Response Level

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

Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities. The Coachella Valley Mosquito and Vector Control District is a special district that falls into this level. Local governments must use SEMS when their Emergency Operations Center is activated or a local emergency is declared or proclaimed to be eligible for State and federal funding of response-related costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending on factors related to geographical size, population, function, and complexity.

Operational Area Level

Under SEMS, the Operational Area means an intermediate level of the State's emergency services organization which encompasses the County and all political subdivisions located within the County. The Operational Area manages and coordinates information, resources, and priorities among local governments and serves as the coordination and communication link between the local government level and the regional level.

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

In Coachella Valley, the emergency management organization of each incorporated city and each special district is responsible for the coordination and direction of response and recovery operations within their respective jurisdictions. At the same time, the Riverside County Emergency Management Department serves a support role. The County is responsible for coordinating and directing response and recovery operations in the county's unincorporated areas, including certain services in Coachella Valley

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Mosquito and Vector Control District, and with the cities providing support and mutual aid needed.

The County is the Operational Area and will be the focal point for information transfer and support requests by cities within the County. The County Executive Officer is in charge of the Operational Area. In a major disaster, the County emergency organization will operate under a Unified Command Structure.

Regional Level

Because of its size and geography, the state has been divided into three Regions. The purpose of the Regions is to provide for the more practical application and coordination of mutual aid and other emergency-related activities. The Coachella Valley Mosquito and Vector Control District is in the Southern Region, with its Regional Emergency Operations Center (REOC) in Los Alamitos in Orange County. In SEMS, the regional level manages and coordinates information and resources among operational areas within the Region and between the Operational Areas and the State level. The regional level also coordinates overall State agency support for emergency response activities within the Region.

State Level

The State level of SEMS manages state resources in response to the other levels' emergency needs and coordinates mutual aid among the Regions and the State. The State level also serves as the coordination and communication link between the State and the federal disaster response system. In addition, the State of California's Department of Public Health (CDPH) has developed a statewide Mosquito-borne Virus Surveillance and Response Plan to meet several objectives.

Specifically, the Plan:

- Provides guidelines and information on the surveillance and control of endemic mosquito-borne viruses in California, including West Nile, St. Louis encephalitis, and western equine encephalitis viruses;
- Incorporates surveillance data into risk assessment models;
- Prompts surveillance and control activities associated with virus transmission risk level;
- Provides local and state agencies with a decision support system; and
- Outlines the roles and responsibilities of local and state agencies involved with mosquito-borne virus surveillance and response.

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Features Common to all Organizational Response Levels

SEMS has several features based on the Incident Command System (ICS). The field response level uses ICS functions, principles, and components as required in SEMS regulations. Many of these field response level features are also applicable at local government, Operational Area, Regional, and State levels. In addition, other ICS features have an application to all SEMS levels. Described below are the features of ICS that apply to all SEMS levels.

Essential Management Functions

SEMS has five essential functions adapted from ICS. Field Response uses the five primary ICS functions: Command, Operations, Planning / Intelligence, Logistics, and Finance & Administration. In an Emergency Operations Center at local government, Operational Area, and Regional / State levels, the term Management is used instead of Command. The titles of the other functions remain the same at all levels.

Management by Objectives

The Management by Objectives feature of ICS as applied to SEMS means that each SEMS level establishes, for a given operational period, measurable and attainable objectives to be achieved. An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective. The operational period is the length of time set by command at the field level and management at other levels to achieve a given set of objectives. The operational period may vary in length from a few hours to days and be determined by the situation.

Action Planning

Action planning should be used at all SEMS levels. There are two types of action plans in SEMS:

Incident Action Plans: At the field response level, written or verbal Incident Action Plans (IAPs) contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident action plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans: At local, Operational Area, Regional, and State levels, EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans provide direction, but they also serve to measure the achievement of objectives and overall system performance.

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After Action Reporting

After Action Reports are required by the National Incident Management System at any time, the Emergency Operations Center is activated. The EOC Director will ensure that all responsible persons (Section Chiefs) will attend a critique or “Hot Wash” within 48 hours of the closing of the operation. As a result of this meeting, individual reports will be submitted no later than 30 days after the closing of the EOC. The reports must include Corrective Actions, including who is responsible for the actions and when they are to be completed. A copy of the After Action Report must be sent to the Riverside County Office of Emergency Services within 90 days of the EOC deactivation.

Organizational Flexibility - Modular Organization

The intent of this SEMS feature is that at each SEMS level: 1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions. The functions of any non-activated element will be the responsibility of the next highest element in the organization. Each activated element must have a person in charge of it. However, one supervisor may be in charge of more than one functional element.

Organizational Unity and Hierarchy of Command or Management

Organizational Unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated SEMS level are linked together to form a single overall organization within appropriate span-of-control limits.

Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to the one-to-seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

Personnel Accountability

An essential feature of ICS applicable to all SEMS levels is personnel accountability. This is accomplished through the Organizational Unity, and Hierarchy of Command or Management features, along with check-in forms, position logs, and various status-keeping systems. The intent of bringing this ICS feature into SEMS is to ensure that there are proper safeguards so all personnel at any SEMS level can be accounted for.

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Common Terminology

In ICS, common terminology is applied to functional elements, position titles, facility designations, and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This feature, as applied to all SEMS levels, would ensure that there is consistency and standardization in the use of terminology within and between all five SEMS levels.

Resources Management

In ICS, resource management describes the ways in which field-level resources are managed and how status is maintained. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in directing and controlling, coordination, and resource inventorying. Procedures for effective resource management must be geared to the function and the function's level.

Integrated Communications

This feature of ICS relates to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the field response level, integrated communications are used in any emergency. At all EOC levels and between all SEMS levels, there must be a dedicated effort to ensure that communications systems, planning, and information flow are effectively accomplished.

Mutual Aid

What is Mutual Aid?

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. Mutual Aid is provided by other agencies, local governments, and the state when this occurs. Mutual Aid is voluntary aid and assistance by providing services and facilities, including but not limited to fire, police, medical and health, communications, transportation, and utilities. Mutual Aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their resources prove inadequate to cope with a given situation. Mutual Aid is provided between and among local jurisdictions and the State under the California Disaster and Civil Defense Master Mutual Aid Agreement. This agreement was developed in 1950 and adopted by California's incorporated cities, all 58 counties, and the State.

Southern Region Vector Control District's Mutual Aid Agreement

In 2020, CVMVCD entered into an agreement with other Southern California Vector Control Districts to provide and receive mutual aid in times of emergency. This specific agreement will assist the District in facilitating mutual aid assets in a timelier manner.

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Mutual Aid Systems

The mutual aid program in California has developed statewide mutual aid systems. These systems, operating within the framework of the Master Mutual Aid Agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and states to provide requesting agencies with adequate resources.

Several discipline-specific mutual aid systems have been developed, including fire and rescue, law, medical, and public works. The adoption of SEMS does not alter existing Mutual Aid systems. These systems work through local government, Operational Area, Regional, and State levels consistent with SEMS.

Mutual aid may also be obtained from other states. Inter-state Mutual Aid may be obtained through direct state-to-state contacts, pursuant to inter-state agreements and compacts, or coordinated through federal agencies.

Mutual Aid Coordinators

The fundamental role of a Mutual Aid Coordinator is to receive Mutual Aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next level. Mutual Aid requests that do not fall into one of the discipline-specific Mutual Aid systems are handled through the Emergency Services Mutual Aid System by emergency management staff at the local government, Operational Area, Regional, and State levels. Agencies may be requested to send representatives to the Regional EOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated Mutual Aid Coordinators.

Participation of Volunteer and Private Agencies

Volunteer agencies and private agencies may participate in the Mutual Aid system and governmental agencies. For example, the Disaster Medical Mutual Aid system relies heavily on private sector involvement for medical / health resources. Some volunteer agencies, such as the American Red Cross, the Salvation Army, and others, are essential elements of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their systems. They also may identify resource needs that are not met within their systems that would be requested through the Mutual Aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have Mutual Aid agreements within their industry and established procedures for coordinating with

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governmental EOCs. In some functional areas, services are provided by special districts, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies. Liaison should be established between activated EOCs and private agencies involved in a response. When there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

Emergency Facilities used for Mutual Aid

In-coming Mutual Aid resources may be received and processed at several facilities, including marshaling areas, mobilization centers, and incident facilities. Each type of facility is described briefly below:

Marshaling Area: Defined in the National Response Framework as an area used for the complete assemblage of personnel and other resources before being sent directly to the disaster area. Marshaling areas may be established in other states after a catastrophic California earthquake.

Mobilization Center: Off-incident location where emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities: Incoming resources may be sent to staging areas, other incident facilities, or directly to an incident depending on the circumstances.

Staging Areas: Temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

Overview of SEMS Response

The following describes how SEMS is intended to work for various emergencies. The situations are described in terms of the involvement and interactions of the five SEMS levels and are intended to apply to all types of disasters that may occur in California, such as earthquakes, floods, fires, and hazardous materials incidents.

This discussion assumes that appropriate emergency declarations and proclamations are made. It also assumes that multi-agency or inter-agency coordination is accomplished at each level required by SEMS regulations. SEMS may be activated and resources mobilized in anticipation of possible disasters. Such anticipatory actions may be taken when flood watches, severe weather, earthquake advisories, or other circumstances indicate the increased likelihood of a disaster requiring emergency

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response and mutual aid. The extent of actions taken will be decided at the time based on the circumstances.

Local Incident within Capability of Local Government

Field Response: Field units respond as needed using the Incident Command System. Resources are requested through local government dispatch centers.

Local Government: Supports field response as needed. Minor incidents generally do not require activation of the local government Emergency Operations Center. Emergency management staff may monitor the incident for a possible increase in severity. More significant incidents may necessitate activation of the EOC. Local governments will notify the operational area if the EOC is activated.

Operational Area: Activation of the Operational Area EOC is generally not needed for minor incidents, but consideration should be given to the possibility of the incident becoming larger. The Operational Area EOC would be activated if the local government activates its EOC and requests Operational Area EOC activation.

Single Jurisdiction Incident - Local Government Requires Additional Resources

Field Response: Field units respond as needed using the Incident Command System. Resources are requested through dispatch centers, Department Operations Centers, or in some cases, the EOC.

Local Government: Supports incident commanders with available resources. The local government Emergency Operations Center is activated. Local government and special districts notify the Operational Area. Resources are requested through Operational Area emergency management staff and appropriate Mutual Aid Coordinators. (In some cases, Mutual Aid may be obtained directly from neighboring local governments under local Mutual Aid agreements.) Local government and special districts retain responsibility for managing the response.

Operational Area: Operational Area emergency management staff and Mutual Aid coordinators locate and mobilize resources requested by local government or special districts. Emergency management staff and Mutual Aid Coordinators generally operate from regular departmental locations for handling limited resource requests, and the EOC is not activated. Emergency management staff and Mutual Aid Coordinators will communicate as needed to coordinate resource mobilization. If the affected local government requests, emergency management staff will activate the operational area EOC.

Major Single Jurisdiction Disaster - Local Government Requires Additional Resources

Field Response: Field units respond as needed using the Incident Command System. One or more Incident Commands may be established depending on the size and nature of

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the disaster. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or the EOC.

Local Government: Supports Incident Commanders with available resources. Local governments activate their Emergency Operations Centers and notify the Operational Area lead agency. Resources are requested through Operational Area emergency management staff and Mutual Aid Coordinators. Local governments retain responsibility for managing the response.

Operational Area: Lead agency activates Operational Area Emergency Operations Center. Operational Area emergency management staff and Mutual Aid Coordinators locate and mobilize resources requested by Local government and special districts. Mutual Aid Coordinators go to the EOC or send representatives depending on circumstances. Resources not available within the Operational Area are requested through the California Office of Emergency Services Regional Administrator and Regional Mutual Aid Coordinators.

Regional: The California Office of Emergency Services Regional Administrator activates the Regional Emergency Operations Center (REOC) and notifies headquarters. The Regional Administrator and Regional Mutual Aid Coordinators locate and mobilize resources requested by the Operational Area.

State: State Operations Center is activated. The California Office of Emergency Services staff monitors the situation.

Major Area - Wide Disaster - Damage in Multiple Operational Areas

Field Response: Field units from the affected jurisdictions respond as feasible using the Incident Command System. Incident Command Posts may be established at various sites throughout the disaster area. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or EOCs.

Local Government: The ability to respond may be severely impaired. Local governments assess capability and report the situation to the operational area. Local governments mobilize all available resources. EOCs establish priorities, allocate available resources to support the field response, and request assistance through the Operational Area. Local governments and special districts retain responsibility for managing the response within their jurisdictions.

Operational Areas: The lead agency activates Emergency Operations Center and notifies the California Office of Emergency Services Regional Administrator. Emergency Operations Center assesses the situation and reports information to the Regional Emergency Operations Center (REOC). The emergency management staff and Mutual Aid Coordinators mobilize available resources in the Operational Area, request additional

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resources through the REOC and Regional Mutual Aid Coordinators, and provide overall situation information to local governments and special districts.

Regional: The California Office of Emergency Services Regional Administrator activates Regional Emergency Operations Center (REOC) and notifies State Headquarters. REOC staff and Regional Mutual Aid Coordinators locate and mobilize resources available within the Region and from State agencies. Additional resources are requested through the State Operations Center.

State: The State Operations Center (SOC) is activated, and State agency representatives are requested to staff the SOC. SOC coordinates State agency response and mobilization of mutual aid resources from unaffected regions. SOC may direct the activation of other California Office of Emergency Services REOCs to assist in resource mobilization. State agency department operations centers are activated. If needed, federal assistance is requested using the National Response Framework. The SOC continuously monitors the situation.

1.7 Authorities and References

State of California

California Government Code, Section 3100, Title 1, Division 4, Chapter 4

States that public employees are Disaster Service Workers (DSW), subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the State; or any county, city, or special district, excluding aliens, legally employed. The law applies when:

- A local emergency has been proclaimed.
- A state of emergency has been proclaimed.
- A federal disaster declaration has been made.

The California Emergency Plan

Promulgated by the Governor and published in accordance with the Act, it provides overall statewide authorities and responsibilities. It describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that: “...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” Therefore, local emergency plans are considered to be extensions of the California Emergency Plan.

1.8 Definitions

Incidents, Emergencies, and Disasters

Incident

An *incident* is an occurrence or event, either Human-Caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to or create disaster conditions. Incidents may also be rapidly mitigated without loss or damage. While not yet meeting disaster level definition, more significant incidents may call for managers to proclaim a “Local Emergency.”

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or mutual aid. Usually, one to a few agencies deals with a common threat to life and property and a limited population.

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Usually, a local emergency will not be declared, and the jurisdictional EOC will not be activated. Incidents are usually of relatively short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agencies, Emergency Operations Centers, etc. Emergency is also defined as a conditional state, such as a "Local Emergency" proclamation. The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

Disaster

A *disaster* is a sudden catastrophic event that brings significant damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials discharge. Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities, and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved, including multiple layers of government. There is usually an extraordinary threat to life and property, affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period (days to weeks), and the local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments, and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

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1.9 Response Levels

Response Levels are used to describe the type of event:

Area(s) affected, the extent of coordination or assistance needed, and the degree of participation expected from the District.

Response Level 1 - Major Disaster

District and other local resources are overwhelmed, and the District declares a State of Emergency because extensive outside resources are required. A Local Emergency and a State of Emergency are proclaimed, and a Presidential Declaration is requested. The emergency operation is centralized. The EOC is activated, and all coordination and direction activities are done from there. There may be several incidents, and the managers of each incident would, as much as possible, report to and receive direction from the EOC. A Statewide Emergency Management System will be fully activated during wartime, and the State will coordinate emergency operations from Sacramento.

Response Level 2 - Local Disaster

Local resources are not adequate, and mutual aid may be required on a regional or even statewide basis. A Local Emergency is proclaimed, and a State of Emergency might be proclaimed. Several departments, as well as other jurisdictional agencies, need close coordination.

The Emergency Operations Center is activated to coordinate emergency response. EOC activities may include but are not limited to:

- Establishing a District-wide situation assessment function,
- Establishing a District-wide public information function,
- Determining resource requirements for the affected area and coordinating resource requests,
- Establishing and coordinating the logistical systems necessary to support multi-incident management,
- Establishing priorities for resource allocation.
- Direction is decentralized: Incident Command Systems are established and continue to report through agency dispatch centers. Agency dispatch centers or liaison personnel provide information to the Emergency Operations Center.

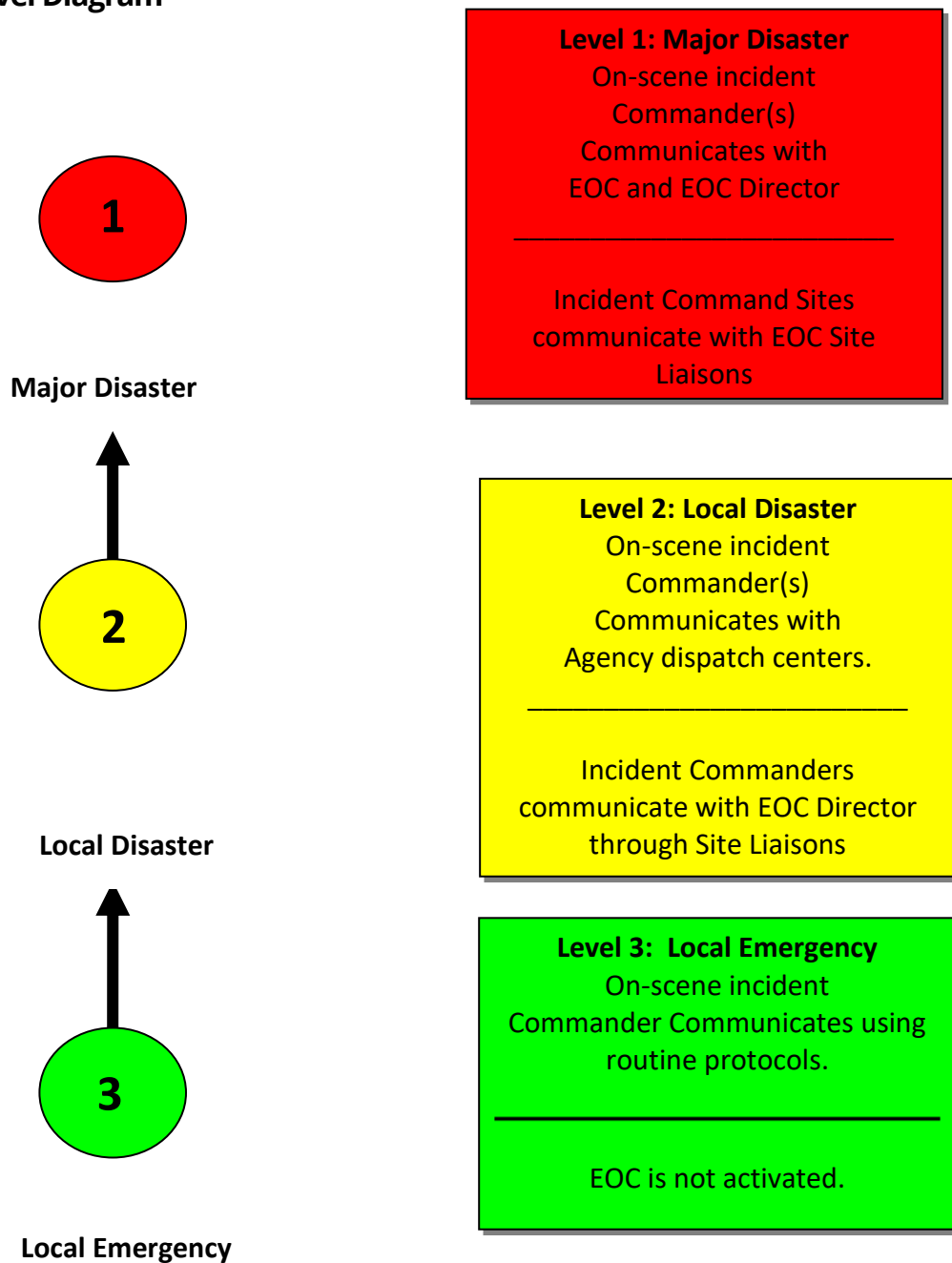
Response Level 3 - Local Emergency

This type of situation is managed typically from a command post at the scene. Local resources are adequate and available; a local emergency is declared. Both coordination

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and direction are centralized: the Emergency Operations Center is not activated, and public safety personnel provides the necessary support, as established by agreements and ordinances. Police, fire, and other responders coordinate via established telephones, radio systems, and dispatch centers.

Response Level Diagram



1.10 Emergency Phases

General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures to reduce the loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the Emergency Response Plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

During peacetime and national security emergencies, emergency management activities are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention Phase

Prevention focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning, and design standards.

Mitigation Phase

Mitigation is perhaps the most critical phase of emergency management. However, it is often the least used and generally the most cost-effective. Mitigation is often thought of as taking actions to strengthen facilities, reduction of nearby hazards, and reduce the potential damage either to structures or their contents.

While it is not possible to eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will lower response costs and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery should review this document, its procedures, and checklists that detail personnel assignment, policies, and resource lists. Personnel should be acquainted with these SOPs and checklists and periodically be trained in activation and execution.

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Response Phase

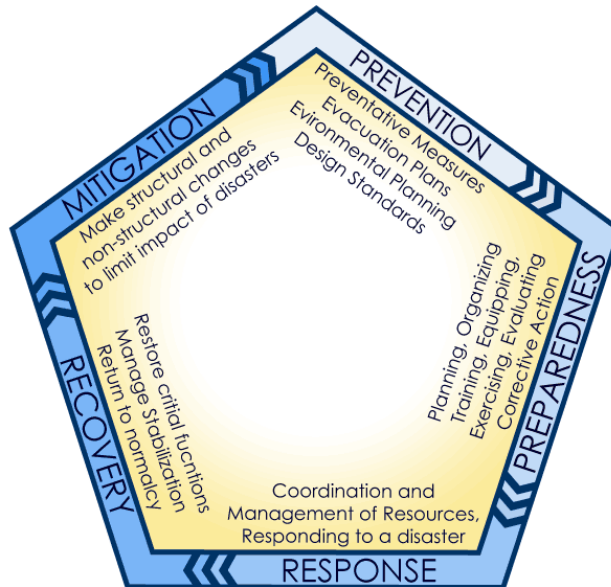
Pre-Impact: Recognition of the approach to a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated, resources may be mobilized, EOCs may be activated, and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster, and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an integral part in the recovery phase for many emergencies. There is no precise time separation between response and recovery. Planning for recovery should be a part of the response phase.



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1.11 Emergency Proclamations

Local Emergency

A Local Emergency may be proclaimed by the District Board or the General Manager, as specified by the California Government Code. A Local Emergency declared by the General Manager must be ratified by the Board within seven days. The Board must review the need to continue the declaration until the Local Emergency is terminated at least every fourteen days.

The Local Emergency must be terminated by resolution as soon as conditions warrant. Declarations are typically made when there is a threat, an actual disaster, or extreme peril to the safety of persons and property within the jurisdiction caused by natural or human-created situations.

The declaration of a Local Emergency provides the District Board with the legal authority to:

- Request that the Governor declares a State of Emergency
- Promulgate or suspend orders and regulations necessary to protect life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition of necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance or failure to perform. (Note: Article 17 of the Emergency Services Act provides certain privileges and immunities.)

State of Emergency

A State of Emergency may be declared by the Governor when:

- Conditions of a disaster or extreme peril threaten the safety of persons and property within the state caused by natural or Human-Caused incidents.
- The Governor is requested to do so by local authorities.

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- The Governor finds that local authority is inadequate to cope with the emergency.

When the Governor declares a State of Emergency:

- Mutual aid shall be rendered following approved emergency plans when the need arises in any city or county.
- To the extent deemed necessary, the Governor shall have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of the public as deemed necessary to cope with the emergency.
- The Governor may suspend the provisions of orders, rules, or regulations of any state agency, any regulatory statute, or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue, and enforce necessary orders and regulations.

State of War Emergency

When the Governor declares a State of War Emergency or a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor that are made or given within the limits of the Governor's authority as provided for in the Emergency Services Act.

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Sample Proclamation

**PROCLAMATION DECLARING THE EXISTENCE
OF A LOCAL EMERGENCY**

WHEREAS, the EOC Director for the Coachella Valley Mosquito and Vector Control District (Special District) does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the District, as a result of:

_____;

And that the Board of the Coachella Valley Mosquito and Vector Control District is not in session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the District; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim a State of Emergency for the Coachella Valley Mosquito and Vector Control District (Special District), and further that the Governor request a Presidential Declaration; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency services organization of this District shall be those prescribed by law, by ordinances and resolutions of this District, and by the Coachella Valley Mosquito and Vector Control District Emergency Response Plan.

BY: _____
EOC DIRECTOR

Date: _____ Time: _____

Attest: _____

District Clerk

1.12 Hazard Vulnerability Assessments / Risk Analyses

Hazard Risks

The Coachella Valley Mosquito and Vector Control District recognize that the planning process must address each vector and natural hazard that threatens the County. The Coachella Valley is vulnerable to a wide range of threats. For the District, there are four broad categories of hazards: vector, natural, technological, or Human-Caused. Coachella Valley, with its varying topography and mix of urban and semi-rural areas, is subject to a wide variety of negative impacts from these hazards. The vector, natural hazards, and technological or human-caused hazards that confront the region are as follows:

Vector Hazards

- Mosquito-borne Disease
- West Nile Virus
- Saint Louis Encephalitis (SLE)
- Flies
- Red Imported Fire Ants (RIFA)

Natural Hazards

- Earthquakes
- Landslides
- Floods
- Wildland fires
- Extreme weather and storms

Technological and Human-Caused Hazards

- Hazardous materials (HazMat)
- Major vehicle accident
- Terrorism

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Information Regarding Vector Hazards in Coachella Valley

Mosquito-borne Disease

Mosquito-borne diseases or mosquito-borne illnesses are diseases caused by bacteria, viruses, or parasites transmitted by mosquitoes. Nearly 700 million people get a mosquito-borne illness each year resulting in over one million deaths.

Diseases transmitted by mosquitoes include malaria, dengue, West Nile virus, chikungunya, yellow fever, filariasis, Japanese encephalitis, Saint Louis encephalitis, Western equine encephalitis, Eastern equine encephalitis, Venezuelan equine encephalitis, Ross River fever, Barmah Forest fever, La Crosse encephalitis, and Zika fever, as well as newly detected Keystone virus and Rift Valley fever.

West Nile Virus (WNV)

West Nile Virus (WNV) is a mosquito-borne disease that was initially identified in the West Nile district of Uganda in 1937. In 1999, it was detected in the eastern United States; since then, the virus has spread throughout the United States and is well established in most states, including California. The virus was detected in the Coachella Valley in August 2003.

The bite of an infected mosquito spreads WNV. Mosquitoes are WNV carriers (“vectors”) that become infected when feeding on infected birds. The virus lives in the mosquito and is transmitted to a new host in the mosquito’s saliva when the insect bites a person or animal. However, humans and horses are “accidental dead-end hosts” and cannot spread the infection to other humans or animals.

In the Coachella Valley, WNV can be transmitted by two commonly found mosquitoes: *Culex tarsalis* and *Culex quinquefasciatus*.

Saint Louis encephalitis (SLE)

St. Louis Encephalitis Virus (SLEV) is transmitted to people by an infected mosquito and can develop into a disease that attacks the brain tissue. The virus was first identified by victims of a 1933 epidemic in St. Louis, Missouri. The disease is commonly called sleeping sickness because the patient suffers prolonged drowsiness in severe cases. SLEV has been detected in wild birds and mosquitoes in the east valley.

In nature, the SLEV is maintained in a primary enzootic transmission cycle, animal to animal, involving wild birds and mosquitoes. It has been speculated that migrant

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birds reintroduce the virus each spring from endemic tropical regions or that a local winter reservoir may exist in other vertebrates and arthropods.

The cycle begins when an uninfected female mosquito bites an infected bird during the period in which the bird has a viremia (virus in the blood). The virus replicates in the mosquito for 5 to 8 days. After this incubation period, the mosquito is infective for life and can transmit the virus to another bird, human, domestic or wild animal. The virus can severely affect people, but they are “dead-end” hosts because not enough virus develops in their blood to infect other mosquitoes or people.

Dengue

A mosquito species capable of transmitting viruses such as chikungunya, dengue, yellow fever, and Zika has been detected in the Coachella Valley. While there are no reports of local mosquito transmission of these viruses at this time, the District is working proactively to reduce the chances of future local transmission.

Several factors are necessary for *Aedes*-transmitted viruses to become a significant health threat in the Coachella Valley. First, an invasive mosquito species (*Aedes aegypti* or *Aedes albopictus*), capable of transmitting these viruses must be present and established in a community. Second, a person who has contracted either chikungunya, dengue, yellow fever, or Zika virus and is currently infectious would have to be bitten by one of these local invasive mosquitoes. Given the low numbers of both invasive *Aedes* detected in the Valley and the low numbers of reported human-related travel cases in the area, the current risk to area residents is low

Other Diseases

Western equine encephalomyelitis (WEE)

Western equine encephalomyelitis (WEE) virus was initially isolated from sick horses in 1930 and from a fatal human case in 1938. This virus causes an acute febrile illness in equines and humans, characterized in its most severe form by signs and symptoms of inflammation and injury of the meninges, brain, and spinal cord. Large outbreaks occurred in the north-central United States in 1941 and the Central Valley of California in 1952. Both sporadic cases and small epidemics continue to occur throughout the western states.

While the exact number of equine cases is generally not known, it can be conservatively estimated that there are several hundred horse cases for every reported human case. The occurrence of human disease is always associated with

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equine encephalitis in the same area, and an equine epidemic often precedes the appearance of human cases. Where most horses have been vaccinated against WEE, this early warning of viral transmission may be less noticeable.

Flies

Flies can transmit disease by contaminating human food. The trash can is a common source of most fly problems around a home. Flies often lay their eggs in the garbage, animal droppings, and other odorous places.

Red Imported Fire Ants (RIFA)

Red Imported Fire Ants (RIFA) are far more aggressive than most ant species. RIFA is not considered to be a vector of any disease. However, their stings are a significant public health concern. Stings may produce a range of reactions from localized pain and swelling to anaphylactic shock. The Coachella Valley is an arid desert that is not naturally suitable for RIFA survival; however, multiple daily irrigations of golf courses, lawns, flower beds, and other horticultural landscapes provide moist and relatively cool conditions conducive to red imported fire ant (RIFA) survival. The RIFA program was established to reduce the potential for injury and economic impact on the residents and visitors of the Valley. Property inspections and control product treatments are conducted at prescribed intervals.

The District's response to these vector hazards is outlined in **Section 3** (EOC Checklists).

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Information Regarding Natural Hazards in Coachella Valley

A hazard matrix listed below outlines the natural and Human-Caused hazards and identifies their likelihood of occurrence and severity.

Natural and Human-Caused Hazards

Hazard	Likelihood of Occurrence			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Earthquake M<5		X		X		
Earthquake M>5	X					X
Wildland Fire		X			X	X
Floods		X		X	X	
HazMat		X		X	X	X
Landslides		X		X	X	
Civil Disturbance	X			X		
Extreme Weather			X	X	X	X
Aircraft Crash	X			X	X	X
Major Vehicle Accident			X	X	X	
Terrorism	X				X	X

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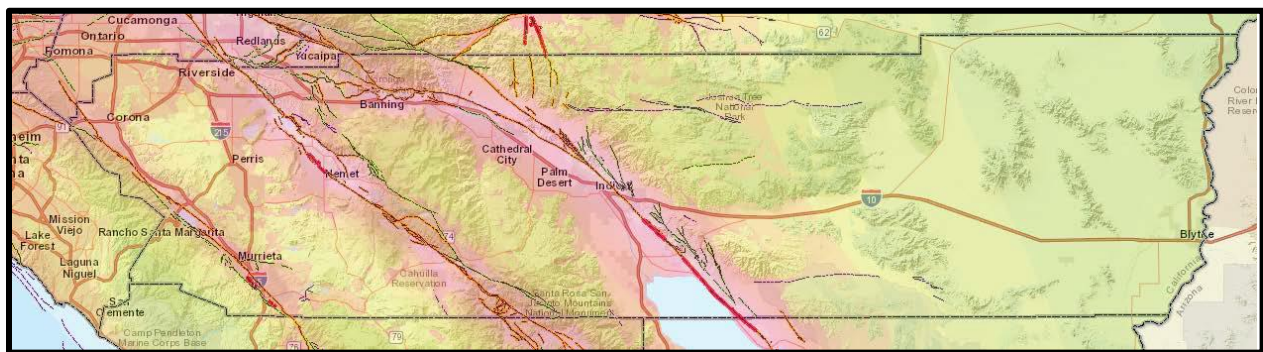
Earthquake Risks in Riverside County and the Coachella Valley

Located within Riverside County are several known active and potentially active earthquake faults, including the San Andreas Fault, San Jacinto Fault, and Elsinore Fault. In the event of an earthquake, the location of the epicenter and the time of day and season of the year would have a profound effect on the number of deaths and casualties, as well as property damage.

Research centers devoted to detecting and logging earthquake events record the ongoing weekly activity of small magnitude in Riverside County faults. Many small-scale earthquakes happen weekly, but larger-scale or catastrophe shaking is less likely.

A moderate earthquake occurring in or near Riverside County could result in deaths, casualties, property damage, environmental damage, and typical government and community services disruption. The effects could be aggravated by collateral emergencies such as fires, flooding, hazardous material spills, utility disruptions, landslides, transportation emergencies, and the possible failure of several dams in Riverside County. The community needs would most likely exceed the response capability of the County's emergency management organizations, requiring mutual assistance from volunteer and private agencies, the California Office of Emergency Services (Cal OES), and the Federal Emergency Support Functions.

A catastrophic earthquake in Riverside County could cause thousands of casualties, extensive major property damage, disruption in communications and utility systems, disruption in supply and distribution systems, and general panic. An earthquake of this magnitude could directly affect all of Riverside County and most of southern California, causing a critical demand for mutual aid resources and competition for national relief.



Ground Shaking Potential for the Coachella Valley

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Riverside County is at risk of a significant earthquake causing catastrophic damage and strains on response and mitigation resources. Both property and human life are at high risk. The County experiences hundreds of minor quakes and tremblers each month from the myriad of faults in the area. Studies indicate that stress is building up in major faults like the San Andreas. A major quake could happen at any time.

Earthquake risk is very high in the most heavily populated western portion of the County and the Coachella Valley due to the presence of two of California's most active faults, the San Andreas and San Jacinto. The risk is moderate in the county's eastern portion beyond the Coachella Valley.

Earthquake Size Descriptions		
Descriptive Title	Moment Magnitude Scale	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction, and ground failure are triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on the magnitude and other factors.

Landslide Risks in Coachella Valley

Like its earthquake-generating faults, California's mountainous terrain also results from dynamic geologic processes in operation as the North American Plate grinds past the Pacific Plate. More than one-third of California is mountainous terrain that

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generally trends parallel to the coast, forming a barrier that captures moisture from offshore storms originating in the Gulf of Alaska and Mexico. Steep topography, weak rocks, heavy winter rains, and occasional earthquakes all lead to slope failures more frequently than would otherwise occur under gravity alone.

A landslide is the breaking away and gravity-driven downward movement of hill slope materials, which can travel at speeds ranging from fractions of an inch per year to tens of miles per hour depending on the rock's slope steepness and water content/soil mass.

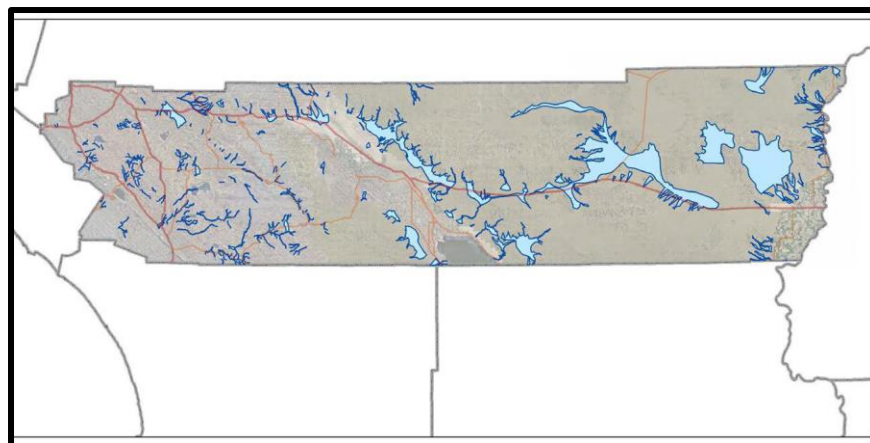
Landslides range from the size of an automobile to a mile or more in length and width and, due to their sheer weight and speed, can cause severe damage and loss of life. Their secondary effects can be far-reaching; for example, catastrophic flooding can result from the sudden release

Landslides are a continuing risk in Riverside County and the Coachella Valley, especially during seasons of high precipitation. History has also shown that many landslides occur in areas where landslides have not been predicted.

Flood Hazard Risks in Coachella Valley

A flood is defined as an overflowing of water onto an area of normally dry land. Floods generally occur from natural causes, usually weather-related, often in conjunction with a prolonged period of seasonal precipitation or with sudden and very heavy rain falls. Floods can, however, result from human causes such as dam impoundment bursting or breaks in irrigation channels.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen the flood-related damage. Conversely, flash floods are characterized by extremely short warning times.



Riverside County Floodplain Map

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A slow-rising flood situation will progress through a series of stages, beginning with little rainfall and evolving to a significant event such as substantial flooding. Once flooding begins, personnel will be needed to assist in rescuing persons trapped by floodwaters, securing utilities, cordoning off flood areas, and controlling traffic. These actions may overtax local agencies, and additional personnel and resources may be required. It is anticipated that existing

Flooding due to heavy precipitation or dam failure is a potential hazard in Riverside County, with the resultant possibilities for damage to property and loss of life. Severe flooding can be exceptionally costly. In a relative sense, flooding due to precipitation does not present the degree of danger posed by other hazards such as major earthquakes. If there is flooding due to dam failure, the danger could be cataclysmic.

Fire Hazard Risks in Coachella Valley

Fire is a continuous threat in Southern California, particularly in Riverside County. The significant areas of concern are the wildland and urban interfaces. Hundreds of homes now border large forests and brush areas. With thousands of people living near and visiting wildland areas, the probability of human-caused fires is growing. Although occurring with less frequency, the threat of fire from lightning strikes also exists.

Generally, the dry seasons are a significant time for an increase in the number of forest fires and structure fires. The standard "shake roof" is a particular hazard, as is the poor control of flammable growth around structures. Fire danger is exceptionally high during the intense "Santa Ana" winds.

The increase of industrial complexes, transportation networks, and utility networks poses a threat that is not seasonal, but instead year-round. The ever-present problem of hazardous materials is associated with industry and transportation networks. Although not necessarily a wildland threat, a fire occurring in an urban area involving hazardous materials could have serious consequences.

Information Regarding Human-Caused Hazards in Coachella Valley

Hazardous Materials

Hazardous materials (Hazmat) consist of substances that, by their nature, lack containment, and reactivity, and have the capability of inflicting harm. Hazmat poses a threat to health and the environment when improperly managed. Hazmat can be a toxic, corrosive, flammable, explosive, reactive, irritant, or a strong sensitizer. Hazmat substances also include certain infectious agents, radiological materials, oxidizers, oil, used oil, petroleum products, and industrial solid waste substances.

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Hazardous materials can pose a threat when they are manufactured, stored, transported, or used. They are used in almost every manufacturing operation and by retailers, service industries, and homeowners. Hazardous material incidents are one of the most common threats to public health and the environment. Incidents may occur due to natural disasters, human error, terrorism, or accident.

Hazmat incidents typically take five forms:

1. Fixed facility incidents
 - a. Laws require those facilities to notify state and local authorities about what is being used or produced there, and incidents with the materials can be planned for.
2. Transportation incidents
 - a. Transportation incidents are more difficult to prepare for because it is impossible to know what material(s) could be involved until an accident happens.
3. Pipeline incidents
 - a. Pipelines carry natural gas and petroleum. Breakages in pipelines carry differing amounts of danger, depending on where and how the break occurs and what is in the pipe.
4. Terrorism incidents (or suspected Terrorism)
 - a. Intentional acts involving violence or the threat of violence. Similar to transportation incidents, these occurrences are more challenging to prepare for due to unknown locations and substances.
5. Illegal Disposal / Abandonment
 - a. Similar to transportation incidents, these occurrences

The amount of hazardous materials transported over rail and roadways daily is unknown but estimated to increase as our economy grows steadily. There is the potential for a hazardous materials incident almost anywhere on the numerous highways and roads that crisscross Riverside County. The greatest concern focuses on the 10 freeway. The most vulnerable areas along this route are considered to be the on/off ramps and interchanges.

A major concern in the trucking industry is the safe operation of their trucks. With the deregulation of the trucking industry, spot checks of trucks in many states, including California, have shown that a large percentage of trucks currently in service are not in safe enough condition to be operated on public highways.

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Many industries are moving into the County. Many facilities exist today, with more construction forecasted. To support these industries, the County is likely to realize a large increase in the transportation of toxic, flammable, and corrosive materials into and out of the County. With the increased use of hazardous materials, there is an increased need for safe hazardous waste management and disposal. There will be increased transportation of hazardous materials waste to proper disposal sites located outside of Riverside County.

Although Hazmat incidents can have serious property damage and even loss of life, Hazmat accidents do not generally affect extensive areas. Hazmat incidents present a real danger and are highly unpredictable in terms of determining when or where they will occur but generally do not pose a serious threat to the ability of Riverside County to respond. Proper preparation by law enforcement, the fire department, and the medical community enables the County to deal with the most likely events. Many emergency workers prepare for Hazmat events as part of their ongoing training. Agencies and facilities are also routinely equipped to deal with most events that might occur.

Terrorism Event

Terrorism is the use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof. Terrorist acts or acts of war may cause casualties, extensive property damage, fires, flooding, and other ensuing hazards.

Terrorism takes many forms, including:

- Chemical
- Biological
- Radiological
- Nuclear
- Explosive
- Cyber-terrorism
- Active shooters
- Vehicle Ramming

Terrorism Risk Assessment

Chemical

A terrorist would not have to build a complicated chemical release device. An already existing chemical plant could be sabotaged or bombed during favorable weather

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conditions, releasing a toxic cloud to drift into a populated area. The result could be just as dangerous as placing a smaller chemical device in a more confined space. This type of incident would cause maximum fear, trepidation, and potential panic among the civilian population, thus achieving a major terrorist objective.

Biological

The agents are cheap, easy to make, and simple to conceal. Even small amounts, if effectively deployed, could cause massive injuries and overwhelm emergency rooms. The production of biological weapons can be carried out virtually anywhere — in simple laboratories, on a farm, or even in a home.

However, experts say it remains challenging to transform a deadly virus or bacterium into a weapon that can be effectively dispersed. A biological agent bomb would likely destroy the germ as it explodes. Dispersing the agents with aerosols is challenging because biomaterials are often wet and can clog sprayers. Most agree that, while a biological attack could be devastating in theory, the logistical challenges of developing effective agents and then dispersing them make it less likely a terrorist could carry out a successful widespread assault.

Radiological/Nuclear

Under extreme circumstances, an accident or intentional explosion involving radiological materials can cause severe problems. Consequences may include death, severe health risks to the public, damage to the environment, and an extraordinary loss of, or damage to, property.

Explosive

While generally more limited in the extent of the damage inflicted, explosive terrorist attacks may have consequences, including death and damage to property. Targets would include county fairs, music festivals, critical facilities, and sporting events.

Active shooters

The increase in violent crimes throughout the nation has increased awareness within Riverside County. The possibility of an attack has increased. Though the threat to infrastructure is relatively limited, this hazard could result in loss of life, injury, and economic disruption. Targets could include public events, government facilities, schools, and shopping centers.

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Vehicle Ramming

This terrorist tactic has been increasing over the last five years. Riverside County has a very low history of this event but a moderate probability of it happening again. This tactic is tough to detect, and mitigation is extremely difficult to

The District's response to natural and Human-Caused hazards is outlined in **Section 3** (EOC Checklists).

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1.13 Plan Maintenance and Training

Emergency Response Plan Maintenance

The Coachella Valley Mosquito and Vector Control District Emergency Response Plan are designed for efficient updates and additions. The responsibility of maintaining the document is assigned to the General Manager.

The General Manager will conduct a thorough review of the plan annually. Updates shall be distributed every year as needed or when there are significant changes.

This Plan is a management tool. It supports and is integrated with, District operations. Sections of the Plan can be easily updated with minor modifications when there are changes to the District organization, systems, and/or new functional positions are added. It does not need to be updated every time procedures change.

Individuals with emergency assignments are to review their procedures and related information after every activation, either simulated in drills or actual responses. Individual Checklists are to be revised as needed. Additionally, individual users are encouraged to add supplemental materials to their Sections for a complete “response-ready” plan.

The Checklists are designed to be used as worksheets. New and revised Checklists can be reprinted after each activation. It is unnecessary to reprint the entire document each time it is updated. The footer date should always be kept current and can include the word “Revised” to indicate the update.

Training Program

This Plan is consistent with the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The District will need to review the guidelines to identify competency requirements based on this Plan.

Orientation

All new District supervisory and management employees should review the Plan upon hire and attend field or EOC training when practical.

SEMS Required EOC Exercises and After-Action Reports

The District will conduct an EOC tabletop or an EOC functional exercise at least once a year, simulating an actual incident or disaster, as required by SEMS. This serves to practice policies, procedures, and decision-making skills. The exercise may involve District staff alone, or it can be held in conjunction with other jurisdictions. These

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exercises are the most effective method of training the District's staff. Shortly after the annual exercise, the District will prepare an After Action Report (including Corrective Actions) as required by NIMS.

In addition, should the EOC be activated for a declared emergency, the District will also prepare an After Action Report that includes Corrective Actions as required by SEMS and NIMS. All After Action Reports will indicate who is responsible for completing the Corrective Actions and when they will be completed. These reports will be forwarded to the Riverside County Office of Emergency Services.

1.14 Continuity of Government

General

A significant emergency could result in the loss of key District officials, loss of function of the established seat of government, and destruction of public and private records. Authority for policies and procedures associated with continuity of government is derived from the California State Constitution, the Emergency Services Act, and Coachella Valley Mosquito and Vector Control District Board Policies.

Succession of District Officials

The District Board shall meet as soon as possible after a disaster. If necessary, it reconstitutes itself and fills appointive District offices. Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method of reconstituting the District Board and appointing District offices.

If the EOC Director (General Manager) is not available, they are succeeded by an individual who is permanently appointed to the following positions in the District government. The successor serves until an appointment has been made by the District Board and the appointee has been seated:

First Alternate: Administrative Finance Manager
Second Alternate: Laboratory Manager

Succession of Emergency Operations Center Sections and Branches is provided in the procedures and checklists that support this plan.

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Temporary Seat

The seat of government is the Coachella Valley Mosquito and Vector Control District Office, 43420 Trader Place, Indio, CA 92201. There is no alternate seat of government for the District.

Preservation of Essential Records

Essential District records comprise only a small amount of all the records of the District and meet one or more of the following criteria:

- Records necessary to conduct emergency operations. Records in this category include utility systems maps, locations of emergency supplies and equipment, Emergency Response Plans and procedures, and lists of regular and auxiliary personnel.
- Records are required to restore day-to-day District operations. Records in this category include state statutes, District ordinances, resolutions, official proceedings, and financial records.
- Records are necessary for the protection of the rights and interests of individuals and the government. Records in this category include land and tax records, license registers, and articles of incorporation.

Essential District records may be protected at any point in their life cycle, i.e., from their creation to final disposition. Acceptable methods of preserving essential records include dispersal, duplication, on-site storage, and off-site storage. The District currently preserves essential records by reproducing them electronically on digital drives or cloud storage.

Section Two

The Emergency Operations Center

2.1 Emergency Organization

Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. The Coachella Valley Mosquito and Vector Control District's emergency response organization is based on these functions. The Emergency Operations Center is located in the District's Administration Building Board Room at 43420 Trader Place, Indio, CA 92201. If necessary, an alternate EOC can be activated in the District's Laboratory Building or the District's Operations Building.

Because the District may be somewhat limited in filling all of the EOC positions listed on the Organization Chart, as shown in **2.3 EOC Organizational Chart**, it is the responsibility of each Section Chief to review the duties of the Branches and Units that fall under them and to take on those duties as necessary based on the situation. However, not every EOC activation may require each Branch or Unit to be filled, nor do all the duties listed in the Branch or Unit checklists.

2.2 Emergency Operations Center (EOC)

Explanation of the EOC

The Emergency Operations Center (EOC) is where centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management.

The EOC Director and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all District emergency operations; and coordination with the County and other agencies. The EOC Director partially or fully activates the EOC according to the requirements of the situation.

The EOC is organized according to SEMS, as noted earlier in this plan. The Section Chiefs serve as the EOC Management Team.

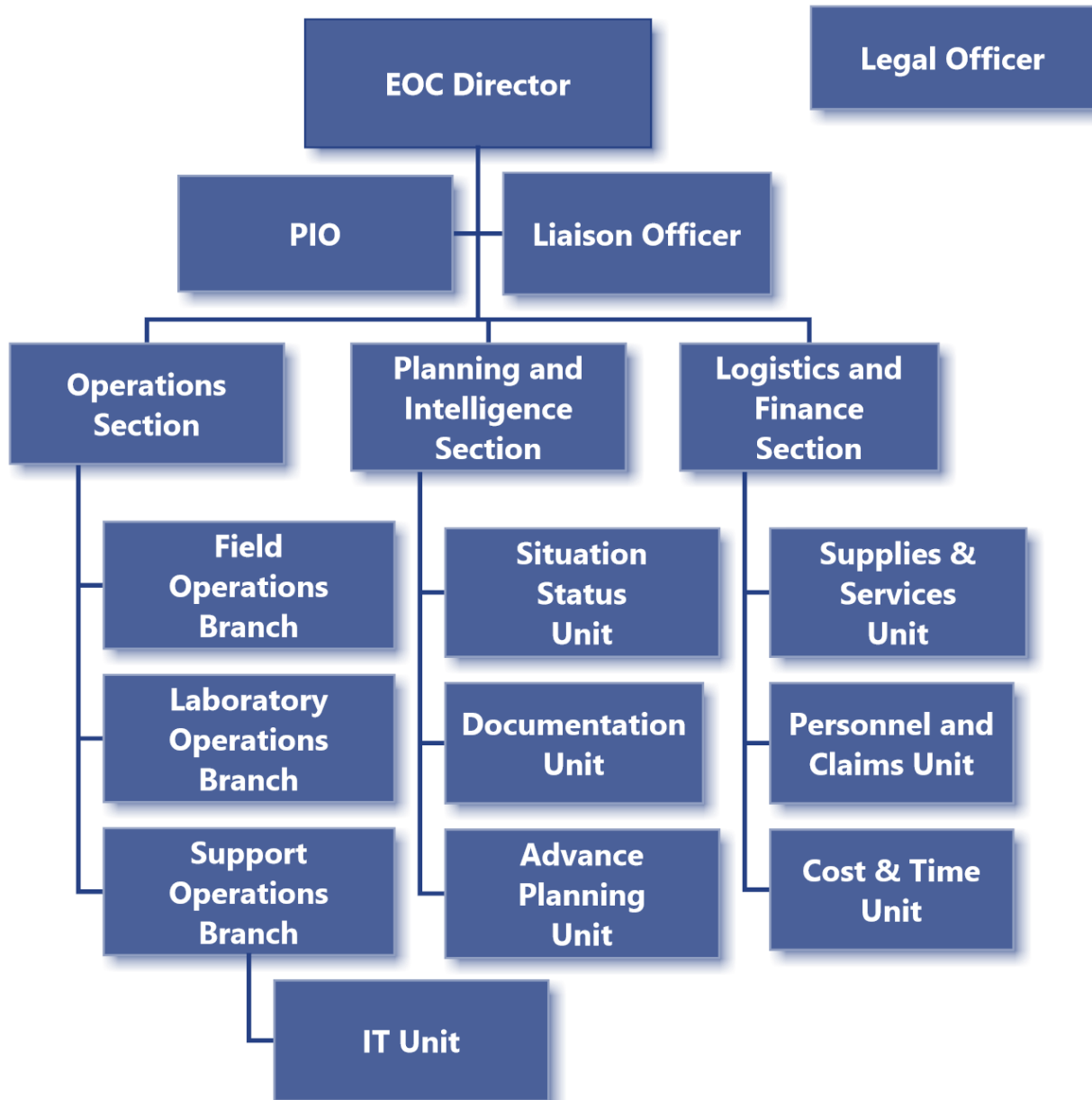
Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System.

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It is recommended that the EOC be configured as closely as possible to the diagram listed in this Section. However, in the event of a disaster where the District's Office is not accessible, the EOC may be moved to the Laboratory Building, the Operations Building, or any other safe location within or outside the District facility at the discretion of the EOC Director.

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2.3 EOC Organizational Chart



2.4 EOC Positional Definitions

EOC Director

The EOC Director determines the strategy for implementing the Action Plan to handle the incident and monitors how the plan is working. The Director coordinates all response activities through the EOC Sections, keeps the Board informed of the progress and strategies being implemented during the response, and ensures that the response is being fully documented for legal and financial reasons.

Public Information Officer

The PIO is responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations. The PIO is authorized to speak for the District as directed by the EOC Director.

Liaison Officer

The Liaison Officer is a direct representative of the EOC Director. The Liaison Officer is the conduit for information flow between the District and other jurisdictions, notably the Riverside University Health System - Public Health Agency. They also act as a point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. The Liaison Officer ensures that these organizations are informed of the District's response.

Legal Officer

The Legal Officer is the District's Legal Counsel. As required, the Legal Officer provides advice to the EOC Director in all legal matters relating to the emergency. The Legal Officer assists the Director in declaring a local emergency and implementing emergency powers if required.

Operations Section Chief

The Operations Chief is responsible for activating the operational element of the EOC Action Plan. They manage the strategic operation that directs the primary mission. They are responsible for coordinating the Section's Branches: Field Operations, Laboratory Operations, and Support Operations in accordance with the Action Plan.

Field Operations Branch

The mission of the Field Operations Branch is to provide mosquito, fly, Red Imported Fire Ant, and other vector control services to all the areas in the District. They coordinate with the Laboratory Operations Branch as needed.

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Laboratory Operations Branch

The Laboratory Operations Branch is responsible for continued laboratory operations during emergencies and disasters, whether it be a localized vector emergency or laboratory operations during a regional disaster situation. The Branch also collects information on any insect or other arthropod, rodent, or another animal of public health significance capable of harboring or transmitting the causative agents of human disease, or capable of causing human discomfort and injury. In conjunction with the Riverside University Public Health System, the Branch would monitor related disease outbreaks such as West Nile Virus, dengue, SLEV, and RIFA.

Support Operations Branch

The Support Branch is responsible for maintaining the District's facilities and vehicle fleet. They will coordinate the repair and maintenance of vehicles and buildings during an emergency and/or disaster situations

IT Unit

The IT Unit ensures that computer and telephone services are provided for the District and the EOC as required by the incident.

Planning and Intelligence Section Chief

The Planning and Intelligence Section is managed by the Section Chief, who is responsible for the collection, evaluation, documentation, and dissemination of incident information and intelligence within the EOC. Also, the Planning and Intelligence Section Chief is responsible for the preparation of the Action Plan and the After Action Report, as well as other reports that may be required.

Situation Status Unit

The Situation Status Unit gathers information and intelligence about the emergency or disaster and displays it in the EOC. It collects event information and prepares an assessment report for other EOC Sections, including outside agencies that also require the information. It makes predictions and provides other information and intelligence as necessary. The Unit works with the other EOC Sections to set priorities and plan strategies.

Documentation Unit

The Documentation Unit maintains and stores all documents relating to the emergency and maintains copies of all EOC messages. It also maintains the official history of the emergency and assists in the preparation of the Action Plan, Situation

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Reports, Even Assessment Reports, and other reports and intelligence summaries as required. The Unit provides duplication services and prepares an After Action Report at the deactivation of the EOC.

Advance Planning Unit

Responsible for the development of an Advance Plan that includes potential response and recovery likely to occur beyond the next operational period, generally within 36 to 72 hours. In addition, the Advance Planning Unit may aid the other EOC Sections by developing a Demobilization Plan.

Logistics and Finance Section Chief

The Logistics and Finance Chief is responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, equipment, and supplies. They are also responsible for maintaining the EOC in operational order by procuring and repairing equipment, as well as obtaining supplies as needed. The Logistics and Finance Chief cooperates closely with the Operations Section to determine resources currently in place and what resources may be needed. They also provide advice and support to the EOC Director regarding financial issues and ensure that adequate records are maintained to support requests for State and federal assistance. They ensure that personnel time worked in the incident is tracked, while providing cost analysis and projections.

Supplies & Services Unit

The Supplies & Services Unit is under the direction of the Logistics and Finance Chief and is primarily responsible for ordering, receiving, inventorying, storing, and distributing supplies needed for the District's disaster operations. The Unit is also responsible for providing procurement support for the District during the disaster. In addition, and working with the Support Operations Branch, the Unit is responsible for appropriating additional janitorial services, food and catering services, building maintenance services, and equipment repair services during the EOC activation.

Personnel and Claims Unit

The Personnel and Claims Unit supports human resource needs of the emergency, document names, assignments, and duty hours of all personnel committed to the operation and provides staff support as needed. The Unit also manages all legal claims for compensation filed against the District. It advises the Director of Emergency Services in areas of claims for bodily injury and property damage compensation presented to the District.

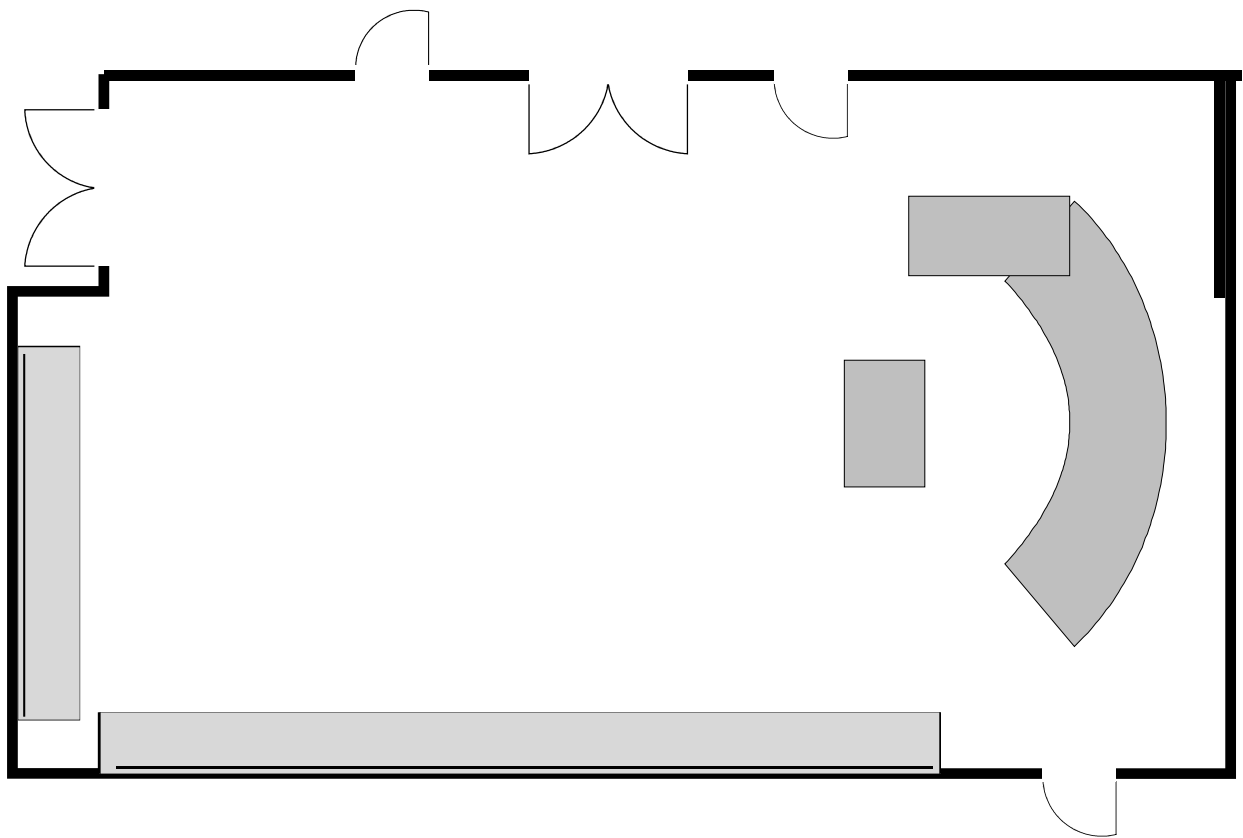
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Cost Unit and Time Unit

The Cost and Time Unit is responsible for collecting all cost data, performing cost-effectiveness analyses, providing cost estimates, and cost-saving recommendations during an emergency or disaster. The Unit also maintains records of all personnel time worked during the emergency.

2.5 Emergency Operations Center Diagram

Coachella Valley Mosquito and Vector Control District Board Room



2.6 EOC Activation and Set-Up Procedure

- Check in with the EOC Director to determine the level of EOC activation.
- EOC supplies are kept in Conference Room supply closets.
- Set up the EOC using the instructions provided with the equipment from the appropriately labeled EOC Section containers in the cabinet.
- Read the position checklists for specific duties and begin EOC operations.

2.7 When the EOC is activated

Activation of Coachella Valley Mosquito and Vector Control District's EOC means that at least one District official implements SEMS as appropriate to the scope of the emergency and the District's role in response to the emergency. The District's EOC is activated when routine use of resources needs support and/or augmentation. The official implementing of SEMS may function from the EOC, or from other locations depending on the situation.

Activated EOCs may be partially or fully staffed to meet the demands of the situation. The District maintains three EOC staffing levels that can be applied to various situations. Activation criteria are as follows:

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EOC Activation Guide				
Level	Conditions	EOC Duties	Activation	Actions
3	<p>Hazardous conditions that affect a significant portion of the District.</p> <p>Severe weather is occurring. Verified and present threats to critical facilities.</p> <p>Situational conditions warrant Major emergency in the Area or Region.</p> <p>Incidents occur involving heavy resource involvement.</p> <p>Major earthquake.</p>	<p>Brief arriving staff on the current situation.</p> <p>Facilitate EOC staff</p>	<p>As determined by the EOC Director.</p> <p>EOC essential and necessary staff.</p> <p>Key department heads. Required support staff.</p>	<p>As the situation warrants.</p>
2	<p>Situational conditions warrant Severe weather warning issued. Moderate earthquake</p> <p>Wildfires affecting specific areas Incidents involving the facility.</p> <p>Hazardous materials incident requiring evacuation.</p> <p>Imminent earthquake alert.</p>	<p>Continuous monitoring of events.</p> <p>Initiate EOC start-up checklist.</p> <p>Facilitate field personnel.</p> <p>Provide status updates to EOC personnel</p>	<p>Staffed as situation warrants and liaison to other agencies.</p> <p>Primary EOC personnel will be available and check in regularly.</p>	<p>Briefings to District staff.</p> <p>EOC begins full operation.</p>
1	<p>A severe weather watch is issued. Situational conditions warrant.</p> <p>Small incidents involving one part of the facility.</p> <p>Earthquake advisory.</p> <p>Flood watch.</p>	<p>Continuous monitoring of events.</p> <p>Check & update all resource lists.</p> <p>Distribute status and analysis to EOC personnel.</p> <p>Receive briefing from field personnel as necessary.</p>	<p>Only basic support staff or as determined by EOC Director.</p>	<p>EOC Sections review Plans and Guidelines and check the readiness of staff and resources.</p>

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2.8 EOC Closeout Checklist

- Notify appropriate agencies and individual sites that EOC is being closed.
- Collect data, logs, situation reports, message forms, and other significant documentation. Place in a secure file box.
- Deliver the information to the Logistics and Finance Section Chief.
- Fold and repack reusable maps, charts, and materials.
- Collect and place all equipment and supplies in the closet.
- Make a list of all supplies that need replacement and forward them to the Logistics Section Chief.
- Turn off all computers and other electronic equipment.
- Leave the Board Room in good order.

Section Three

EMERGENCY OPERATIONS CENTER

POSITIONAL CHECKLISTS

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3.1 EOC Director

The EOC Director determines the strategy for implementing the Action Plan to handle the incident and monitors how the plan is working. The Director coordinates all response activities through the EOC Sections, keeps the Board informed of the progress and strategies being implemented during the response, and ensures that the response is being fully documented for legal and financial reasons.

(Assigned to: General Manager, Administrative Finance Manager, Laboratory Manager)

Action Checklist

- Identify yourself as the EOC Director.
- Read this entire Checklist.
- Obtain a briefing on the extent of the emergency and recommended initial objectives.
- Depending on the type of incident and the information available, order partial or full activation of the EOC.
- Determine if all key personnel have been notified.
- Brief Section Chiefs and ensure that they utilize the EOP Checklists.
- If required, establish a Liaison Officer to communicate with other local agencies as needed.
- In the event of an earthquake, determine the need to evacuate any of the District's facilities.
- Consider declaring a local emergency. Distribute the declaration to the County Office of Emergency Services.
- Establish the frequency of briefing sessions for EOC staff.
- Working with the Operations Section Chief, establish operational work periods for all EOC and field personnel.
- Direct Section Chiefs to maintain appropriate Logs, charts, and records.
- Review and approve the EOC Action Plan developed by the Planning and Intelligence Chief.
- Working with the PIO and Operations Section Chief, ensure that proper warnings have been given to affected areas.
- Working with the PIO, issue special information releases addressing rumors. Identify them as such, and provide correct information, if available.
- Ensure that separate voicemail telephone hotlines are set up for the media and public use.

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- Working with the PIO, arrange for briefings for the media and VIPs.
- If there is little or no damage to the District's infrastructure, prepare to provide mutual aid to neighboring jurisdictions. Coordinate this with the Public Works Branch at the County EOC.
- Make sure that the Liaison Officer is a point of contact for other Agency Representatives.
- Ensure that the Liaison Officer maintains a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Be sure that the agencies supporting the incident aware of its status.
- Keep the Board informed of all major problems and decisions.
- Maintain a Management Section Log noting messages received; decisions made and actions taken.
- Ensure that an After Action Report is completed at the deactivation of the EOC and that Corrective Actions are noted, including who is responsible for the actions and when they are to be completed. The Director is to ensure that the Corrective Actions are completed by whom they were assigned, and that they are completed in the time allocated in the report.

3.2 Public Information Officer

The PIO is responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations. The PIO is authorized to speak for the District as directed by the EOC Director.

(Assigned to: Public Information Officer, General Manager)

Action Checklist

- Identify yourself as the Public Information Officer.
- Read this entire Checklist.
- Obtain a briefing from the EOC Director.
- Prepare an initial information summary as soon as possible after arrival.
- Establish contacts with the media and provide whatever assistance is required.
- If required, establish an Information Center for the media. Schedule regular briefings.
- Establish separate voicemail telephone hotlines for media and public use. Update regularly.
- If required, establish a field PIO team, including those from other jurisdictions to assist.
- Release news and information. Post the information in the EOC and Media Center.
- In the case of a multi-jurisdictional event, coordinate the release of public information through a Joint Information Center (JIC).
- Arrange for escort and briefing service for the media and VIPs.
- Attend all EOC briefings and meetings. Update information releases.
- If required, schedule expert speakers for media briefings.
- Monitor television and radio transmissions.
- Working with the County EOC, coordinate communications systems to issue warnings.
- Issue special information releases addressing rumors. Identify them as such, and provide correct information, if available.
- Ensure that announcements and information are translated for special populations.
- Maintain a log noting messages received; releases published; interviews granted; and other activities.

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- ❑ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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3.3. Liaison Officer

The Liaison Officer is a direct representative of the EOC Director. The Liaison Officer is the conduit for information flow between the District and other jurisdictions. They also act as a point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. The Liaison Officer ensures that these organizations are informed of the District's response. **(Assigned to: District Staff as Required by the Event)**

Action Checklist

- Identify yourself as the Liaison Officer.
- Read this entire Checklist.
- Obtain a briefing on the extent of the emergency and recommended initial objectives from the EOC Director.
- Maintain a Unit Log noting messages received; decisions made and actions taken.
- Be a point of contact for other Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of the event's status.
- Monitor incident operations to identify current or potential inter-organizational issues.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Assign assistants as needed.
- Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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EMERGENCY OPERATIONS PLAN**

3.4 Legal Officer

The Legal Officer is the District’s Legal Counsel. As required, the Legal Officer provides advice to the EOC Director in all legal matters relating to the emergency. The Legal Officer assists the Director in declaring a local emergency and implementing emergency powers if required.

(Assigned to: Legal Counsel)

Action Checklist

- Identify yourself as the Legal Officer.
- Read this entire Checklist.
- Obtain a situation briefing on the extent of the emergency from the EOC Director.
- Advise EOC Director on declaring an emergency and/or issuing special orders.
- Monitor response efforts and advise the EOC Director regarding liability exposures and protection against such exposures.
- Prepare proclamations, emergency ordinances, and other legal documents as required by the EOC Director.
- Develop rules and regulations required for the acquisition and/or control of critical resources.
- Maintain a log noting messages received; decisions made; actions taken; and personnel on duty.
- Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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3.5 Operations Section Chief

The Operations Chief is responsible for activating the operational element of the EOC Action Plan. They manage the strategic operation that directs the primary mission. They are responsible for coordinating the Section's Branches: Field Operations, Laboratory Operations, and Support Operations in accordance with the Action Plan.

(Assigned to: Laboratory Manager, District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Operations Section Chief and read this entire Checklist.
- Obtain a briefing from the EOC Director.
- Evaluate the field conditions associated with the emergency.
- In the event of an earthquake, ensure that all District facilities are being checked for damage and problems.
- Determine what District resources are committed to the event.
- Coordinate the need for mutual aid for priority problems.
- Coordinate internal resource needs with the Logistics Section Chief.
- If required, establish and maintain staging areas for operations-related equipment and personnel.
- Assist the Planning and Intelligence Chief in the development of the Action Plan.
- In the event of an earthquake, prepare the initial damage estimate for the District's facilities. Collect and record the type and the estimated value of the damage.
- Working through either the City of Indio's EOC or the Riverside County EOC, request structural inspection personnel if needed.
- Set priorities for utility requirements to support immediate and extended operations. Coordinate with the City of Indio, Southern California Edison, or Southern California Gas Company to correct deficiencies.
- Coordinate with the Liaison Officer and the Coachella Valley Health Care Agency to determine public health hazards and establish standards for control of public health issues related to vector control issues.
- Develop a follow-up briefing for the EOC Director.
- Maintain an Operations Section Log noting messages received, decisions made, the actions taken, and other activities. Maintain a record of personnel on duty.

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- ❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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3.6 Field Operations Branch

The mission of the Field Operations Branch is to provide mosquito, rat, fly, Red Imported Fire Ant, and other vector control services to all the areas in the District. They coordinate with the Laboratory Operations Branch as needed.

(Assigned to: Operations Manager, District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Field Operations Branch Manager and read this entire Checklist.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check telephones and radios.
- Establish Field Operations Branch and staff for extended operations.
- If appropriate, move District vehicles to open areas to avoid damage from aftershocks following an earthquake.
- Maintain a Field Operations Branch Incident Chart and Map record of all significant incidents and commitments.
- Complete a Field Operations Branch Situation Report at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation for the Action Plan.
- Coordinate provision of mutual aid or contractors for priority problems.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Obtain emergency traffic routes by coordinating with the County EOC and city public works agencies, CHP, and other law enforcement agencies.
- In order to keep District field personnel informed after a major disaster, advise them of roadway conditions, evacuation zones, shelter locations, first aid facilities, casualty collection points, and other facilities which may be established.
- Advise the Operations Section Chief and/or the EOC Director of the current situation as required.
- Assist in the preparation of the Action Plan.
- Arrange for feeding and sheltering of personnel as necessary with the Logistics Section.
- Maintain a Field Operations Branch Log noting messages received, decisions made, actions taken, and other activities. Maintain a record of personnel on duty.

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- Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

3.7 Laboratory Operations Branch

The Laboratory Operations Branch is responsible for continued laboratory operations during emergencies and disasters, whether it be a localized vector emergency or laboratory operations during a regional disaster situation. The Branch also collects information on any insect or other arthropod, rodent, or other animals of public health significance capable of harboring or transmitting the causative agents of human disease, or capable of causing human discomfort and injury. In conjunction with the Riverside University Public Health System, the Branch would monitor related disease outbreaks such as West Nile Virus, SLEV, dengue, and RIFA.

(Assigned to: Vector Ecologist / Laboratory Staff)

Action Checklist

- Identify yourself as the Laboratory Operations Branch.
- Read this entire Checklist.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check all laboratory equipment for damage or failure. Request repair or augmentation from the Logistics Section.
- Establish Laboratory Operations for extended operations.
- Complete a Laboratory Operations Situation Report at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation for the Action Plan.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Advise the Operations Section Chief and/or the EOC Director of the current situation as required.
- Assist in the preparation of the Action Plan.
- Arrange for feeding and sheltering of Laboratory Operations Branch personnel as necessary with the Logistics Section.
- Maintain a log noting messages received, decisions made, actions taken, and other activities. Maintain a record of personnel on duty.

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- Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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3. 8 Support Operations Branch

The Support Branch is responsible for maintaining the District's vehicle fleet, facilities, and IT requirements. They will coordinate the repair and maintenance of vehicles, buildings, and the Information Services infrastructure during an emergency and/or disaster situations.

(Assigned to: IT Manager, District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Support Operations Branch.
- Read this entire Checklist.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check the status, availability, and deployment of District vehicles and equipment.
- Ensure that all District facilities are being checked for damage and problems.
- Check the District telephone system. Request repair or augmentation if necessary.
- Establish the Support Operations Branch for extended operations.
- If appropriate, move District vehicles and equipment to open areas to avoid damage from aftershocks after earthquakes.
- Contact all Support Operations personnel for status, special problems, and availability to respond.
- Contact utilities and other agencies for their availability to respond to repair infrastructure issues.
- Working with the Logistics Section, arrange for repair and/or replacement of District equipment.
- Working with the Logistics Section, obtain needed supplies.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Update and brief the Operations Chief on Support Operations Branch Issues.
- Arrange for the feeding and sheltering of Support Operations Branch personnel through the Logistics Section.
- Maintain a log noting messages received, decisions made, actions taken, and other activities.
- Maintain a record of personnel on duty.

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- ❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
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3.9 IT Unit

The IT Unit ensures that computer and telephone services are provided for the District and the EOC as required by the incident.

(Assigned to: IT Staff)

Action Checklist

- Read the entire Action Checklist.
- Obtain a briefing from the Support Operations Branch Leader.
- Install, activate, and maintain telephone and radio systems for the EOC.
- Assist EOC positions in determining the appropriate numbers of telephones and other communications equipment required to facilitate operations.
- Acquire radios as necessary to facilitate operations.
- Establish and maintain a position log and other necessary files.
- Continually monitor and test the VOIP and dedicated telephone lines.
- Keep the Logistics Section Chief informed of system failures and restoration activities.
- Install, activate, and maintain information systems for the EOC.
- Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
- Conduct training as required on the use of information management systems.
- Continually monitor the computers to ensure automated information links with the EOC are maintained.
- Request additional telephone, mobile phone, and computer equipment as required through the Supplies & Services Unit.
- Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

3.10 Planning & Intelligence Section Chief

The Planning and Intelligence Section Chief are responsible for the collection, evaluation, documentation, and dissemination of incident information and intelligence within the EOC. Also, the Planning and Intelligence Section Chief is responsible for the preparation of the Action Plan and the After Action Report, as well as other reports that may be required.

(Assigned to: Human Resources Manager, District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Planning and Intelligence Section Chief.
- Read this entire Checklist.
- Obtain a briefing on the extent of the emergency from the EOC Director.
- Assess the impact of the emergency on the District including the initial damage assessment by District staff and other field units.
- Provide an authentication process in case of conflicting status reports on events.
- Initiate a display indicating the condition of the District's infrastructure.
- Initiate a display of other significant events in and around the County, including transportation and life safety issues.
- Ensure that situation maps and displays are continually posted with current information.
- Prepare a Situation Report, an evaluation of the disaster or emergency situation as it specifically relates to the District, including predictions on the course of the disaster or emergency, and forward it to the EOC Director to be used in briefings to the Board. In addition, a copy should be forwarded to the Riverside County EOC for their information.
- Develop an Action Plan identifying EOC Section objectives, significant response needs, and other issues that would affect EOC operations in an 8 to 12-hour time frame.
- Establish incident files relating to the emergency, and check for accuracy.
- Maintain a file on all EOC messages.
- Establish EOC meeting schedules for use in preparing future Action Plans.
- Complete an After Action Report, which should indicate what Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.

3.11 Situation Status Unit

The Unit gathers information and intelligence about the disaster and displays it in the EOC. It collects damage information and prepares a damage assessment report for other EOC Sections, including other outside agencies that also require the information. It makes predictions and provides other information and intelligence as necessary. The Unit works with the other EOC Sections to set priorities and plan strategies.

(Assigned to: District Staff as Required by the Event)

Action Checklist

- Obtain briefing and special instructions from the Planning and Intelligence Section Chief or person in charge of planning activities when you arrive.
- Read this entire Checklist.
- Prepare and maintain the EOC display boards.
- Ensure that the position has all required support items for displays.
- Collect, organize, and display the status of emergency or disaster events.
- Coordinate with the Surveillance Unit on specific vector and disease issues.
- Based on the nature of the emergency, coordinate with the Field Operations branch to report on high-priority areas (densely populated and critical service areas) first.
- Provide an authentication process in case of conflicting status reports on events.
- Prepare and present an overview Situation Report, an evaluation of the disaster situation, and predictions on the course of the disaster event(s) before each planning meeting or upon request of the Planning and Intelligence Section Chief.
- Assist in strategic planning based on the evaluation of the disaster situation and predictions of the probable course of the event(s).
- Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

3.12 Documentation Unit Leader

The Documentation Unit maintains and stores all documents relating to the emergency and maintains copies of all EOC messages. It also maintains the official history of the emergency and assists in the preparation of the Action Plan, Situation Reports, Damage Assessment Reports, and other reports and intelligence summaries as required. The Unit provides duplication services and prepares an After Action Report at the deactivation of the EOC.

(Assigned to: District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Documentation Unit Leader.
- Read the entire Checklist.
- Obtain a briefing on the extent of the emergency from the Planning and Intelligence Section Chief.
- Establish incident files relating to the emergency.
- Check the accuracy and completeness of records submitted for file.
- Maintain a file on all EOC messages.
- Establish duplication services and provide as required (duplicate official forms, etc.)
- Correct any errors by checking with the appropriate EOC personnel.
- File, store and maintain files for legal, analytical, and historical purposes.
- Coordinate with the units of the Planning and Intelligence Section.
- Maintain a log of all messages received and sent and all significant actions taken. Maintain a record of all personnel participating and their hours on duty.
- Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
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3.13 Advance Planning Unit

Responsible for the development of an Advance Plan that includes potential response and recovery likely to occur beyond the next operational period, generally within 36 to 72 hours. In addition, the Advance Planning Unit may aid the other EOC Sections by developing a Demobilization Plan.

(Assigned to: District Staff as Required by the Event)

Action Checklist

- Obtain briefing and special instructions from the Planning and Intelligence Section Chief or person in charge of planning activities when you arrive.
- Read this entire Checklist.
- Establish work area, assign duties, and ensure Unit Log is maintained.
- Meet individually with the EOC staff and determine the best estimates of the future direction and outcomes of the emergency.
- Develop an Advance Plan identifying future policy-related issues, District resources, social impacts, significant response or recovery resource needs, and any other key issues likely to affect District operations within a 36 to 72-hour time frame.
- Submit the Advance Plan to the Planning & Intelligence Chief for review and approval prior to conducting briefings for the EOC Staff and EOC Director.
- Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues that might modify the overall strategic EOC objectives.
- Provide periodic briefings for the EOC Director and EOC Staff addressing Advance Planning issues.
- If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities, and procedures.
- Establish timetables for deactivating or downsizing personnel and equipment.
- Submit a formalized Demobilization Plan to the Planning and Intelligence Section Chief for approval.
- Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.
- Maintain Unit records to include Unit logs.

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- ❑ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
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3.14 Logistics and Finance Section Chief

The Logistics and Finance Chief is responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, equipment, and supplies. They are also responsible for maintaining the EOC in operational order by procuring and repairing equipment, as well as obtaining supplies as needed. The Logistics and Finance Chief cooperates closely with the Operations Section to determine resources currently in place and what resources may be needed.

They also provide advice and support to the EOC Director regarding financial issues and ensure that adequate records are maintained to support requests for State and federal assistance. They ensure that personnel time worked in the incident is tracked, while providing cost analysis and projections.

(Assigned to: Administrative Finance Manager, District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Logistics and Finance Section Chief.
- Read this entire Action Checklist.
- Obtain a briefing on the extent of the emergency from the EOC Director.
- Obtain initial instructions concerning Logistics work activities and priorities.
- Brief Logistics and Finance Section staff.
- Assign work locations and preliminary work tasks to Section personnel.
- Present procedures and limitations on purchasing or expenditures.
- Provide administrative and personnel reporting guidance.
- Review with other Section Chiefs of existing logistics resources and logistics requirements for planned and expected operations.
- Identify and coordinate the procurement of additional service and support requirements of personnel, supplies, and equipment to support planned and expected operations.
- Collect cost data, complete cost-effectiveness analysis and determine cost estimates and make recommendations for cost savings.
- Ensure that the Cost & Time Unit maintains records of all personnel time worked during the emergency.

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- Ensure that Personnel & Claims Unit manages all legal claims for compensation filed against the District.
- Brief and update the EOC Director on all logistics resources and support concerns. Information that should be provided includes:
 - Priority logistics requirements filled/completed
 - Logistics shortfalls/unresolved problems
 - Major new problems since the previous briefing
 - Assistance needed from other agencies and the status of mutual aid
 - Information developed by the logistics section should be passed to other EOC sections or to the public
- Assist in the initial development and review of the Action Plan.
- Prepare Logistics and Finance statements for inclusion in the Action Plan.
- Continually coordinate with the Operations Section Chief and Planning and Intelligence Section Chief to ensure timely and efficient logistical support.
- Ensure that Logistics and Finance Section staff maintain a Unit Log. All documents prepared by the Logistics and Finance Section should be passed to the Documentation Unit at the conclusion of the emergency.
- Prior to the end of the operation obtain a Demobilization Plan from the Planning and Intelligence Section.
- Prepare a Logistics and Finance Demobilization Plan to ensure the efficient return of the non-expendable property, the inventory and disposition of the remaining expendable property, payment of vouchers, and control of documentation.
- Prior to the end of the operation collect the logistics unit documentation and After Action Reports. Prepare and submit a consolidated Logistics and Finance After Action Report to the EOC Director.
- The After Action Report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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3.15 Supplies & Services Unit

The Supplies & Services Unit is under the direction of the Logistics Section Chief and is primarily responsible for ordering, receiving, inventorying, storing, and distributing supplies needed for the District's disaster operations. The Unit is also responsible for providing procurement support for the District during the disaster. In addition, and working with the Support Operations Branch, the Unit is responsible for appropriating additional janitorial services, food and catering services, building maintenance services, and equipment repair services during the EOC activation.

(Assigned to: District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Supplies & Services Unit Leader.
- Read this entire Action Checklist.
- Obtain a briefing on the extent of the disaster from the Logistics and Finance Section Chief and the priorities of supplies and services required to support emergency operations.
- Participate in the Logistics and Finance Section planning.
- Provides office supplies and support as required to the EOC Sections.
- As needed, prepare an inventory of all District supplies on hand.
- Research the availability of obtaining outside services and prepare a report for the Logistics and Finance Chief. Areas should include food, catering, janitorial, equipment repair and maintenance, temporary employment, and any other service needed during disaster operations.
- Coordinate with the Logistics and Finance Section Chief for the administration of all financial matters pertaining to vendor contracts, open purchase orders, and service contracts.
- Stockpile, maintain, deploy and reserve critical supplies and equipment needed for District operations. Maintain an inventory of all supplies expended during the disaster operation.
- Maintain a list of all service vendors used during the disaster operation.
- Coordinate with outside companies and agencies about sources of services, equipment, and supplies.
- Alert personnel, contractors, and established vendors of any possible needs.
- Working with the Operations Section, provide a forecast of the District's ability to survive on current inventories and procured items.

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- Process all administrative paperwork associated with equipment rental and supply & service contracts. Forward all this information to the Logistics and Finance Section Chief.
- Open and maintain a Unit Log. Ensure that all documents prepared by the Logistics and Finance Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency. This will include:
 - Documented messages received/transmitted
 - Action taken.
 - Requests filled.
 - DOC personnel and time on duty.
 - Active Vendor Records
 - Non-Expendable Property Records
 - Expendable Property Purchase Records
 - Short-Term Service Contracts
 - Long-Term Service Contracts
- Prepare a deactivation plan to ensure the return of the non-expendable property, inventory, and disposition of the remaining expendable property, payment of vouchers, and control of documentation.
- Upon completion of the operation, complete a Supplies & Services After Action Report.
- The After Action Report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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3.16 Personnel and Claims Unit

The Personnel and Claims Unit supports human resource needs of the emergency, document names, assignments, and duty hours of all personnel committed to the operation and provides staff support as needed. The Unit also manages all legal claims for compensation filed against the District. It advises the Director of Emergency Services in areas of claims for bodily injury and property damage compensation presented to the District.

(Assigned to: District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Personnel and Claims Unit Leader and read this entire Checklist.
- Obtain a briefing from the Logistics and Finance Section Chief.
- Canvas the Operations Section and Planning & Intelligence Section to determine immediate needs for personnel support. Determine what types of skills are needed, where, and for how long.
- Identify the number of "On Duty" personnel available for assignment.
- Determine the status of personnel in each department and request employees that can be utilized for more urgent assignments.
- Develop a relief plan and coordinate with all sections.
- Fill requests for personnel needs.
- Forward all personnel time records and documentation to the Cost & Time Unit.
 - Coordinate with the Logistics and Finance Section Chief or the EOC Director on procedures for handling claims against the District. Ensure that work is complete and entries are accurate and timely.
- Work is in compliance with agency requirements and policies.
- Open and maintain a Unit Log.
- Ensure that all documents prepared by the Logistics and Finance Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency:
 - Messages received and transmitted
 - Action Pending
 - Action Completed
 - Logistics and Finance personnel and time on duty

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- ❑ The After Action Report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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3.17 Cost and Time Unit

The Cost & Time Unit is responsible for collecting all cost data, performing cost-effectiveness analyses, providing cost estimates, and cost-saving recommendations during an emergency or disaster. The Unit also maintains records of all personnel time worked during the emergency.

(Assigned to: District Staff as Required by the Event)

Action Checklist

- Identify yourself as the Cost & Time Unit.
- Read this entire Checklist.
- Obtain briefing from Finance Section Chief.
- Coordinate with Finance Section on cost reporting procedures.
- Establish contact with appropriate agency supervisors to obtain data as needed.
- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resources-use cost estimates for planning.
- Determine incident requirements for the time recording function.
- Ensure that daily personnel time recording documents are prepared.
- If used, ensure that daily volunteer time is recorded and documented.
- Make recommendations for cost savings to Finance Section Chief.
- Maintain cumulative incident cost records.
- Ensure that all cost documents are accurately prepared.
- Ensure that all records are current or complete prior to demobilization.
- Provide for records security.
- Maintain Unit Log.
- Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion