



City of Berkeley
2016 Emergency Operations Plan

Base Plan

Table of Contents

Section 1: Introduction

Section 2: Concept of Operations

Section 3: EOC Sections

Section 4: Mutual Aid

Attachment A: Abbreviations and Acronyms

Attachment B: Annex-Attachment List

Attachment C: Distribution List

Attachment D: Department-EOC Emergency Support Function Chart

Section 1: Introduction

1.1 Overview

1.1.1 Berkeley's Emergency Management Program and Multi-Agency Coordination System

The City of Berkeley's Emergency Management Program coordinates the City's actions to mitigate, prevent, prepare for, respond to, and recover from any emergency, disaster, or event. The program encompasses all City organizations, agencies, departments, entities, and individuals responsible for emergency management activities.

Berkeley's Multi-Agency Coordination (MAC) System is the element of Berkeley's Emergency Management Program focused on response to and short-term recovery from emergencies, disasters, incidents and events¹. Berkeley's MAC System is made up of the facilities, equipment, personnel, communications and procedures that City government and external partners use to respond.

The purpose of this Emergency Operations Plan (EOP) is to establish procedures to implement Berkeley's MAC System. This document is the EOP *Base Plan*.

1.1.2 Emergency Operations Plan Scope

This EOP Base Plan establishes the authorities, structures and responsibilities of the Policy Level, departments and the Emergency Operations Center (EOC). It describes the City's coordination with County, regional, State and federal entities, as well as external Berkeley partners.

This EOP Base Plan is scalable in order to address both incidents that develop into emergencies, planned events, as well as incidents, emergencies or disasters that occur without warning.

The scope of this EOP is not tactical, nor does it focus on Incident Command at the field level. Rather, the EOP addresses overall support and coordination of Berkeley's response to an emergency/event.

¹SEMS uses four related terms to describe conditions that impact normal government and community functions and could require MAC System use:

- Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.
- Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.
- Event: A planned, non-emergency activity.

Unless specified otherwise, references to "emergency/event" in this EOP describe an incident, emergency, disaster or event requiring MAC System use.

2016 City of Berkeley Emergency Operations Plan

In addition to this Base Plan, Functional Annexes to this EOP will detail the operations involved in particular Emergency Support Functions (see Section 2.3.1: *Emergency Support Functions*).

This EOP utilizes an all-hazards planning approach, and is flexible enough to use for all natural and manmade emergencies/events to which Berkeley is exposed. These include:

- Earthquake
- Wildland-Urban Interface (WUI) fire
- Landslide
- Severe storms and flooding
- Tsunami
- Hazardous materials release
- Terrorism

Berkeley's *Local Hazard Mitigation Plan* summarizes Berkeley's hazard analysis. It includes a description of potential hazards and maps of their exposure areas, as well as information about their severity potential, affected population estimates, and frequency. Some of these hazards have particular response requirements and challenges. Specific response coordination necessary for these hazard events will be further detailed in the Hazard-Specific Appendices to this EOP (see Attachment 2: *List of Functional Annexes and Hazard-Specific Appendices*).

1.1.4 Standardized Emergency Management System and National Incident Management System

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multi-agency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the State's disaster assistance programs.

In addition to SEMS, the State of California and its political subdivisions are responsible for compliance with National Incident Management System (NIMS) requirements as defined in the Homeland Security Presidential Directives. The State promotes and encourages NIMS adoption by associations, utilities, Nongovernmental Organizations (NGOs), private sector emergency management, and incident response organizations to enhance emergency management effectiveness. SEMS and NIMS are designed to be compatible and are based on similar organizational principles.

The plan incorporates and complies with the principles and requirements found in laws, regulations and guidelines of the federal, State of California, County of Alameda, and City of Berkeley government. It is intended to conform to the requirements of SEMS, the California State Emergency Plan, and NIMS, and to be consistent with federal emergency planning

2016 City of Berkeley Emergency Operations Plan

concepts such as the National Response Framework.

All references to SEMS from this point forward in this Emergency Operations Plan, its attachments, its annexes and its appendices, will additionally imply NIMS compliance.

1.1.4 Access and Functional Needs

The City of Berkeley is committed to ensuring that all emergency plans and response/recovery activities integrate all community members, including persons with access and functional needs². Access and functional needs may occur in areas including but not limited to: physical accessibility, communications, medical care, access to medications and assistive technology, independence maintenance, and transportation.

To this end, this Emergency Operations Plan and its attachments, functional annexes and hazard-specific appendices will include provisions to ensure that described emergency/event response and recovery activities effectively integrate community members with access and functional needs.

When Berkeley's MAC System operationalizes this EOP during emergency/event response and recovery, leaders at all levels will be responsible for using the provisions outlined in this EOP and detailed in its attachments, annexes and appendices to ensure that the response meets community members' access and functional needs.

² *Access and Functional Needs* are "those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability related needs of individuals who have disabilities defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associate with them." (FEMA, Functional Needs Support Services Shelter Support Guide Page 41)

People with disabilities are protected from discrimination under a variety of laws, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and portions of the California Civil Code. Public programs, including but not limited to those initiated during disaster response, may not discriminate against people based upon a disability and must offer all services, programs, and activities in ways that allow equal participation.

1.2 Document Organization

The following sections provide the policy framework that guides the organization of City emergency operational procedures:

Document Organization

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|---|---|
| Section 1: Introduction | Provides the objectives of the plan, its legal authorities, and document management procedures. |
| Section 2: Concept of Operations | Provides an overview of the sequence and scope of actions to be taken for a citywide response to an emergency/event. |
| Section 3: EOC General Staff | Provides a detailed description of the responsibilities of and actions to be taken by each EOC Section, to include responsibility during an EOC activation and information to be used by each staff member with an assigned role. |
| Section 4: Mutual Aid | Provides an overview of the mutual aid system in California and discusses the City's role in that system. |

Attachments

| | |
|--|---|
| Attachment #1 – List of Abbreviations and Acronyms | Defines abbreviations and acronyms used in the EOP. |
| Attachment #2 – List of Functional Annexes and Hazard-Specific Appendices | Identifies and defines EOP: <ul style="list-style-type: none"> • Annexes for particular emergency support functions • Appendices for response to specific hazard events, such as earthquake and wildfire. |
| Attachment #3 – Distribution List | Distribution list for this EOP. |
| Attachment #4 – Department-EOC Emergency Support Function Chart | Illustrates the department and EOC coordination and support roles for each Emergency Support Function. |

1.3 Authorities and References

The following authorities form the basis for the organizational and planning principles presented in this EOP.

City of Berkeley

- Berkeley Municipal Code Chapter 2.88
 - § 2.88.020: Definition of Emergency
 - § 2.88.030: Director of Emergency Services – office created
 - Concurrently serves as City Manager and Director of Emergency Services
 - § 2.88.040: Director of Emergency Services Powers and Duties
 - Proclaims Local Emergency if City Council is not in session
 - Controls City's Emergency Organization
 - Establishes emergency laws and regulations
 - Obtains or commandeers resources
 - Requires emergency services of City staff
 - Requisitions personnel or material of any City department or agency
 - Designates line of succession for Director of Emergency Services role
 - § 2.88.050: City of Berkeley's Emergency Organization
 - Includes all City officers, employees and volunteers
 - Uses the Standardized Emergency Management System (SEMS) and subscribes to the principles of the National Incident Management System
 - § 2.88.060: Emergency expenditures
 - Also: City Charter Article XI, § 67.4: Emergencies
 - § 2.88.080 – 2.88.090: Disaster Council
 - Develops, reviews and recommends emergency plans and mutual aid agreements for Council adoption
 - Oversees process of registration, direction and management of disaster service worker volunteers
 - § 2.88.100 – 2.88.120: Disaster and Fire Safety Commission
 - Advises City Council on all matters affecting fire safety and/or disaster resilience in Berkeley
 - Serves as citizens' oversight committee for the Special Tax to Fund Fire Protection and Emergency Response and Preparedness
- City of Berkeley Resolution No. 32,629—N.S., "Adopting the California Master Mutual Aid Agreement," December 12, 1950
- City of Berkeley 2014 Local Hazard Mitigation Plan (June 1, 2014), and City of Berkeley Resolution No. 66,896—N.S., "Adopt the Local Hazard Mitigation Plan (LHMP)," December 16, 2014

2016 City of Berkeley Emergency Operations Plan

Alameda County

- County of Alameda Administrative Code, Title 2, Chapter 2.118, "Civil Defense," June 30, 2002

State of California

- California Emergency Services Act, § 8550 et seq., Government Code
- California Disaster and Civil Defense Master Mutual Aid Agreement
- State of California Emergency Plan (SEP), State of California, Cal EMA, 2009
- California Code of Regulations, Title 19, Division 2
 - Chapter 1: Standardized Emergency Management System Regulations
 - Chapter 6: Disaster Assistance Act Regulations
- Local Emergency Prevention Measures for County Health Official: California Health and Safety Code § 101040
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of War Emergency
- Media Access Regulations: California Penal Code, § 409.5
- Standardized Emergency Management System Guidelines, November 2009
- SEMS Resource Ordering and Tracking: A Guide for State and Local Government, April 2000
- Emergency Proclamations: A Quick Reference Guide for Local Government
- California Statewide Multi-Agency Coordination System Guide, February 2013
- California Civil Code, Section 54-55.32

Federal

- Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act (42 USC § 5121 et seq.)
- Federal Disaster Relief Regulations: 44 CFR Part 206
 - Individual Assistance (44 CFR §§ 206.101 et seq.)
 - Public Project Assistance (44 CFR §§ 206.200 et seq.)
 - Hazard Mitigation (44 CFR §§ 206.430 et seq.)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, February 2003

2016 City of Berkeley Emergency Operations Plan

- National Response Framework, U.S. Department of Homeland Security, May 2013
- Presidential Policy Directive 8: National Preparedness, March 2011
- Homeland Security Presidential Directive 21: Public Health and Medical Preparedness, October 2007
- National Incident Management System Training Program, September 2011
- FEMA Functional Needs Support Services Shelter Support Guide, November 2010
- Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12101-12213 (amended 2008).
- Rehabilitation Act of 1973, Section 504, Pub. L. No. 93-112, 87 Stat. 355.

1.4 Document Management and Distribution

The City of Berkeley EOP Base Plan will be reviewed biennially and revised as necessary. The Fire Department – Office of Emergency Services (OES) will initiate the process and engage the support of departments with relevant EOC responsibilities. Each plan revision will be authorized by identified approval and advisory authorities, as stated by current City administrative codes. The plan may be modified as a result of analyses of actual responses or exercises. It may also be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change. Records of revisions to the EOP will be maintained by OES on the register at the beginning of this document. The distribution list for this EOP is included as Attachment 3: *Distribution List*.

Those departments having assigned responsibilities under this plan are obligated to inform Fire-OES when organizational or operational changes affecting this plan occur or are imminent. Changes will be published and distributed to relevant organizations.

Section 2: Concept of Operations

The City of Berkeley must be prepared to promptly and effectively respond to any foreseeable emergency/event and to take all appropriate actions, including requesting and providing resources. To do so, Berkeley City government will work with many other governmental, non-governmental, and private organizations. This Concept of Operations (ConOps) guides City decision-makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The ConOps outlines general concepts guiding Berkeley's MAC System and the emergency proclamation process; describes the structure and positions managing Berkeley's MAC System; outlines practices for emergency management coordination within City government and with external partners; and describes standard operating procedures for Berkeley's Emergency Operations Center.

2.1 General Concepts

First, this section uses the Standardized Emergency Management System (SEMS) to describe interactions between field responders, City government, the Alameda County Operational Area (OA), and the State of California emergency management organizations. Second, this section outlines the emergency proclamations process.

2.1.1 SEMS Organizational Levels¹

In accordance with SEMS, California's emergency response operations rely on a system in which government levels work together from the Field Level upward, in a single, integrated structure. Incidents are managed at the lowest possible level. Local government has primary responsibility for emergency response activities within its jurisdiction. Operational Areas, the region, and the State support local jurisdictions.

SEMS also provides a standardized response structure for emergencies involving multiple jurisdictions or multiple agencies in California. It defines a standard management structure and standard terminology for Statewide use. SEMS is applicable to all organizational levels and functions in the emergency response system. There are five designated levels in the SEMS organization, which are identified in the figure that follows.

¹ Standardized Emergency Management System (SEMS) Guidelines, 2006, Part I: System Description

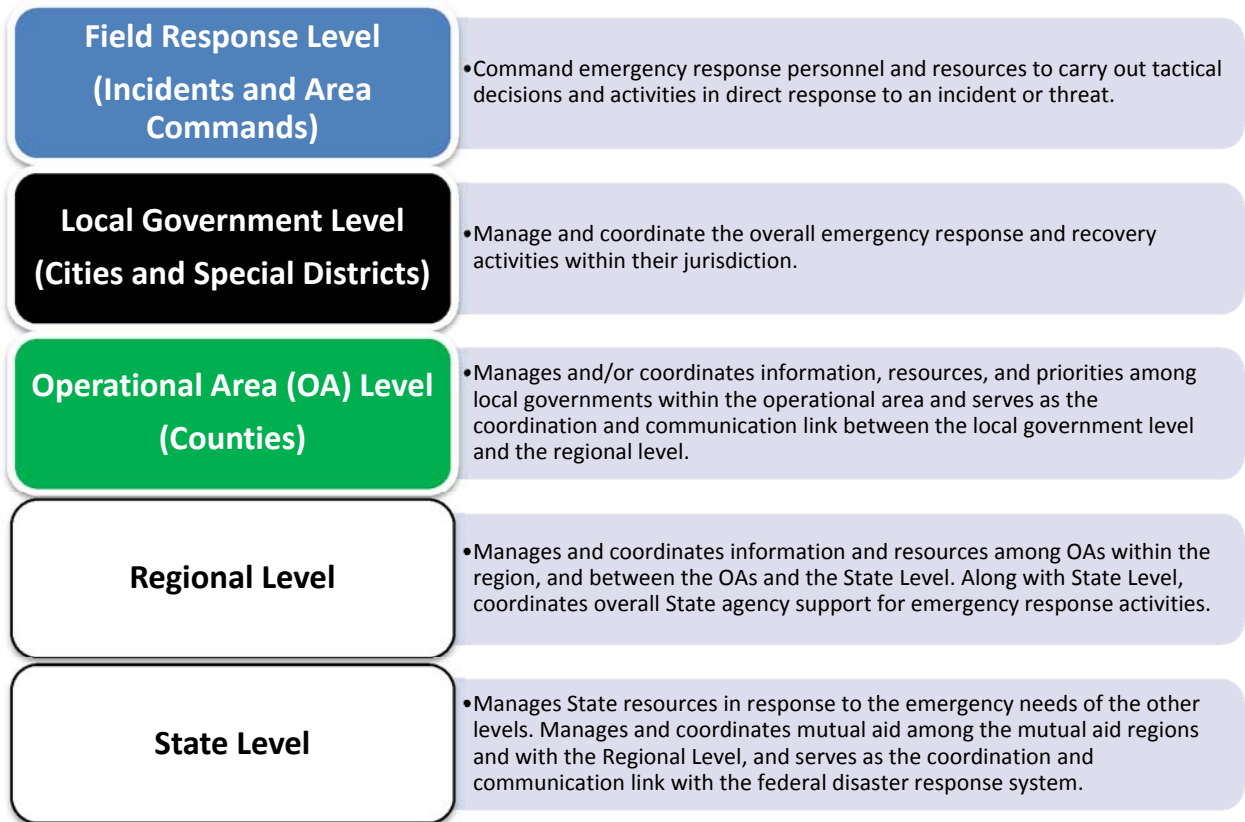


Figure 2-1: SEMS Organizational Levels and Functions
(CCR Title 19, Division 2, Chapter 1, Section 2403)

SEMS Field Level

The SEMS Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat. SEMS uses ICS, as defined in Section 1: *Introduction*, to control and coordinate Field Level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple organizations in the Field Level. During Field Level response operations, DOCs and/or the EOC may or may not be activated depending on the severity and type of emergency/event. Generally, if day-to-day response activities can resolve an emergency situation, response will remain at the Field Level. Incident Command Posts, Unified Command Posts, and Area Command Posts are all Field Level organizations.

SEMS Local Government Level

The Local Government Level includes cities and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. The Local Government Level supports, but does not command, Field Level operations. Departments/DOCs and EOCs are Local Government Level organizations. In order to be eligible for State reimbursement of response-related costs, local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed.

SEMS Operational Area (OA) Level

An OA is the intermediate level of the State’s emergency management organization, which

2016 City of Berkeley Emergency Operations Plan

encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State and federal jurisdictions in the OA (e.g., the California Highway Patrol and the University of California at Berkeley) may have statutory authorities for response similar to that at the Local Level. In the Alameda County Operational Area (ALCO OA), the Alameda County Office of the Sheriff serves in the capacity of the OA emergency management agency (referred to as the Alameda County Office of Emergency Services [ALCO OES]).

SEMS Region Level

California is divided into three California Office of Emergency Services (Cal OES) Administrative Regions – Inland, Coastal and Southern. The Alameda County OA is part of the Cal OES Coastal Region, which includes the 16 OAs in and around the San Francisco Bay Area. These OAs are: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

The three Cal OES Administrative Regions are further divided into six mutual aid regions. The Alameda County OA is part of Mutual Aid Region II.

The Cal OES Administrative Region Level manages information and supports the coordination of resources (1) among OAs within the region, and (2) between the OAs and the State Level. The Region Level also coordinates overall State agency support for emergency response activities within the region.

Region Level activities are generally carried out at the Regional Emergency Operations Center (REOC), located in Walnut Creek. The REOC serves as a link between OAs and the State Operations Center (SOC), located in Mather.

SEMS State Level

The State Level prioritizes tasks and coordinates State resources in response to requests from the Regional Level. Cal OES manages and coordinates mutual aid (1) among the mutual aid regions, and (2) between the regions and the State Level. The State Level operates out of the SOC.

The State Level also serves as the coordination and communication link between the State and the federal emergency response system. In the event that OAs and the region require federal assistance, requests are made from the local Level through the appropriate SEMS channel to the SOC. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested.

City of Berkeley and SEMS

According to State law, the City is required to adopt and implement SEMS. As stated earlier, under SEMS and the California Emergency Services Act, the City has local government responsibility to manage information and coordinate resources for all City departments, and to serve as the link between Berkeley and the ALCO OA.

2.1.2 Emergency Proclamations and Declarations

Local Emergency Proclamation

When conditions of extreme peril exist that threaten the safety of persons and property within Berkeley, and these conditions are likely to be beyond the control of the City of Berkeley's services, personnel, equipment, and facilities, the Director of Emergency Services requests the City Council to proclaim a Local Emergency. If City Council cannot be convened, the DES may proclaim a Local Emergency.

A Proclamation of a Local Emergency:

- Authorizes the undertaking of extraordinary police powers
- Provides limited immunity for emergency actions of public employees and governing bodies
- Authorizes the issuance of orders and regulations to protect life and property (e.g., curfews)
- Activates pre-established local emergency provisions such as special purchasing and contracting
- Serves as a prerequisite for requesting a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster

Local emergency proclamations are not required for fire or law mutual aid, or for Red Cross response.

Deadlines

The Proclamation of Local Emergency must be:

- Issued within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA).
- Ratified by City Council within 7 days of issuance (if issued by Director of Emergency Services)
- Reviewed and renewed at regularly scheduled City Council meetings until terminated
 - Note: no review period is to exceed 21 days from last review
- Terminated when conditions warranting proclamation have ended

State and Federal Proclamations and Declarations

Should the situation necessitate State or federal disaster assistance, the Director of Emergency Services/City Council has the authority to request the Governor (through the ALCO OA) to proclaim a "State of Emergency." State OES must receive request from local government within 10 days of the incident.

Four levels of disaster assistance are available, including:

- Director's Letter of Concurrence
- Governor's State of Emergency Proclamation
- Federal (Presidential) Declaration of an Emergency
- Federal (Presidential) Declaration of a Major Disaster

Each is used for unique circumstances and provides specific types of aid.

Notification and Coordination

When issuing a Proclamation of Local Emergency, the following notifications should be made:

- City of Berkeley notifies the ALCO OA via whatever communications are available (email,

2016 City of Berkeley Emergency Operations Plan

fax, phone, radio) and provides a copy of the Local Emergency Proclamation as soon as possible

- Alameda County Operational Area notifies Cal OES Coastal Region and provides a copy of the proclamation as soon as possible
- Cal OES Coastal Region notifies the Cal OES Director and Deputy Directors; Cal OES Coastal Region shall be the primary contact between the Cal OES Director, the Alameda County Operational Area and the City for updates or on any requests for assistance
- Cal OES Director will respond in writing to the City concerning the status of any requests for assistance included within Berkeley's Proclamation of Local Emergency or accompanying letter

Note: If the ALCO OA proclaims a local emergency for Alameda County and makes its own request to the Governor for a State of Emergency, the City of Berkeley does not need to send the State its own written Proclamation of Local Emergency.

2.2 MAC System Management Structures

Berkeley's MAC System is organized according to SEMS requirements and guidance for the Local Government and Field Levels. The following Local Government Level management structures may be activated depending on the needs of the emergency/event:

- City Manager/Director of Emergency Services
- Policy Group
- City Council
- Emergency Operations Center
- Department Operations Center (DOC)

This section outlines the roles and responsibilities of positions in each management structure. For the EOC, Section 2.2: *Management Structures* outlines roles and responsibilities of the EOC Management Section only. Section 3: *EOC Sections* details the roles and responsibilities of personnel in the other EOC sections.

2.2.1 City Manager/Director of Emergency Services²

The Director of Emergency Services (DES) is a policy authority. The DES is ultimately responsible for the efforts of the City's Emergency Organization. It is the DES's duty to exercise his/her powers in order to protect life and property within Berkeley during an emergency. In an emergency/event, the DES serves over consecutive shift changes and operational periods.

The City Manager serves as the DES. If the City Manager is unavailable to serve as DES, the individual serving as DES³ concurrently serves as City Manager. City Manger duties may include:

- Coordinating with the Policy Group (see below) to review situation information and establish citywide priorities based upon operational requirements and City capabilities.
- Serving as the EOC Director (see Section 2.2.4: *Emergency Operations Center (EOC)*).

2.2.2 Policy Group

The Policy Group is a policy authority. According to the requirements of the situation, the City Manager may assemble appropriate City department and external agency representatives to form a Policy Group. Per SEMS⁴, the Policy Group serves as Berkeley's multi-agency coordination group (MAC Group). The Policy Group establishes citywide priorities among multiple competing incidents and develops policy directives to guide the SEMS Local Government Level and Field Level response.

The City Manager can convene a Policy Group with or without an EOC activation. The Policy Group supports emergency/event response efforts, continuity of government, and continuity of City operations, and advises the City Manager on policy issues affecting Berkeley.

Per City Manager direction, Policy Group responsibilities may include:

² City of Berkeley Municipal Code, Chapter 2.88 Emergency Services And Disaster And Fire Safety Commission

³ In order to ensure continuity of government, the City of Berkeley has a line of succession for the Director of Emergency Services position.

⁴ California Statewide Multi-Agency Coordination System Guide, February 2013, p. 2

2016 City of Berkeley Emergency Operations Plan

- Convene as needed to address policy issues (e.g., curfew, authorization of evacuation orders, authorization of responder/EOC requests to deviate from City/department policies)
- Prepare and execute rules, regulations, proclamations and/or orders as necessary
- Respond to requests from the Public Information Officer
- Interface with City Council and community leaders
- Act as a liaison to federal, State, and County elected officials
- Act as a liaison to local jurisdictions
- When the EOC is activated:
 - Respond to requests for policy direction from the EOC
 - Ensure EOC adherence to Policy Group's citywide priorities and directives
 - Support decisions and actions of the EOC

Because the Policy Group is a policy authority, Policy Group members may serve over consecutive shift changes and operational periods. A Policy Group member may also concurrently serve in a functional position in the EOC or a Department. However, to ensure members' ongoing availability to the City Manager, as well as continuity of EOC/Department operations, each Policy Group member serving in the EOC or a Department must have an assigned deputy with authority to serve in his/her EOC/Department role as he/she performs his/her Policy Group duties.

The City Manager may also activate/utilize three staff positions for support in implementing policy decisions:

- **City Attorney:** The City Manager may utilize the City Attorney to provide legal counsel on matters pertaining to emergency/event response. The City Attorney may also assist in the preparation of proclamations, ordinances, and other legal documents. The City Attorney may concurrently serve as the EOC Legal Officer (see Section 2.2.4: *Emergency Operations Center (EOC)*).
- **City Clerk:** If the emergency/event will require emergency proclamations and declaration requests (see 2.1.2 *Emergency Proclamations and Declarations*), the City Manager will utilize the City Clerk to coordinate emergency Council sessions.
- **Council Liaison:** The City Manager may activate the Council Liaison position to ensure that City Councilmembers have a central point of contact during high-profile emergencies or events, and/or in situations requiring City Council ratification of DES orders and proclamations.

Because these positions are not policy authorities, their staffing will be in accordance with operational period staffing patterns used by the Emergency Operations Center (see Section 2.2.4: *Emergency Operations Center (EOC)*).

2.2.3 City Council

In an emergency or disaster, the Mayor and City Councilmembers and their Standby Officers must be ready to ensure continuity of government and support emergency response.

The responsibilities of City Council are as follows:

- Obtain briefings from the City Manager and/or Council Liaison and convey information about community impacts
- Consider the need to replace Mayor or Councilmembers unable to perform their responsibilities due to absence, injury, or death

2016 City of Berkeley Emergency Operations Plan

- If needed, conduct an emergency City Council Session to ratify Proclamation of Local Emergency within 7 days of issuance by DES
- Review proclamation at regularly-scheduled Council meetings (no review to exceed 21 days from last review)
- Terminate proclamation as soon as emergency conditions are over
- Work with the Council Liaison to assist in the distribution of information to the community, and to provide interviews with the press as needed.

City Council is a policy authority, and members may serve over consecutive shift changes and operational periods.

City Council chambers are located at 2134 Martin Luther King Jr. Way. In the event that this location is unusable, the alternate site for City Council meetings will be Longfellow Middle School at 1500 Derby Street. In the event that City Council chambers and Longfellow Middle School are unusable or unavailable, an alternate site will be determined based on the nature of the event and the needs of the City.

2.2.4 Emergency Operations Center (EOC)

In accordance with SEMS, the Emergency Operations Center supports the MAC function at the Local Government Level, ensuring that all response systems are interconnected and complementary rather than duplicative. The EOC is a coordination and support structure that is separate from departments or on-scene Incident Command Post(s). The EOC exchanges information with the Field Level, Departments/DOCs (see Section 2.2.5 *Departments/Department Operations Centers*), and other governmental and non-governmental agencies.

The EOC supports all levels of the MAC System, facilitating actions necessary to protect the Berkeley community, property and environment during a citywide emergency/event. The primary responsibilities of the EOC are:

- Collect, analyze, and disseminate information
- Maintain a citywide common operating picture of City response activities
- Prepare citywide situation reports
- Coordinate/communicate the City Manager/DES's citywide priorities and directives to other levels of the MAC System
- Communicate policy questions to the City Manager/DES and Policy Group from the EOC and other levels of the MAC System
- Implement emergency/event management-by-objective
 - Reconcile competing objectives
 - Coordinate resource allocation priorities
- Organize and activate Berkeley's Emergency Support Functions (see Section 2.3.1: *Emergency Support Functions*).

The EOC is staffed with specially-trained personnel and equipped with systems and tools that aid in data collection and sharing, resource allocation, and other critical functions.

EOC Structure

The EOC is organized per the SEMS Guidelines for Local Government,⁵ providing EOC staff with a standardized operational structure and common terminology based on five major functional areas: Management, Plans/Intelligence, Operations Support, Logistics, and Finance/Administration. The

⁵ SEMS Guidelines, November 2009, Part I.C: System Description – Local Government Level, p. 10

figure below depicts the standard SEMS organizational structure for Local Government. Further details of the SEMS positions are described in Section 3: *EOC Sections*.

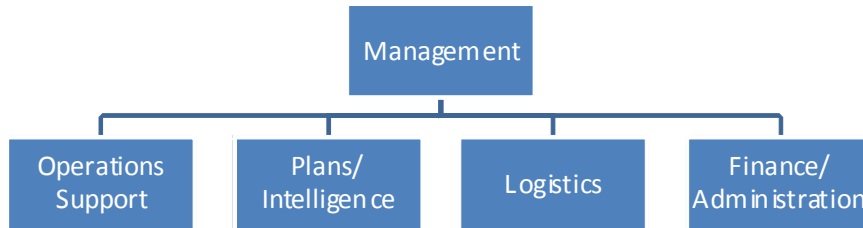


Figure 2-2: Standard SEMS Local Government Organization Structure

Berkeley's EOC and policy staff organization chart is displayed on the following page. The graphic identifies the policy staff positions in the MAC System, as well as the main branches and units of the EOC. (Note: The EOC Operations Support and Logistics Sections have additional units that are outlined in detail in Section 3: *EOC Sections*.)

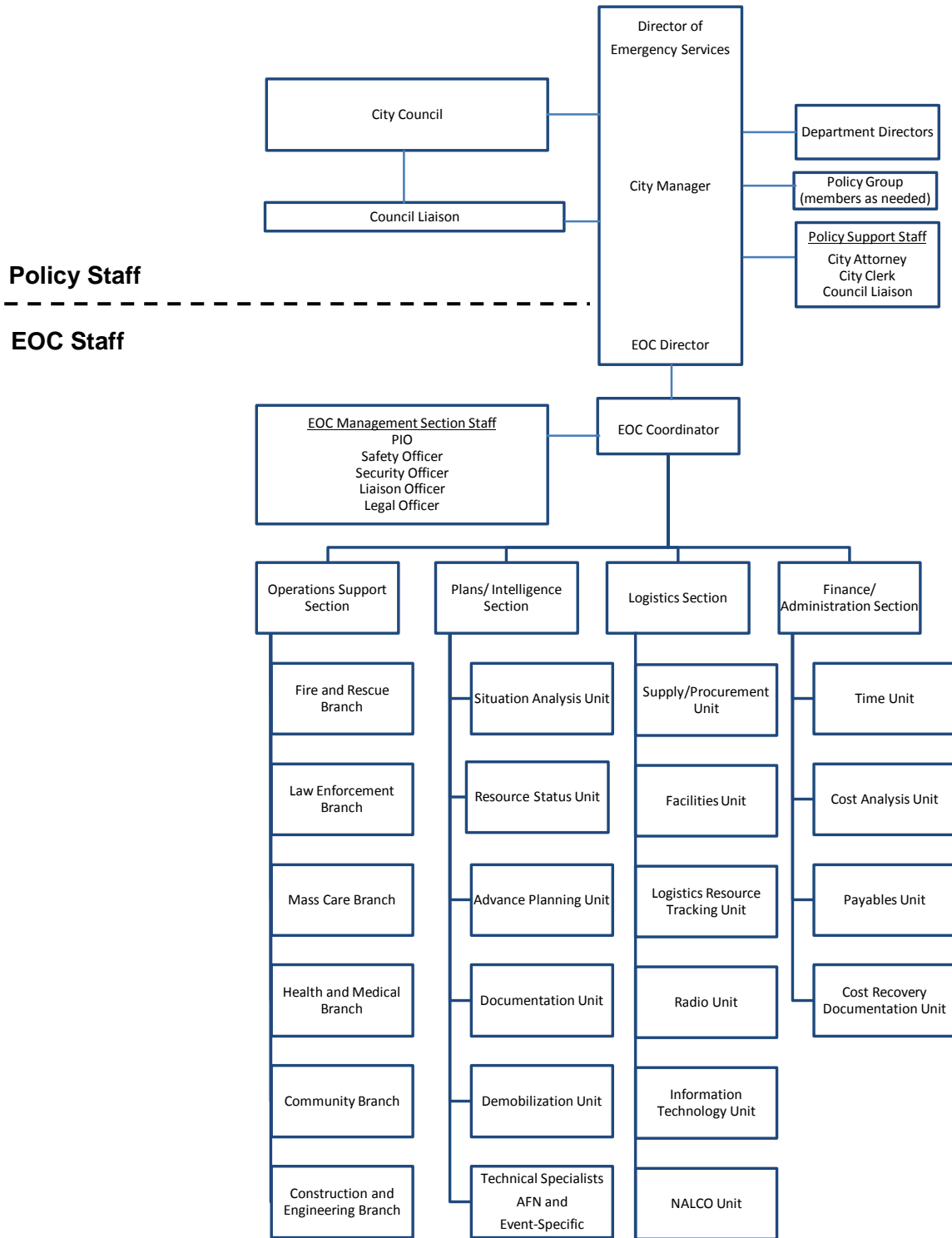


Figure 2-3: Berkeley MAC System EOC and Policy Level Organization Chart

2016 City of Berkeley Emergency Operations Plan

EOC Management Section and EOC Section Coordinators

Per the organizational chart on the prior page, the EOC Management Section and Section Coordinator positions are:

- Management Section
 - EOC Director
 - EOC Coordinator
 - Liaison Officer
 - Legal Officer
 - Security Officer
 - Safety Officer
 - Public Information Officer (PIO)
- EOC Section Coordinators
 - Operations Support Section Coordinator
 - Plans/Intelligence Section Coordinator
 - Logistics Section Coordinator
 - Finance/Administration Section Coordinator

Together, these EOC positions establish overall EOC objectives and guide EOC activities in support of the City Manager/DES's priorities and the Field Level response.

Management Section and Section Coordinator positions are illustrated in the figure below.

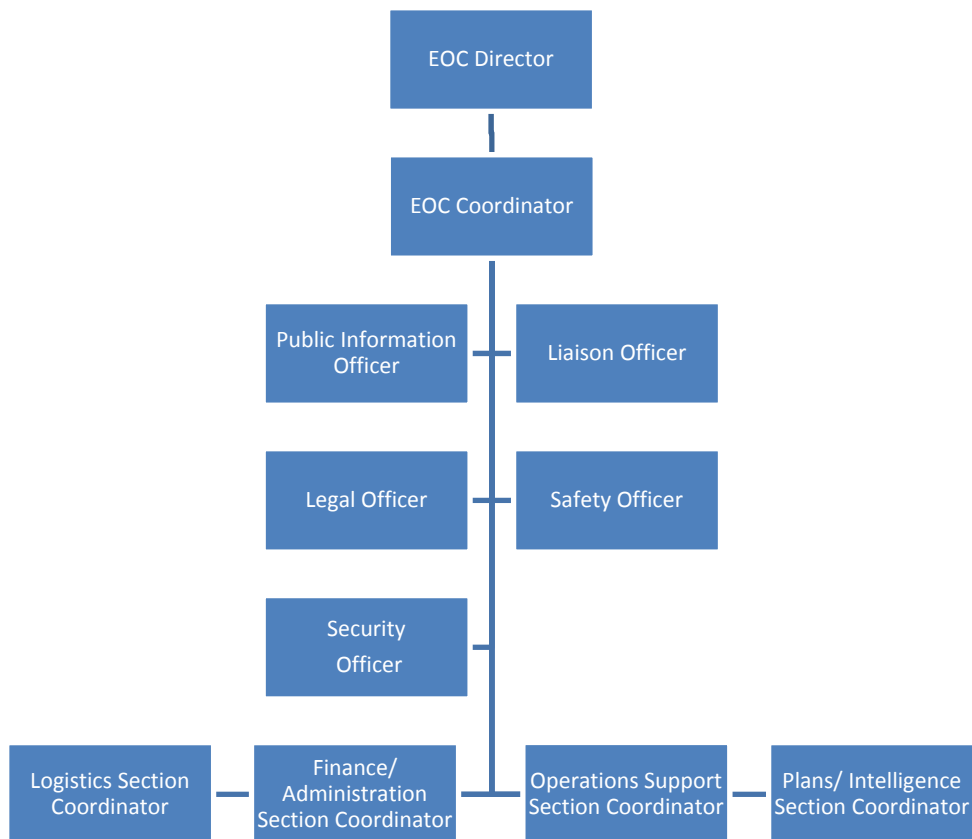


Figure 2-4: EOC Management Section and Section Coordinator Structure

2016 City of Berkeley Emergency Operations Plan

EOC Management Section

The EOC Management Section will support overall activities put forth by the EOC Section Coordinators. Management Section positions are functional positions and not policy authorities, and therefore will be staffed in accordance with EOC staffing patterns and operational periods.

Management Section positions and responsibilities are outlined in the table below.

EOC Management Section Positions and Responsibilities

| | |
|--|---|
| <p>EOC Director</p> | <p>Responsible for overall <i>management of the EOC</i>, coordinating with the ALCO OA EOC, and other outside assisting organizations. As a standalone position, the EOC Director does not have a command role in any emergency/event. Assigns support positions as needed for management of EOC facility, information technology (IT), and other related services.</p> <p>Note: For continuity of EOC management, EOC Coordinator assumes EOC Director duties when EOC Director is in meetings or offsite.</p> |
| <p>EOC Coordinator</p> | <p>Facilitates EOC workflow. Ensures appropriate information exchange among EOC members and from the EOC to other levels of the MAC System.</p> <p>Note: Responsible for overall management of the EOC when the EOC Director is offsite.</p> |
| <p>Public Information Officer (JIC Coordinator)</p> | <p>Serves as the point of contact for the Joint Information Center, which coordinates and disseminates emergency/event information to the public, the media, and other relevant stakeholders.</p> |
| <p>Legal Officer</p> | <p>Advises EOC staff on legal matters and directs inquiries to the City Attorney's Office as appropriate. (Legal Officer may concurrently serve as City Attorney in support of City Manager/Policy Group.)</p> |
| <p>Liaison Officer</p> | <p>Coordinates with all outside agency representatives that have been assigned to the EOC, but are not integrated into the Operations Support Section.</p> |
| <p>Safety Officer</p> | <p>Monitors all aspects of emergency operations to ensure the safety of all City personnel involved with response activities.</p> |
| <p>Security Officer</p> | <p>Controls personnel access to and from the EOC and other facilities, as determined and in accordance with policies established by the EOC Director.</p> |

EOC Section Coordinators

In addition to the Management Section, the EOC has four functional sections with coordinators for the EOC's Operations Support, Plans/Intelligence, Logistics, and

Finance/Administration Sections. These Sections are described further in Section 3: *EOC Sections*.

2.2.5 Departments/Department Operations Centers (DOCs)

In an emergency, the primary responsibilities of a City department are:

- 1) Maintain internal department operations (continuity of operations)
- 2) Maintain and share operational status of department resources (staff, equipment, supplies and facilities) at all times. This includes the status of staff members, facilities, equipment and supplies. Departments perform this tracking as part of day-to-day operations, and in emergency/event response, they are additionally responsible for making that information available to the MAC System.
- 3) When necessary, contribute to citywide response through communication and coordination with the EOC.

In order to accomplish these activities in an emergency/event, a Department Director or designee may choose to establish a Department Operations Center (DOC) to coordinate department operations. A department is not required to establish a DOC; however, each department must perform its three primary responsibilities resources at all times.

Per SEMS, a DOC should provide for the five primary SEMS functions of Management, Operations, Plans/Intelligence, Logistics, and Finance/Administration. Depending on situation needs and department capabilities, the five functions may be performed by a single person, a few people, or a highly-structured DOC organization with sections, branches and units.

2016 City of Berkeley Emergency Operations Plan

EOC-Department/DOC Connections

All City departments may utilize the DOC structure to coordinate department operations. DOCs can be activated with or without an associated EOC activation.

If the EOC is activated, all departments must coordinate with the EOC. If the department is leading implementation of an Emergency Support Function (see Section 2.3.1: *Emergency Support Functions*), the department must staff associated department representative(s) in the EOC per the table below. These EOC representatives will connect the department to citywide operations.

| Department/DOC | EOC Representatives |
|--|--|
| Fire | <ul style="list-style-type: none">• Operations Support Section – Fire and Rescue Branch |
| Police | <ul style="list-style-type: none">• Operations Support Section – Law Enforcement Branch |
| Planning and Development | <ul style="list-style-type: none">• Operations Support Section – Construction and Engineering Branch |
| Public Works | <ul style="list-style-type: none">• Operations Support Section – Construction and Engineering Branch• Logistics Section – Radio Unit |
| Health, Housing and Community Services | <ul style="list-style-type: none">• Operations Support Section – Health and Medical Branch• Operations Support Section – Mass Care Branch |
| Parks, Recreation and Waterfront | <ul style="list-style-type: none">• Operations Support Section – Construction and Engineering Branch• Operations Support Section – Mass Care Branch |
| Information Technology | <ul style="list-style-type: none">• Logistics Section – Information Systems Unit |
| Finance | <ul style="list-style-type: none">• Logistics Section – Supply/Procurement Unit• Finance/Administration Section |
| Human Resources | <ul style="list-style-type: none">• Logistics Section – Personnel Unit |
| City Attorney's Office | <ul style="list-style-type: none">• Management Section – Legal Officer |

2.3 Emergency Management Coordination

This section outlines the Emergency Support Functions that organize Berkeley's EOC operations, as well as the levels of coordination and communication in Berkeley's MAC System. This section outlines the decision-making, resource management, and public information activities that occur at each level and among the levels.

2.3.1 Emergency Support Functions

As utilized by the City of Berkeley, an Emergency Support Function (ESF) represents a function-specific grouping of activities needed during emergency/event response. Berkeley adopted the federal ESF concept and tailored it to create Berkeley-specific ESFs, which will be used to coordinate and organize Berkeley's Local Government Level operations.

Berkeley's ESFs are organized as follows:

1. Transportation
2. Communications
3. Public Works and Engineering
4. Fire and Rescue
5. Emergency Management
6. Mass Care and Recovery Support
7. Logistics
8. Public Health and Medical Services
9. Urban Search and Rescue
10. Oil and Hazardous Materials Response
11. Animal Response
12. Utilities
13. Law Enforcement
14. Long-Term Recovery
15. Public Information
16. Evacuation
17. Community Support

Appropriate Departments or EOC branches will be charged with the "coordinating" responsibility for each ESF. If activities under the ESF are primarily the responsibility of one department (e.g., ESF 13: Law Enforcement) then that department will coordinate the ESF (in this case, the Police Department). If activities under the ESF rest among multiple departments (e.g., ESF 16: Evacuation or ESF 6: Mass Care and Recovery Support), they will be coordinated in the EOC by the section or branch staffed with representatives of those departments. Other EOC branches and departments may support the coordinating department or EOC section/branch. A single department or EOC section/branch may be involved in more than one ESF.

ESF roles and responsibilities are further detailed in the ESF Annexes to this EOP, which are outlined in Attachment 2. Section 3: *EOC Sections* outlines ESF coordinating/supporting assignments for particular EOC sections/branches.

2.3.2 Levels of Coordination and Communication

This section describes coordination and communication between the various levels of the MAC System, from the Field Level through the Local Government Level to the OA Level EOC.

The figure below illustrates the possible communication pathways among all levels of the MAC

System.

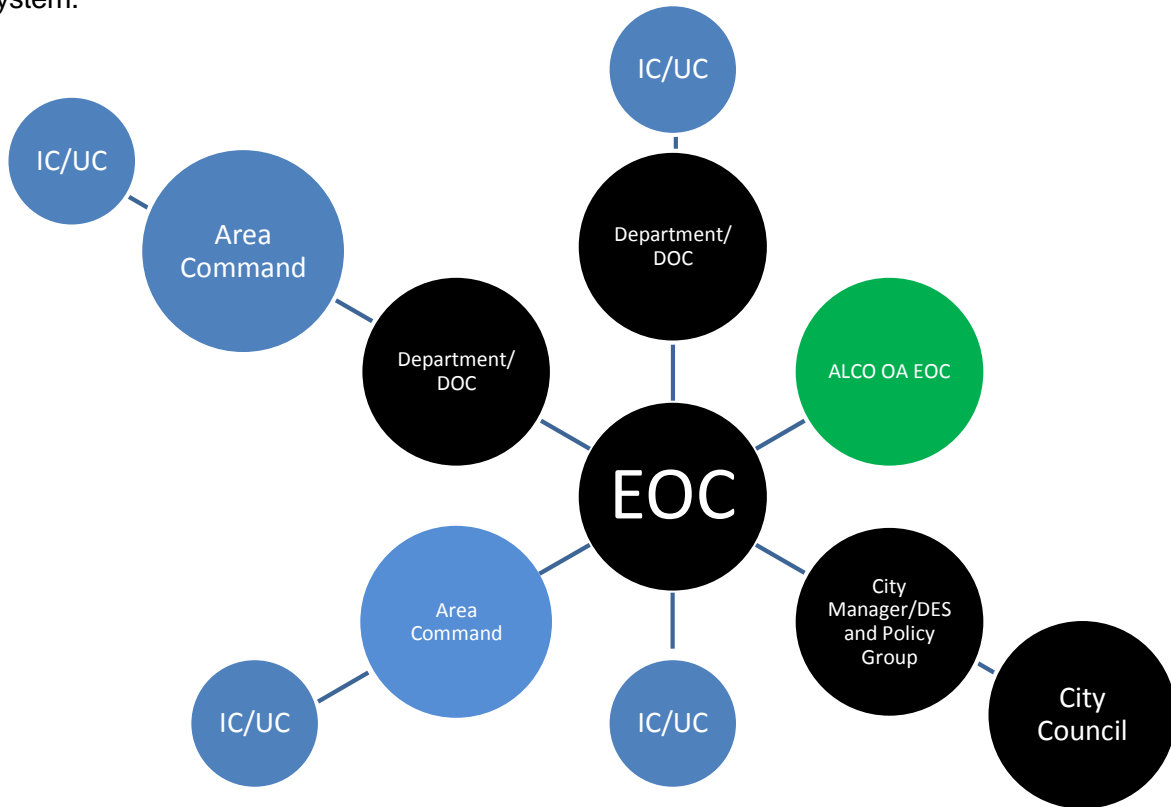


Figure 2-5: Coordination Linkages throughout the MAC System

In the graphic above and those that follow in this plan:

- **SEMS Field Level organizations** (Area Commands, Incident Commands and Unified Commands) are represented in blue. This level commands emergency response personnel and resources in the field.
- **SEMS Local Government Level organizations** (Departments/DOCs, the EOC, the City Manager/DES and Policy Group, and City Council) are represented in black. This level manages and coordinates Berkeley's overall emergency response and recovery activities.
- **SEMS Operational Area Level organizations** (ALCO OA EOC) are represented in green. The ALCO OA EOC manages and coordinates information, resources, and priorities among local governments within Alameda County.

The graphic above illustrates how the EOC acts as a hub between all layers of Berkeley's MAC System. The EOC can connect directly with Incident Commands and/or Unified Commands, and/or additional layers may be activated as follows:

- Departments/DOCs provide an additional layer of coordination at the Local Government Level
- Area Command(s) provide an additional layer of command at the Field Level

SEMS Field Level

Incident Command/Unified Command

- Coordinates with Area Command (if activated)
 - If Area Command not activated, coordinates with DOC(s) affiliated with IC/UC members
 - If authorized by department/DOC, coordinates with EOC Operations Support Section Branch(es) affiliated with IC/UC discipline(s)

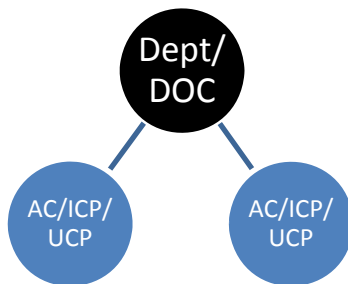
Area Command (if activated)

- Coordinates with assigned ICs
- Coordinates with Department/DOC affiliated with Area Command discipline
 - If authorized by department/DOC, coordinates with EOC Operations Support Section Branch affiliated with AC discipline

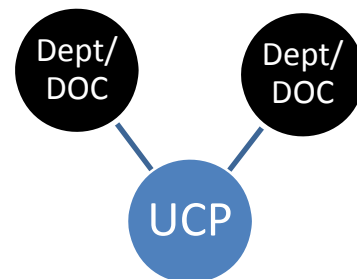
SEMS Local Government Level

Department/DOC (if activated)

- Coordinates with department representatives at Area Command(s), if activated
 - If Area Command not activated, communicates with department representatives at ICPs/UCPs
- Coordinates with EOC
- Coordinates with City Manager/DES (for simplicity, this relationship is not visually represented)



**Figure 2-6:
Department/DOC
Communications to
Multiple ACs/ICPs/UCPs**



**Figure 2-7:
UCP Communications to
Multiple
Departments/DOCs**

2016 City of Berkeley Emergency Operations Plan

EOC

- Coordinates with each discipline's Department/DOC, if activated
 - If a discipline's DOC is not activated, coordinates with Department representatives at Area Command(s)
 - If a discipline's Area Command(s) is/are not activated, coordinates with ICPs/UCPs
- Coordinates with the City Manager/DES and Policy Group
- Coordinates with the ALCO OA EOC

City Manager/DES

- Coordinates with EOC
- Coordinates with City Council (via Council Liaison, see Section 2.2.2: *Policy Group* for details)
- Coordinates with City Departments (for simplicity, this relationship is not visually represented)

Sections 2.3.3 – 2.3.5 describe the key information being shared by these groups and the processes for action planning, resource management and public information.

2.3.3 Information Management

The MAC System is designed to facilitate information-sharing among all of its levels. Information-sharing facilitates effective decision-making at both the Local Government and Field Levels.

The EOC and Departments/DOCs are activated to provide decision-makers with awareness of the entire situation. The EOC also provides information to the City Manager/DES and Policy Group to enable the City Manager/DES to make informed policy decisions. This situational awareness is vital to the effective coordination of support for responders in the Field Level. The EOC also facilitates the development and distribution of accurate and consistent public information.

The EOC and Departments/DOCs provide information, including the City Manager/DES's citywide priorities and policy directives, to the Field Level. Information-sharing facilitates tactical decision-making by incident commanders.

2016 City of Berkeley Emergency Operations Plan

The table below outlines the information management roles throughout the MAC System:

| Management Structure | Information Management Role |
|--|--|
| City Manager/ DES and Policy Group | <ul style="list-style-type: none"> • Receives intelligence from EOC (through citywide situation reports and as-needed) |
| EOC | <ul style="list-style-type: none"> • Receives information and intelligence from: <ul style="list-style-type: none"> ○ Departments/DOCs ○ Field ○ External sources • Verifies information to establish intelligence • Synthesizes intelligence into citywide situation reports • Disseminates citywide situation reports to: <ul style="list-style-type: none"> ○ City Manager/DES and Policy Group ○ Departments/DOCs ○ Field Level ○ External partners |
| Department/ DOC | <ul style="list-style-type: none"> • Receives information and intelligence from: <ul style="list-style-type: none"> ○ EOC (through citywide situation reports and as-needed) ○ Field (through department staff in the Field) • Maintains information on department operations • Consolidates information on incident operations • Disseminates department situation reports to EOC and field |
| Field | <ul style="list-style-type: none"> • Receives information and intelligence from: <ul style="list-style-type: none"> ○ EOC (through citywide situation reports and as-needed) ○ Department/DOC (through department situation reports) • Maintains information on incident operations • Disseminates incident status reports to Department/DOC |

The figure below illustrates information-sharing pathways throughout the MAC System.

SEMS Local Government Level

SEMS **Field** Level (ICS)

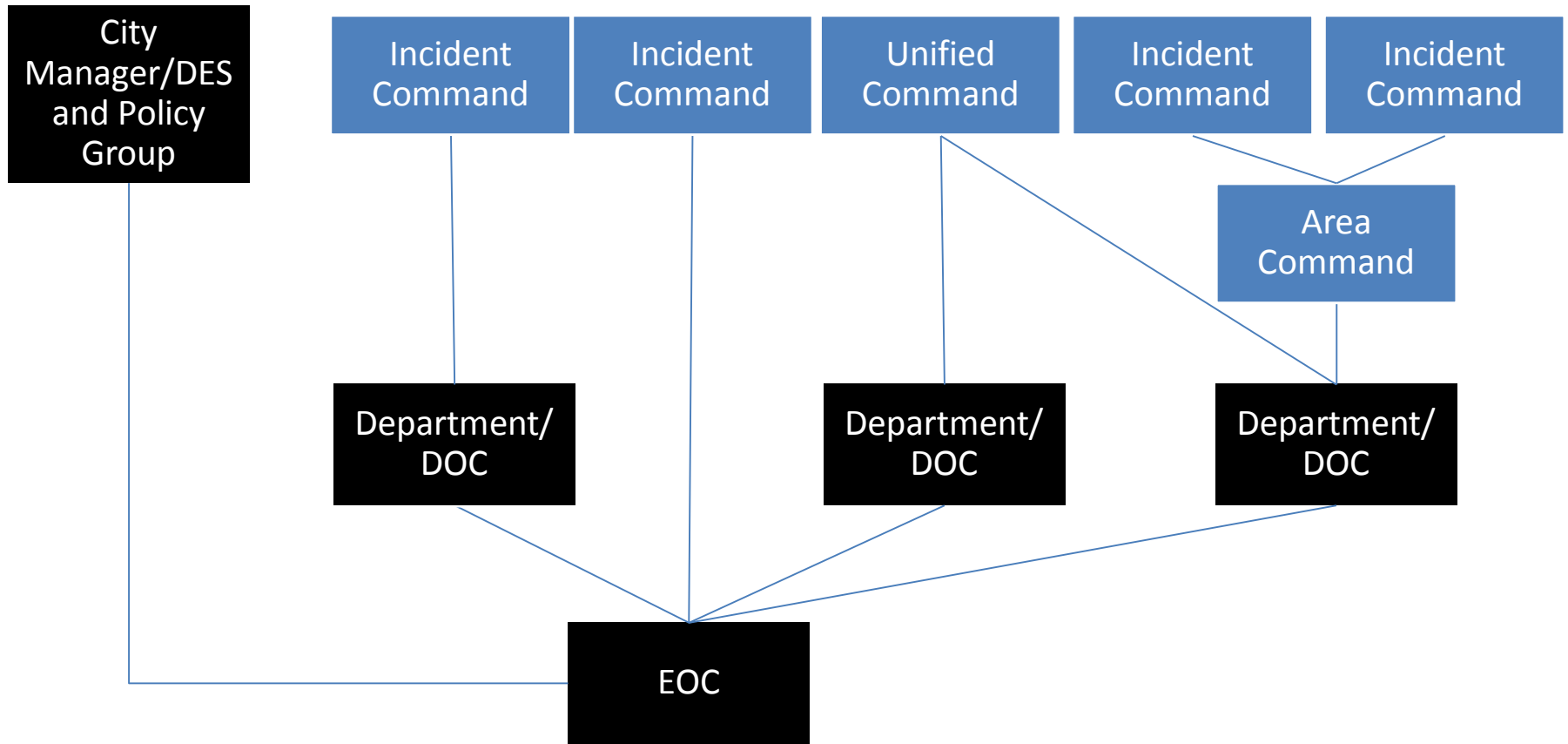


Figure 2-8: Information-Sharing Pathways throughout the MAC System

2.3.4 Action Planning⁶

Action planning is an essential SEMS-based emergency management process. Action plans are created by each IC/UC/AC, Department/DOC and the EOC. Action plans created at each level are coordinated with one another.

Field Level: Incident Action Plan (IAP)

At the Field Level, an IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Local Government Level: EOC/Department/DOC Action Plan

The Action Plan created in the EOC or Department/DOC contains the EOC/Department/DOC's objectives to coordinate and support emergency/event response for a designated period. Action Plan objectives reflect the Policy Group's citywide priorities. The Plans/Intelligence Section is responsible for developing the Action Plan in coordination with the other EOC sections. The Action Plan is approved by the EOC/Department/DOC Director and shared with supporting agencies.

The City Manager/DES and Policy Group do not create an Action Plan. Instead, the City Manager/DES makes policy decisions and establishes directives and citywide priorities that guide action planning at all levels of the MAC System. The EOC is responsible for sharing these citywide priorities, decisions, and directives with the other elements of the MAC System through the EOC Action Plan.

The figure that follows illustrates the scope of the Action Plan objectives developed by each organization in the MAC System.

⁶ CCR Title 19, Division 2, Chapter 1, Section 2402: Definitions

SEMS Local Government Level

SEMS **Field** Level (ICS)

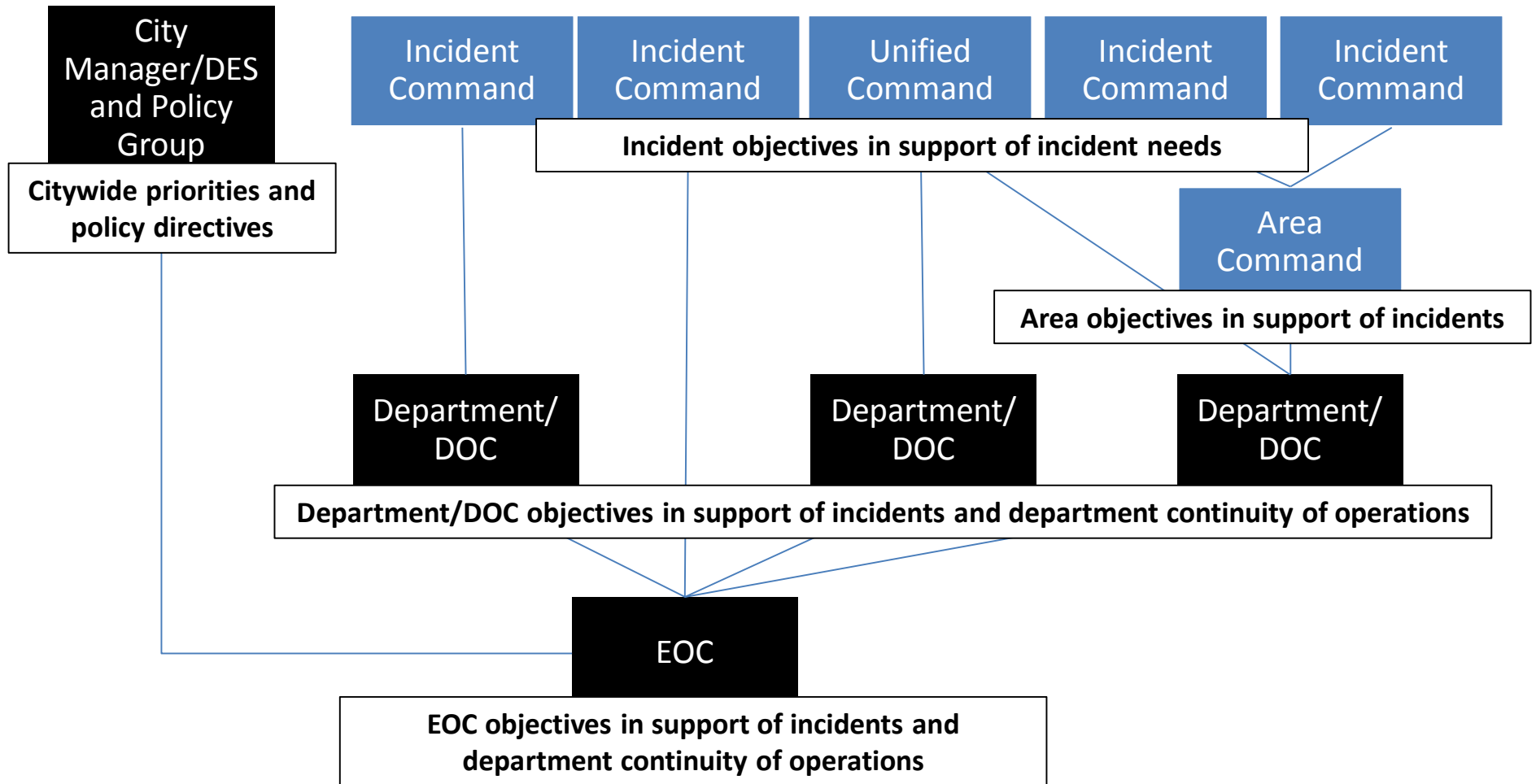


Figure 2-9: Action Planning Roles throughout the MAC System

2016 City of Berkeley Emergency Operations Plan

The table below outlines the action planning roles throughout the MAC System:

| Management Structure | Action Planning Role |
|----------------------|---|
| City Manager/DES | <ul style="list-style-type: none"> • Establishes citywide priorities and policy directives • Provides direction on policy questions • Vets EOC/Department/DOC Action Plan objectives to ensure they support citywide priorities and policy directives • Approves EOC Action Plan |
| EOC Coordinator | <ul style="list-style-type: none"> • Per citywide priorities and policy directives, and in coordination with Management Section and section coordinators, establishes <u>overall EOC objectives</u>, which describe how the EOC will support: <ul style="list-style-type: none"> ○ Incident operations (by allocating and requesting resources) • Departments' continuity of operationsSends policy questions to the City Manager/DES and Policy Group |
| EOC Sections | <ul style="list-style-type: none"> • Per citywide priorities and policy directives, and per overall EOC objectives, establishes objectives for each EOC section • Communicates citywide priorities and policy directives to Department/DOCs and incidents |
| Department/DOC | <ul style="list-style-type: none"> • Per citywide priorities and policy directives, establishes <u>Department/DOC objectives</u>, which describe how the department/DOC will support: <ul style="list-style-type: none"> ○ Incident operations (by allocating department resources) ○ Department continuity of operations • Communicates citywide priorities and policy directives to incidents • Sends policy questions to the EOC Operations Support Section for vetting by the City Manager/DES and Policy Group |
| Field | <ul style="list-style-type: none"> • Per citywide priorities and policy directives, establishes <u>incident objectives</u>, which describe how responders will use allocated resources to meet incident needs • Sends policy questions to the Department/DOC (if activated)/EOC Operations Support Section for vetting by the Policy Group |

2.3.5 Resource Management

SEMS defines resources as “personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.”⁷ For the purposes of this document, other resources may include funding sources, pre-designated agreements, policies, and protocols. All levels of the MAC System work together to locate, assign, move, use and track resources to address emergency/event needs.

Resource Management Assumptions

The following assumptions are in place:

- All City departments are responsible for maintaining information on the status of department resources at all times. If necessary, a department should activate a DOC to facilitate department operations and resource management. (See Section 2.2.5: *Departments/Department Operations Centers (DOCs)* for details.)
- If the EOC has not been activated, departments/DOCs may request resources from another department/DOC or citywide contract.
- When the EOC is activated:
 - All City departments participating in emergency/event response should be represented in the EOC.
 - The resources of a department remain the assets of the department as well as a shared asset of the EOC branch/section under which the department is serving in the emergency/event response. For example, a Public Works Department bulldozer remains the responsibility of the Department but is a shared resource of the EOC Operations Support Section’s Construction and Engineering Branch, where Public Works is represented.
 - The MAC System will shift into Single-Point Ordering structure (see *Single-Point Ordering* below). All Field Level resource requests will be routed through the EOC Operations Support Section for confirmation before they are filled.

Single-Point Ordering

When the EOC is activated, the MAC System will use a single-point resource ordering structure. Single-point ordering is a SEMS concept that establishes one centralized point to receive and manage all resource requests for an emergency/event. For Berkeley’s MAC System, that single point will be the EOC Operations Support Section. This means that before assigning department resources to an incident, departments/DOCs must confirm deployment of the resource with their representative in the EOC Operations Support Section.

Single-point ordering enables centralized coordination, tracking, and allocation of resources. By centralizing resource requests in the EOC, the EOC Operations Support Section ensures that department resources are being allocated to the highest-priority incidents, per the citywide priorities established by the City Manager/DES.

Single-point ordering will not change communication between departments/DOCs and their AC/ICP/UCPs. Additionally, even if an AC/ICP/UCP is communicating directly with the EOC Operations Support Section, the Section will first attempt to fill resource requests through the appropriate department(s)/DOC(s), and if unsuccessful, will forward the request to the EOC Logistics Section.

Mutual Aid

⁷ California Statewide Multi-Agency Coordination System Guide, February 2013, p. 50

2016 City of Berkeley Emergency Operations Plan

Mutual Aid agreements are department-specific resources. If the EOC is not activated, departments/DOCs will initiate mutual aid requests through their own discipline-specific mutual aid agreements.

When the EOC is activated, departments/DOCs will continue to initiate mutual aid requests through their own discipline-specific mutual aid agreements, with two additional steps for coordination and tracking:

- 1) Prior to making a mutual aid request, a departments/DOC will confirm the request with its representative in the EOC Operations Support Section
- 2) In the event that the department/DOC needs additional resources in support of invoking mutual aid, the department/DOC can submit resource requests to its representative in the EOC Operations Support Section.

Resource Management Roles and Responsibilities

The table below summarizes the respective resource management roles of the City Manager/DES, EOC, department/DOC, Area Command and Incident Command/Unified Command.

All resource management activities are performed in accordance with the citywide priorities and policy directives established by the City Manager/DES, as well as with the objectives established for each SEMS organizational level/function.

| Management Structure | Resource Management Role |
|----------------------|---|
| City Manager/DES | <ul style="list-style-type: none"> • Establishes citywide priorities to guide resource management throughout the MAC System • As needed, provides policy directives to address resource-related policy questions |
| EOC | <ul style="list-style-type: none"> • Anticipates resource needs • Receives resource requests <ul style="list-style-type: none"> ○ From departments/DOCs ○ From the Field Level • Processes resource requests <ul style="list-style-type: none"> ○ Prioritizes requests based on citywide priorities ○ Requests additional resources from departments/DOCs ○ Requests additional resources from external sources • In coordination with departments/DOCs: <ul style="list-style-type: none"> ○ Tracks department resources assigned to incidents and available for assignment ○ Projects resource shortfalls • Sends resource-related policy questions to the City Manager/DES and Policy Group |
| Department/DOC | <ul style="list-style-type: none"> • Identifies department resources available for Field Level assignment • Receives resource requests <ul style="list-style-type: none"> ○ From the EOC Operations Support Section ○ From the Field Level • Processes resource requests <ul style="list-style-type: none"> ○ Confirms resource deployment with EOC Operations Support Section before filling Field Level resource requests |

2016 City of Berkeley Emergency Operations Plan

| | |
|--|--|
| | <ul style="list-style-type: none"> ○ Allocates available resources to Field Level (Area Commands/Incident Commands), per Field Level and/or EOC requests ○ Requests additional resources through discipline-specific mutual aid channels ○ Forwards unfillable Field Level resource requests to EOC Operations Support Section ● In coordination with EOC and Field Level: <ul style="list-style-type: none"> ○ Tracks department resources assigned to incidents and available for assignment ○ Anticipates resource needs ○ Projects department resource shortfalls ● Sends resource-related policy questions to the EOC for vetting by the City Manager/DES and Policy Group |
| <p>Field: Area Command <i>(If established)</i></p> | <ul style="list-style-type: none"> ● Allocates resources assigned to the Area to particular incidents ● Requests additional resources from Department/DOC/EOC Operations Support Section, as appropriate ● Sends resource-related policy questions to the Department/DOC/EOC for vetting by the City Manager/DES and Policy Group |
| <p>Field: Incident Command/ Unified Command</p> | <ul style="list-style-type: none"> ● Commands resources assigned to the incident ● Requests additional resources from Area Command or department/DOC or EOC Operations Support Section, as appropriate ● Sends resource-related policy questions to Area Command or department/DOC or EOC Operations Support Section for vetting by the City Manager/DES and Policy Group |

The graphic that follows illustrates resource management responsibilities throughout the MAC System when the EOC is activated.

SEMS Local Government Level

SEMS Field Level (ICS)

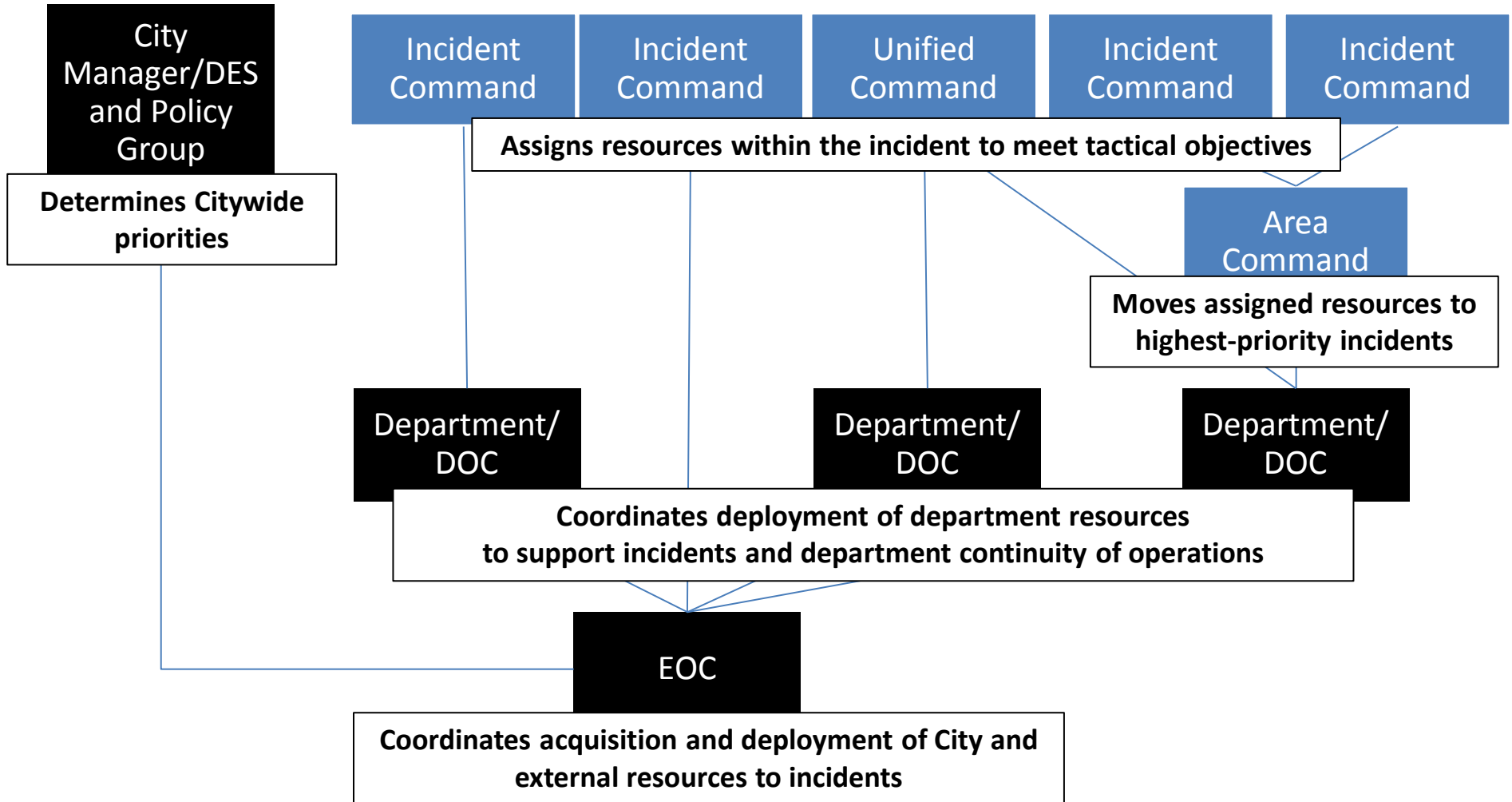


Figure 2-10: Resource Management throughout the MAC System

Resource Requesting Process

Field Level commanders submit resource requests to the appropriate Department/DOC or to the EOC Operations Support Section, if authorized by the Department/DOC.

When a Department/DOC receives the request, it will determine if the request can be filled with department resources.

- If the Department/DOC can fill the request, the Department/DOC will confirm resource deployment with the EOC Operations Support Section before filling the request.
- If the Department/DOC cannot fill the request, the Department/DOC will forward the request to the EOC Operations Support Section.

Discipline-specific mutual aid (e.g., fire service and rescue, law enforcement, and medical health) will be handled by the appropriate department/DOC, in coordination with the appropriate representative in the EOC Operations Support Section as outlined in Section 4: *Mutual Aid*.

When the EOC Operations Support Section receives the request (from a Department/DOC or directly from the Field Level), the Section will verify that the resource is not available from within City inventories, by checking with:

- 1) Department representatives in the Operations Support Section, which will check with their Department/DOCs if necessary
- 2) Plans/Intelligence Section Resource Status Unit (which will maintain information for other City departments not represented in the Operations Support Section)

When no internal source exists to fulfill the resource request, or when a shortage is anticipated, the Operations Support Section will forward the request to the EOC Logistics Section.

The EOC Logistics Section will attempt to fulfill the request through the following methods:

- Locating inventories from known sources, including nongovernmental organizations
- Acquisition through renting, leasing or purchasing from established vendors
- Acquisition from alternate vendors

When the Logistics Section cannot fill a resource request, the Logistics Section will route the resource request to the Logistics Section at the ALCO OA EOC.

Resource Mission Tasking

A Resource Mission Tasking is a necessary action identified by the EOC Operations Support Section to fulfill an operational objective, which involves the dispatching of personnel outfitted with the appropriate supplies and equipment to complete a task or assignment. This differs from a resource request, which is used to order resources such as supplies, equipment, facilities, and personnel in support of and supervised by those responsible for operational objectives and assigned tasks. The EOC Operations Support Section must only submit specific resource requests to the EOC Logistics Section. The Logistics Section does not fill Mission Tasks.

The graphic below outlines the flow of a single resource request through Berkeley's MAC System.

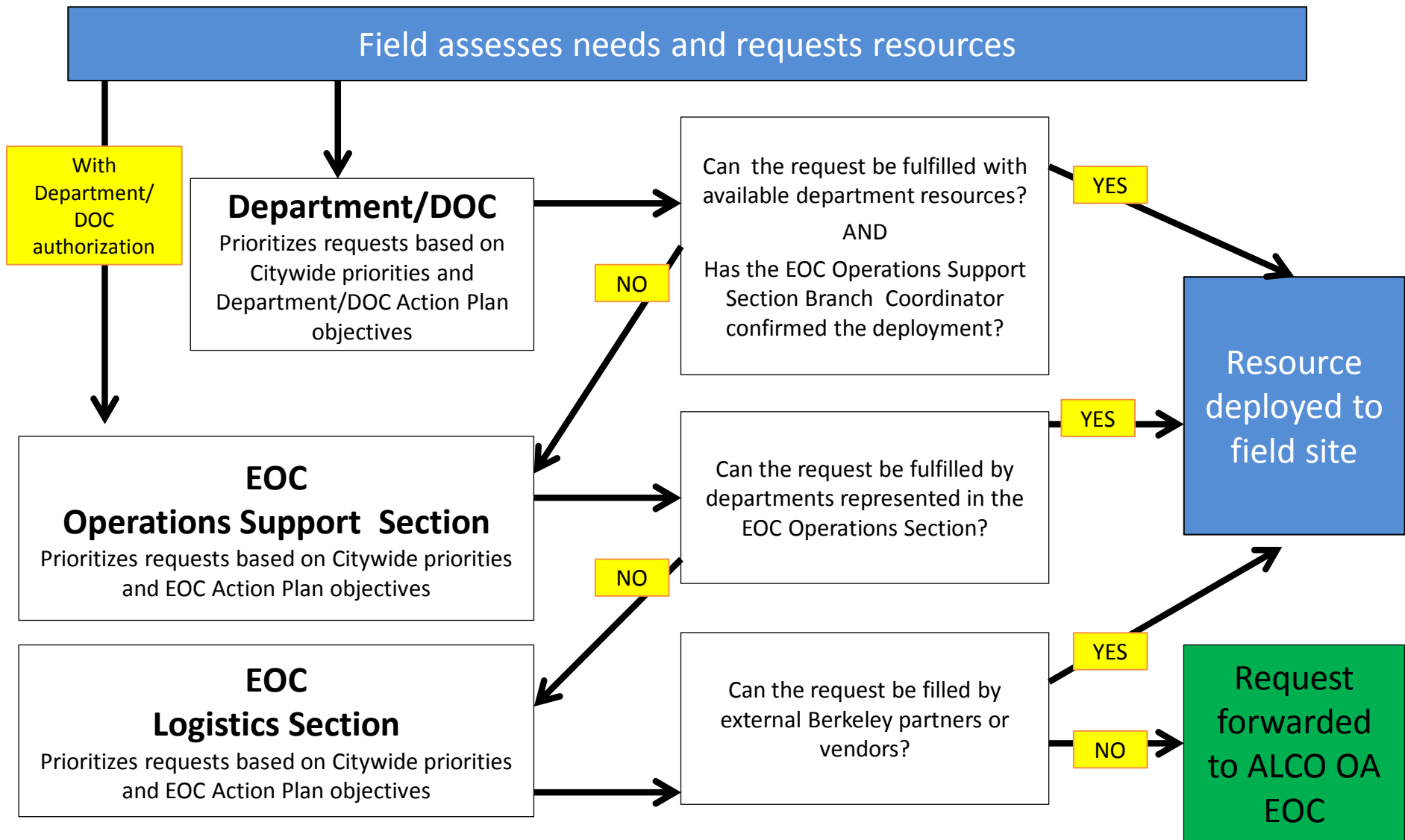


Figure 2-11: Resource Request Flow through the MAC System

Resource Tracking Roles and Responsibilities

Real-time tracking of incidents and resources is critical during the response phase. Resources may be in short supply, and multiple requests for limited resources can occur. EOC sections and departments/DOCs coordinate their resource management activities to provide a citywide assessment of resource allocation and shortfalls, as outlined in the table below.

| Management Structure | Resource Tracking Role |
|---|--|
| EOC Operations Support Section | <ul style="list-style-type: none"> • Tracks resources assigned to the Field Level <ul style="list-style-type: none"> ○ City resources ○ External resources • Tracks information from departments/DOCs about available City resources • Tracks resource requests sent to the Logistics Section |
| EOC Plans/ Intelligence Section Resource Status Unit | <ul style="list-style-type: none"> • Gathers information about assigned/available/requested resources from: <ul style="list-style-type: none"> ○ Operations Support Section ○ Departments/DOCs not represented in EOC Operations Support Section ○ Logistics Section • Uses available information to project resource shortfalls |
| EOC Logistics Section Resource Tracking Unit | <ul style="list-style-type: none"> • Tracks resource requests received from the Operations Support Section • Tracks external resources ordered and assigned to the Field Level • Tracks resource requests sent to the ALCO OA EOC |
| Department/DOC | <ul style="list-style-type: none"> • Tracks information regarding: <ul style="list-style-type: none"> ○ Department resources (equipment, materials and personnel): <ul style="list-style-type: none"> ▪ Assigned to incidents ▪ Available for assignment ▪ Unavailable ○ Discipline-specific mutual aid resource requests • Forwards information to: <ul style="list-style-type: none"> ○ EOC Operations Support Section Representatives (if activated), or ○ Plans/Intelligence Section Situation Status Unit |

2.3.6 Levels of Public Information Coordination and Dissemination

Significant, large-scale emergencies/events require accurate, coordinated and timely public information. This plan distinguishes between ESF 15: *Public Information* and *emergency public information and warning*:

- Public Information: providing accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the Berkeley community overall. Examples of public information messages include updates on citywide response and notifications of shelter openings.
- Emergency Public Information and Warning (EPIW): disseminating life-safety instructions to affected populations during emergencies. Examples of EPIW messages include evacuation and shelter-in-place orders.

Because of the extremely time-sensitive nature and life safety content of EPIW messages, delivery of EPIW messages will be handled by the EOC Operations Support Section as outlined in Section 3: *EOC Sections*. Public information messages will use the vetting and distribution process outlined below.

Berkeley will coordinate its public information efforts among all levels of the MAC System. The City may have individual Public Information Officers in the Field Level and at the EOC. The following describes the coordination and the public information dissemination roles throughout Berkeley's MAC System.

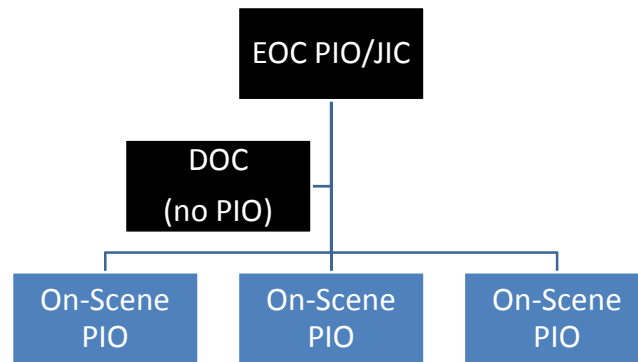


Figure 2-12: Public Information Structure in the MAC System

Field Level: On-Scene PIO

- Coordinates with on-scene responders
 - Advises incident commander on all public information matters related to the emergency/event
- Provides information to the JIC from the incident site
- Receives approved talking points from the JIC
- Public information role: Discuss Field Level activities

Local Government Level: Department/DOC

- Provides Department-specific information to the Operations Support Section representative, who provides it to the EOC PIO/JIC to be included in coordinated City of Berkeley public information dissemination (through press releases, leadership talking points, etc)
- No public information role

2016 City of Berkeley Emergency Operations Plan

Local Government Level: EOC

- The Operations Support Section receives site-specific information from the Field Level and sends citywide talking points to the Field Level.
- The Plans/Intelligence Section gathers and shares intelligence with the EOC and PIO/JIC to help develop public information messages and delivery strategy.
- A Joint Information Center (JIC) may be established to coordinate public information. A JIC is a central location where PIOs involved in an emergency/event may co-locate to gather, verify, coordinate, and disseminate emergency/event information.
 - Receives information from EOC Section Coordinators and Management Section
 - Coordinates dissemination of information internally to ensure that all involved City of Berkeley Departments and the EOC are kept informed of messages being released by the EOC PIO/JIC

2.4 MAC System Coordination with Other Entities

This section outlines how Berkeley's MAC System integrates and coordinates with external partners. When appropriate, partner representatives are integrated directly into Berkeley's MAC System at the Local Government and/or Field Levels. Otherwise, the MAC System will coordinate with Partners at the Local Government Level through the Liaison Officer at the EOC. Particular considerations for each type of external partner are outlined below.

2.4.1 Alameda County – Operational Area Emergency Operations Center

The City EOC will communicate and coordinate directly with the ALCO OA EOC. ALCO OA coordination with cities in Alameda County is outlined in the Alameda County Emergency Operations Plan. The Alameda County EOP provides a framework for the County to coordinate response activities of its cities, special districts and unincorporated areas. Coordination between the City of Berkeley EOC and the ALCO OA EOC will occur through the appropriate SEMS channels (Management, Plans/Intelligence, Operations Support, Logistics and Finance/Administration).

2.4.2 State and Federal Organizations

In some instances, a federal or State agency will have a Field Level response role, due to its jurisdictional responsibility of the emergency/event. For example, the Federal Aviation Administration will have jurisdictional responsibility for an aircraft accident within Berkeley.

When a federal or State agency is involved in Field Level operations, the agency will also coordinate with the City EOC and any appropriate Department/DOCs. Federal or State agencies operating in the Field Level may be found in any ICS section, or as part of a Unified Command. The emergency/event type will determine their location and scope of involvement.

2.4.3 Special Districts

The emergency response roles of special districts and governmental institutions in Berkeley are generally focused on their normal services or functional area of responsibility. Examples of special districts include: East Bay Municipal Utility District, AC Transit and Bay Area Rapid Transit.

Special districts will establish their own response systems. They will coordinate directly with the City either by sending a representative to the EOC or appropriate Department/DOC, or by establishing communications with the EOC section/branch or Department/DOC coordinating the associated ESF (see Section 2.3.1: *Emergency Support Functions*). Special districts with a pre-established role during an emergency/event will coordinate with the pre-designated EOC section/branch or Department/DOC. Special districts without pre-established responsibilities during an emergency/event will coordinate first with the EOC Liaison Officer and then, if appropriate, with a designated EOC section/branch or Department/DOC.

Note: In emergencies/events with regional impacts, special districts may not have adequate staff to send representatives to the City EOC or Department/DOCs. In this case, special district representatives may only be available through their own operations centers or the ALCO OA EOC. In this case, the City would coordinate with special district representatives either through their own operations centers or through the representative at the ALCO OA EOC.

2.4.4 Non-City Governmental Institutions in Berkeley

Non-City governmental institutions in Berkeley include the University of California – Berkeley, the Berkeley Unified School District, and the Berkeley Lab. These institutions in Berkeley generally

2016 City of Berkeley Emergency Operations Plan

participate in Berkeley's MAC System in two ways:

- 1) Supporting Berkeley community members affiliated with their institutions (e.g., staff and/or students)
- 2) Providing resources to assist with the citywide response effort (e.g., transportation, facilities, personnel, etc.)

These institutions will establish their own response systems. They will coordinate directly with the City either by sending a representative to the EOC or appropriate Department/DOC, or by establishing communications with the EOC section/branch or Department/DOC coordinating the associated ESF (see Section 2.3.1: *Emergency Support Functions*). Institutions with a pre-established role during an emergency/event will coordinate with the pre-designated EOC section/branch or Department/DOC. Institutions without pre-established responsibilities during an emergency/event will coordinate first with the EOC Liaison Officer and then, if appropriate, with a designated EOC section/branch or Department/DOC.

For resource requesting, non-City governmental institutions are considered to be part of the Berkeley community and will be expected to coordinate their resource requests through City government channels. Institutions with a pre-established role during an emergency/event in Berkeley will send resource requests through the pre-designated Department/DOC or EOC branch. Institutions without pre-established responsibilities during an emergency/event in Berkeley will send resource requests through with the City EOC's Liaison officer until directed otherwise.

2.4.5 Volunteer Organizations

The City EOC coordinates with non-governmental volunteer organizations that have response roles within City. Some of the major volunteer organizations that may be involved in Berkeley's MAC System include the following:

- **American Red Cross:** By congressional mandate and in accordance with its corporate policy, the Red Cross has a longstanding disaster relief mission. The Red Cross will work with the City to provide mass care and recovery support services to all Berkeley community members. The Red Cross will coordinate with the City at Field Level mass care sites. If possible, the Red Cross will also provide staffing to the EOC Mass Care Branch. Otherwise, the Berkeley MAC System Local Government Level will coordinate with the Red Cross through the ALCO OA EOC.
- **Community Emergency Response Team:** The Community Emergency Response Team (CERT) program trains Berkeley community members to be self-sufficient in an earthquake by building teams of volunteers trained in basic emergency skills. CERT volunteers may conduct initial search and rescue and basic first aid. CERT volunteers are trained to communicate and participate in emergency response efforts. CERT Teams will communicate with the EOC through the Operations Support Section's Community Branch.
- **Northern Alameda County Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services (NALCO ARES):** NALCO ARES members provide civil emergency communication services. NALCO ARES is represented in the EOC Logistics Section.

2.4.6 Private Sector Involvement

The emergency response roles of private sector organizations are generally focused on their normal services or functional area of responsibility.

Private sector organizations will establish their own response systems. They will coordinate directly with the City either by sending a representative to the EOC or appropriate Department/DOC, or by establishing communications with the EOC section/branch or Department/DOC coordinating the

2016 City of Berkeley Emergency Operations Plan

associated ESF (see Section 2.3.1: *Emergency Support Functions*). Private sector organizations with a pre-established role during an emergency/event will coordinate with the pre-designated EOC section/branch or Department/DOC. Private sector organizations without pre-established responsibilities during an emergency/event will coordinate first with the EOC Liaison Officer and then, if appropriate, with a designated EOC section/branch or Department/DOC.

Examples of private sector organizations include, but are not limited to: Pacific Gas & Electric, Bayer, and Wareham.

2.5 EOC Standard Operating Procedures

This section describes standard procedures for EOC site selection, EOC activation and EOC staff mobilization. It also outlines communication systems that will be used by the EOC, and procedure for After Action Reporting.

2.5.1 EOC Location and Alternate Site

Per SEMS guidelines, the EOC facility should be capable of activation within one hour and should be able to maintain full operational status under all emergency conditions. EOC readiness is primarily the responsibility of the Fire Department – Office of Emergency Services.

The primary EOC is located at the City of Berkeley's Public Safety Building, at 2100 Martin Luther King, Jr. Way. If this EOC site is not operable, the EOC will be relocated to the alternate EOC site, at the Fire Department Division of Training, at 997 Cedar Street. Relocation to the alternate EOC site may be considered when any of (but not limited to) the following situations are encountered at the primary EOC site:

- Structural or non-structural damage making the building unsafe or uninhabitable
- Loss of power, water, phone service, or other utilities
- Toxic or hazardous material releases in the building or neighborhood presenting a safety hazard to occupants
- Presence of a significant security threat
- EOC operations during a disaster significantly exceed available space

The EOC Director, in consultation with Field Level personnel commanding an incident that may impact the EOC site, is responsible for determining if/when relocation of the EOC is necessary.

2.5.2 EOC Activation and Deactivation Procedures

EOC Activation Levels

EOC activation levels and procedures are scalable based on the changing needs of an emergency/event. An activation level is defined as *an organization's readiness to carry out its mission during an emergency*. The City EOC may be activated to Level 1 (Situation Monitoring), Level 2 (Partial Activation), or Level 3 (Full Activation) according to the needs of the emergency/event.

The table below identifies the three EOC activation levels and provides examples of potential events for each.

- Examples in this table are not guidelines or directives for EOC activation. The activation level for each event will be dependent upon the specific situation and needs.
- The *Minimum Staffing* column indicates the positions that should be staffed for each activation level. Depending on event needs, EOC staff may serve in-person at the EOC, on call away from the EOC, or in a combination of the two during a particular staffing rotation.

Activation Levels

| Emergency, Event or Situation (examples only) | Activation Level | Minimum Staffing |
|---|------------------------------|---|
| <ul style="list-style-type: none"> • Severe Weather Advisory • Small incidents involving 2 or more departments • Tsunami Watch • Flood Watch/Warning | One: Situation Monitoring | <ul style="list-style-type: none"> • EOC Director • EOC Coordinator • Plans/ Intelligence Section Coordinator |
| <ul style="list-style-type: none"> • Significant power outage • Severe storm • Tsunami Warning • Significant civil unrest • Major scheduled event (such as World Cup, Papal visit, Olympics, etc.) | Two: Partial Activation | <ul style="list-style-type: none"> • EOC Director • EOC Coordinator • Public Information Officer • All Section Coordinators • Branches and Units as appropriate to situation • Liaison Representatives as appropriate |
| <ul style="list-style-type: none"> • Major city or regional emergency • Major earthquake • Wildland fire in the Hills areas | Three: Full Activation | <ul style="list-style-type: none"> • All EOC positions |

Note: The Policy Group is an advisory body comprised of City and external officials. The City Manager/DES can convene the group with or without an EOC activation.

Activation Authorities

The City Manager or his/her designee may activate the EOC during any situation where the need for EOC coordination is evident. Additionally, any senior city official or department head may contact the City Manager to request EOC activation. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency. If the EOC mission is unclear or if such a response need is not clearly evident, the City Manager may request Policy Group input prior to authorizing an EOC activation.

Additionally, if a department director recognizes a need for EOC activation during pre-event planning, (s)he may submit an activation request to the City Manager for consideration. Examples of planned events may include, but are not limited to: protests, demonstrations, parades, and political, sporting and/or holiday events.

In any circumstance when interdepartmental coordination is necessary and the City Manager is unavailable for consultation, activation authority may also extend to the City's:

- Fire Department Duty Chief or above
- Police Department Watch Commander or above
- Director of the Department of Public Works
- Director of the Department of Health, Housing and Community Services
- Director of the Department of Parks, Recreation and Waterfront
- Health Officer
- Building Official

Notification and Mobilization

If the EOC is activated, the City's Communications Center staff will use an automated notification system to mobilize EOC staff as necessary per the activation level. As backup, the City maintains contact lists for all EOC staff.

Individual departments are responsible for maintaining procedures to call staff back for DOC activations or Field Level response activities.

EOC Deactivation Overview

The EOC will be deactivated or the activation level will be lowered as required by the needs of the situation. Deactivation or change in activation level may also occur as a result of a transition of the EOC mission from response to recovery. The City Manager/DES may change EOC activation status based on the recommendation of the EOC Coordinator, who will consult with the Management Section and Section Coordinators.

Prior to EOC deactivation or a change in activation level, all demobilization responsibilities and remaining activities will be completed or transferred to the appropriate City departments.

2.5.3 Communications Systems

The EOC is equipped with a wide variety of communications systems in addition to the public dial network (phone and Internet access). The systems provide alternate modes of communications to City departments and support agencies and to a broad range of County, State and other agencies. In addition to radio-based communications, the EOC has several satellite phones for use if local circuits are busy or disrupted. Currently, the City maintains alternate systems for emergency communications.

2.5.4 After Action Reporting

Fire-OES is responsible for conducting the After Action Report process. The purpose of an After Action Report is to analyze response efforts, identify strengths to be maintained and built upon, identify potential areas for further improvement, and to support the development of corrective actions.

Section 3: EOC Sections

3.1 Introduction

In addition to the EOC Management Section discussed in Section 2.2.4, the EOC is organized into *Four Functional Sections*: Operations Support, Plans/Intelligence, Logistics, and Finance/Administration. Each section has a designated section coordinator, and if activated, branch coordinator(s) and unit coordinator(s).¹

Sections 3.2 – 3.5 detail for each of the *Four Functional Sections*:

- Section leadership, indicating the Section's leadership positions and the department(s) that can staff each position
- Section organization, including the branch(es) and unit(s) that can be activated in the section and the department(s), divisions and/or external partners that can staff each position
- The section's role in Berkeley's EOC, and the other organizational elements of the MAC System that coordinate with the section
- The section's responsibilities in information-sharing, resource management and coordinating/supporting Emergency Support Functions (ESFs)

The chart that follows illustrates the EOC sections and the branches and units that can be activated for each.

¹ Per 2009 SEMS Guidelines (Part I-C, System Description – Local Government Level p. 5), the position title "coordinator" refers to the supervisor of each of the organizational elements in the EOC. The term coordinator is used in lieu of "chief," "director," or other ICS terminology because the role of EOC elements is to coordinate.

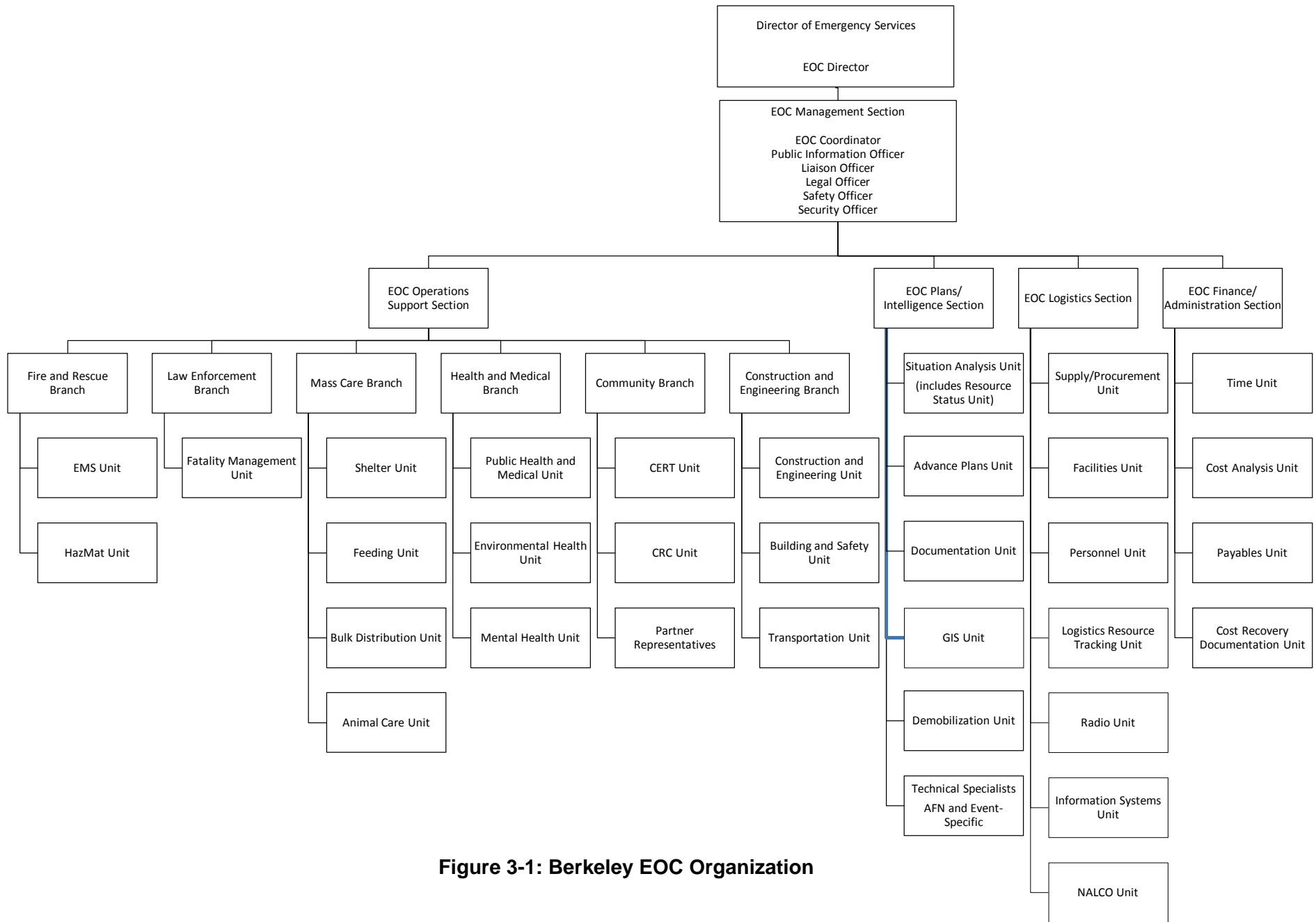


Figure 3-1: Berkeley EOC Organization

3.2 Operations Support Section

3.2.1 Operations Support Section Overview

The Operations Support Section is one of five sections of the City EOC. The Section coordinates support for all emergency/event response operations.

Leadership

The Operations Support Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management Function. The department fulfilling the Section Coordinator position will vary according to the primary department responding to the emergency/event.

| Position | Staffing Department(s)/Division(s) |
|--|---|
| Operations Support Section Coordinator | Emergency/event-Specific: Police Fire Health, Housing and Community Services Public Works Parks, Recreation and Waterfront Planning-Building and Safety |

Organization

The Operations Support Section will be organized into functional branches, depending on emergency/event needs. Each branch is listed below, along with the ESF(s) that the branch coordinates or supports. (See Section 2.4.1: *Emergency Support Functions* for an overview of all ESFs).

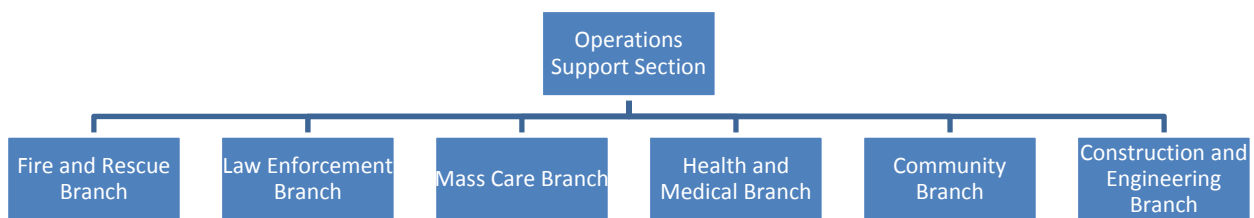


Figure 3-2: Operations Support Section Organization

Branches of the EOC Operations Support Section work together, with DOCs, and with the SEMS Field Level to carry out ESFs. The table below identifies the ESF(s) coordinated or supported by each Operations Support Section branch.

3.2.2 Operations Support Section Coordinator

Role

The Operations Support Section Coordinator will connect to the following:

- Operations Support Section Branch Coordinators
- EOC Management Section staff, including EOC Director
- Other EOC Section Coordinators

Note: Operations Support Section staff will also coordinate directly with staff from other sections.

Responsibilities

The Operations Support Section Coordinator ensures that the section meets the objectives of the EOC Action Plan assigned to the section.

The Operations Support Section Coordinator:

- Monitors field operations
- Receives and passes on key field information and intelligence
 - Ensures that branches share information with Plans/Intelligence Section staff to facilitate development and maintenance of a common operating picture
- Coordinates branch support of Field Level activities
 - Ensures that branches share key information and intelligence with Department/DOC/field staff
 - Ensures that branches communicate Citywide Priorities and Policy Directives to Department/DOC/field staff
 - Ensures that DOC/Field Level resource requests are quickly addressed or passed on to the Logistics Section
 - Ensures that Operations Support Section branches coordinate with each other and their departments/DOCs to assign available City resources to resource requests per citywide priorities
 - As needed, passes branches' resource requests to the EOC Logistics Section
- Vets emergency public information and warning messages from Operations Support Section branches and forwards approved messages to Law Enforcement Branch/Emergency Communications Center for delivery
- Works with Management Section and branches to ensure that activities are coordinated with appropriate external partners, including private business, nonprofits and County, State and federal agencies
- Ensures that branch staff perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Ensures that required activities are completed in the absence of a Branch Coordinator.

3.2.3 Operations Support Section: Emergency Support Functions

Operations Support Section: Branch Coordination/Support Responsibilities

| Emergency Support Function (ESF) | Operations Support Section Branches C = Coordinate S = Support | | | | | |
|--|--|-----------------|--------------------|-----------|------------------------------|-----------|
| | Fire and Rescue | Law Enforcement | Health and Medical | Mass Care | Construction and Engineering | Community |
| 1. Transportation | | S | | | C | |
| 2. Communications | | | | | | |
| 3. Public Works and Engineering | | | | | C | |
| 4. Fire and Rescue | S | | | | | |
| 5. Emergency Management | S | S | S | S | S | S |
| 6. Mass Care and Recovery Support | | | S | C | | S |
| 7. Logistics | S | S | S | S | S | S |
| 8. Public Health and Medical Services | S | S | C | S | | S |
| 9. Urban Search and Rescue | S | | | | | |
| 10. Oil and Hazardous Materials Response | C | | S | | S | |
| 11. Animal Response | | | | S | | S |
| 12. Utilities | | | | | C | |
| 13. Law Enforcement | | S | | | | |
| 14. Long-Term Recovery | S | S | S | S | S | |
| 15. Public Information | S | S | S | S | S | S |
| 16. Evacuation | S | C | | S | S | S |
| 17. Community Support | | | | | | C |

Sections 3.2.4 – 3.2.9 further describe the role and responsibilities of each branch.

Attachment 4: *Department-EOC Emergency Support Function Chart* indicates the coordinating and supporting departments and sections of the EOC for each ESF.

3.2.4 Fire and Rescue Branch

The Fire and Rescue Branch in the Operations Support Section will coordinate the following ESF:10. Oil and Hazardous Materials response

The Branch will also support the following ESFs:

- 4. Fire and Rescue
- 5. Emergency Management
- 7. Logistics
- 8. Public Health and Medical Services
- 9. Urban Search and Rescue
- 14. Long-Term Recovery
- 15. Public Information
- 16. Evacuation

Organization and Staffing

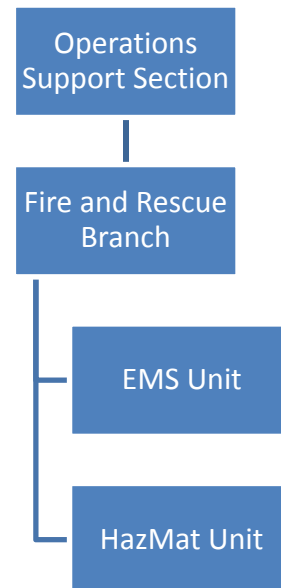
The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

| Position | Staffing Department(s)/Division(s) |
|------------------------------------|---|
| Fire and Rescue Branch Coordinator | Fire |
| EMS Unit | Fire |
| HazMat Unit | Fire Public Works Health, Housing and Community Services-Environmental Health Planning-Toxics Parks, Recreation and Waterfront – for emergencies/events involving waterways |

Role

The Fire and Rescue Branch will link the EOC to the following:

- Berkeley Fire Department DOC (if activated). If the Fire DOC is not activated, the EOC Fire and Rescue Branch connects directly with the Field Level: Area Command(s) (if activated) and/or directly to:
 - Incident Command Posts at incidents under the management of the fire service, and
 - Unified Command Posts with the fire service in the Unified Command.
 - OA Fire and Rescue mutual aid coordinator at the ALCO OA EOC, who in turn connects to mutual aid resources for:
 - Firefighting
 - Urban search and rescue (federal, State, and local teams)



- Alameda County Medical Health Operational Area Coordinator (MHOAC), which connects to mutual aid ambulance resources

Figure 3-3: Fire and Rescue Branch Organization

Responsibilities

The Fire and Rescue Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Fire and rescue Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the Fire DOC (if activated), or directly with fire service Incident Commanders to:
 - Supply fire service Field Level commanders with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the fire service Field Level commanders
- Prioritize and allocate available resources to incidents per Fire and Rescue Branch operational support priorities
 - Receive requests for resources from:
 - Fire DOC/Field Level commanders
 - Other EOC Branches
 - Work with Fire DOC to fill requests for Fire Department resources
 - Send fire and rescue resource requests from other departments or EOC units to the Fire DOC to be sent to the Alameda County OA Fire and Rescue Mutual Aid Coordinator
 - Coordinate logistical support for mutual aid assets ordered through Fire and Rescue Mutual Aid System with EOC Operations Support and Logistics Sections
 - Coordinate any requests for resource support that fall outside of the Fire and Rescue Mutual Aid System
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from Field Level commanders and Fire DOC
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from Field Level commanders and Fire DOC

The EOC Fire and Rescue Branch will also coordinate and support ESFs as follows:

ESF 4: Fire and Rescue

- Support Fire Department as it coordinates fire response operations in Berkeley

ESF 9: Urban Search and Rescue

- Support Fire Department as it coordinates urban search and rescue operations in Berkeley
- Coordinate with the Law Enforcement Branch on search and rescue activities

ESF 10: Oil and Hazardous Materials Response

- Coordinate support of hazardous materials response operations in Berkeley
- Coordinate with the Health and Medical Branch on health and medical needs resulting from hazardous materials release
- Coordinate with the Law Enforcement Branch on evacuation/shelter in place needs

2016 City of Berkeley Emergency Operations Plan

resulting from hazardous materials release

- Coordinate with Construction and Engineering Branch on cleanup following hazardous materials release

ESF 8: Public Health and Medical Services (Emergency Medical Services)

- Provide ambulance-based care and transport in Berkeley

ESF 14: Long-Term Recovery

- Communicate to Fire Department/DOC the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- Support Law Enforcement Branch in evacuations due to fires or hazardous materials incidents.

3.2.5 Law Enforcement Branch

The Law Enforcement Branch in the Operations Support Section will coordinate the following ESFs:

- 16. Evacuation

The Branch will also support the following ESFs:

- 1. Transportation
- 5. Emergency Management
- 7. Logistics
- 8. Public Health and Medical Services (fatality management)
- 13. Law Enforcement
- 14. Long-Term Recovery
- 15. Public Information (emergency public information and warning)

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

| Position | Staffing Department(s)/Division(s) |
|------------------------------------|------------------------------------|
| Law Enforcement Branch Coordinator | Police |
| Fatality Management Unit | Police |

Role

The Law Enforcement Branch will link the EOC to the following:

- Berkeley Police Department DOC (if activated). If the PD DOC is not activated, the EOC Law Enforcement Branch connects directly with the Field Level: Area Command(s) (if activated) and/or directly to:
 - Incident Command Posts at incidents under the management of law enforcement, and
 - Unified Command Posts with the law enforcement in the Unified Command.
 - OA Law Enforcement mutual aid coordinator at the ALCO OA EOC, who in turn connects to mutual aid resources for law enforcement.
- The City’s Emergency Communications Center
- Local law enforcement partners
 - UC Berkeley PD
 - BART PD
 - Alameda County Sheriff
- The Alameda County Coroner, which is responsible for decedent management (as needed).

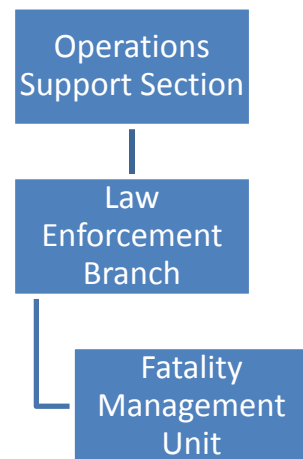


Figure 3-4: Law Enforcement Branch Organization

Responsibilities

2016 City of Berkeley Emergency Operations Plan

The Law Enforcement Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Law Enforcement Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the PD DOC (if activated), or directly with law enforcement Incident Commanders to:
 - Supply law enforcement Field Level commanders with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the law enforcement Field Level commanders
- Prioritize and allocate available resources to incidents per Law Enforcement Branch operational support priorities
 - Receive requests for law enforcement resources from:
 - Police DOC/Field Level commanders
 - Other EOC Branches
 - Work with Police DOC to fill requests for Police Department resources
 - Send law enforcement resource requests from other departments or EOC units to the Law Enforcement DOC to be sent to the Alameda County OA Law Enforcement Mutual Aid Coordinator
 - Coordinate logistical support for mutual aid assets ordered through the Law Enforcement Mutual Aid System with EOC Operations and Logistics Sections
 - Coordinate any requests for resource support that fall outside of the Law Enforcement Mutual Aid System
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from Field Level commanders and PD DOC
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from Field Level commanders and PD DOC

The EOC Law Enforcement Branch will also coordinate and support ESFs as follows:

ESF 1: Transportation

- Coordinate with Operations Support Section Construction and Engineering Branch to:
 - Perform general traffic and access control
 - Designate ingress/egress routes for emergency response vehicles and personnel
 - Transport those in custody

ESF 8: Public Health and Medical (Fatality Management)

The Health and Medical Branch will coordinate the Citywide public health and medical ESF. The Law Enforcement Branch will support the Health and Medical Branch by coordinating decedent management activities with the Alameda County Coroner's Bureau. The Coroner's Bureau is responsible for the collection, identification and disposition of decedents during conditions of disaster or extreme peril. If the Coroner's Bureau is unable to provide assistance, the Law Enforcement Branch will coordinate these services until the Coroner's Bureau becomes available.

- Determine Alameda County Coroner's Bureau's response capacity. If contact is made with Coroner's Bureau, get Coroner permissions and instructions on decedent management.
- If Coroner can respond, coordinate City support of Coroner activities. Send mass fatality-related mutual aid requests to the Alameda County Coroner's Bureau through the

2016 City of Berkeley Emergency Operations Plan

Alameda County Law Enforcement Mutual Aid Coordinator.

- If decedent management activities are deemed necessary prior to Coroner arrival, coordinate those activities.
- If the Coroner cannot be contacted, coordinate fatality management:
 - Provide guidance to the Field Level on fatality management procedures
 - Coordinate Field Level fatality management resource requests (personnel, equipment and supplies)
 - Work with Operations Support Section Branches and Logistics Section – Facilities Branch to identify locations for temporary morgues

ESF 13: Law Enforcement

- Support Police Department as it coordinates:
 - Law enforcement operations during emergencies
 - Site security at incidents
 - With federal, State, and local public and private sector partners

Coordinate with the Fire and Rescue Branch on search and rescue activities***ESF 14: Long-Term Recovery***

- Communicate to Police Department/DOC the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Route conflict-free Emergency Public Information and Warning messages to the City's Emergency Communications Center to ensure that warnings, weather advisories and critical emergency/event information are efficiently and appropriately delivered to the public
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- Coordinate with other EOC Sections and Branches to support evacuations in Berkeley.
- Coordinate evacuation operations during emergencies
 - Coordinate with Construction and Engineering Branch and Fire and Rescue Branch to designate evacuation routes
 - Provide appropriate evacuation information to emergency responders and the PIO
 - Assist with the transportation of individuals unable to evacuate themselves

3.2.6 Health and Medical Branch

The Health and Medical Branch in the Operations Support Section will coordinate the following ESF:

- 8. Public Health and Medical Services

The Branch will also support the following ESFs:

- 5. Emergency Management
- 6. Mass Care and Recovery Support
- 7. Logistics
- 10. Oil and Hazardous Materials Response
- 14. Long-Term Recovery
- 15. Public Information

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

| Position | Staffing Department(s)/Division(s) |
|---------------------------------------|---|
| Health and Medical Branch Coordinator | Health, Housing and Community Services |
| Public Health and Medical Unit | Health, Housing and Community Services-Public Health |
| Environmental Health Unit | Health, Housing and Community Services-Environmental Health |
| Mental Health Unit | Health, Housing and Community Services-Mental Health |

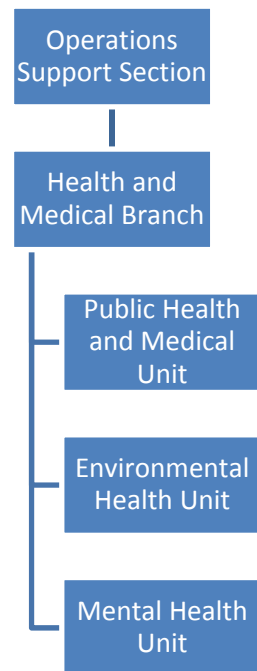
Each unit is led and supported by staff from the Department/Division best qualified to fulfill the corresponding roles and responsibilities. The Health and Medical Branch Coordinator is initially staffed by the first arriving branch member, then transferred to the most appropriate Health and Medical Branch representative according to the nature and specific needs of the emergency/event.

Role

The Health and Medical Branch will link the EOC to the following:

- HHCS DOC, which in turn connects to:
 - City of Berkeley Health Officer²
 - Field Level health and medical sites (e.g., Points of Dispensing)
 - Hospitals, clinics and skilled nursing facilities
 - Alameda County Medical Health Operational Area Coordinator (MHOAC), which connects to mutual aid health and medical resources
- If the HHCS DOC is not activated, the

Figure 3-5: Health and Medical Branch Organization



² Per the needs of the emergency/event and at the discretion of the Director of Emergency Services, the Health Officer may also serve as a member of the Policy Group.

Health and Medical Branch of the EOC connects directly to these entities.

Responsibilities

The Health and Medical Branch will implement the priorities of the EOC Action Plan assigned to the Branch. The Health and Medical Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the HHCS DOC (if activated), or directly with health and medical facilities and field sites to:
 - Supply facilities and field sites with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from facilities and field sites
- Prioritize and allocate available resources to incidents per Health and Medical Branch operational support priorities
 - Receive requests for health and medical resources from:
 - Health and medical facilities and field sites
 - Other EOC Branches
 - Work with HHCS DOC to fill requests for HHCS Department resources
 - Send health and medical resource requests from other departments or EOC units to the HHCS DOC to be sent to the Medical Health Operational Area Coordinator
 - Coordinate logistical support for mutual aid assets ordered through the MHOAC with EOC Operations and Logistics Sections
 - Coordinate any requests for resource support that fall outside of the Medical/Health Mutual Aid System
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from facilities, field sites and HHCS DOC
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from facilities, field sites and HHCS DOC
- Coordinate with the JIC or appropriate PIO to craft public messaging related to health and medical services, or to inform the public of health precautions or to provide health-related safety instructions for the general public (based on information released from the HHCS DOC)
- Submit policy-level questions to the EOC Policy Group (via the Operations Support Section Coordinator)

The EOC Health and Medical Branch will also coordinate and support ESFs as follows:

ESF 6: Mass Care and Recovery Support (Support)

- Support shelter sites with staffing to provide basic health services, including:
 - First aid
 - Refill of prescription medications
 - Monitoring of people with chronic health conditions
 - Contagious disease monitoring and control
 - Inspections of mass care sites to ensure environmental health regulations are being observed and that no unsafe conditions are present
 - Behavioral health services

ESF 8: Public Health and Medical Services

- Support HHCS DOC efforts to minimize loss of life, subsequent disability, and human

2016 City of Berkeley Emergency Operations Plan

suffering by ensuring timely and coordinated medical, public health, and mental health assistance

- Coordinate with Fire and Rescue Branch and HHCS DOC to provide ambulance-based care and transport, and to coordinate ambulance mutual aid requests

ESF 10. Oil and Hazardous Materials Response

- Provide public health and environmental health support for oil and hazardous materials incident response

ESF 14: Long-Term Recovery

- Communicate to HHCS Department/DOC the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

3.2.7 Mass Care Branch

The Mass Care Branch in the Operations Support Section will coordinate the following ESFs:

- 6. Mass Care and Recovery Support

The Branch will also support the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 8. Public Health and Medical Services
- 11. Animal Response
- 14. Long-Term Recovery
- 15. Public Information
- 16. Evacuation

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

| Position | Staffing Department(s)/Division(s) |
|------------------------------|---|
| Mass Care Branch Coordinator | Health, Housing and Community Services- Housing and Community Services, Aging Services Parks, Recreation and Waterfront-Recreation |
| Shelter Unit | Health, Housing and Community Services-Housing and Community Services, Aging Services Parks, Recreation and Waterfront-Recreation Red Cross |
| Feeding Unit | |
| Bulk Distribution Unit | |
| Animal Care Unit | City Manager's Office – Animal Care Services |

2016 City of Berkeley Emergency Operations Plan

Each unit is led and supported by staff from the Department/Division best qualified to fulfill the corresponding roles and responsibilities. The Mass Care Branch Coordinator is initially staffed by the first arriving branch member, then transferred to the most appropriate Mass Care Branch representative according to the nature and specific needs of the emergency/event.

Role

The Mass Care Branch will link the EOC to the following:

- HHCS DOC, which connects to:
 - Senior centersIf the HHCS DOC is not activated, the Mass Care Branch of the EOC connects directly to these entities.
- PRW DOC, regarding mass care and recovery support and animal response issues. (The EOC Construction and Engineering Branch will communicate with the PRW DOC on all other topics.)
- Field Level mass care sites, e.g., human and animal shelter sites, feeding sites and bulk distribution sites
- Red Cross. If activated, Red Cross liaison(s) will help to staff the Mass Care Branch. If this is not possible, the Mass Care Branch will connect with the Red Cross representative at the ALCO OA EOC
- Animal Care Services Division/City Animal Shelter.

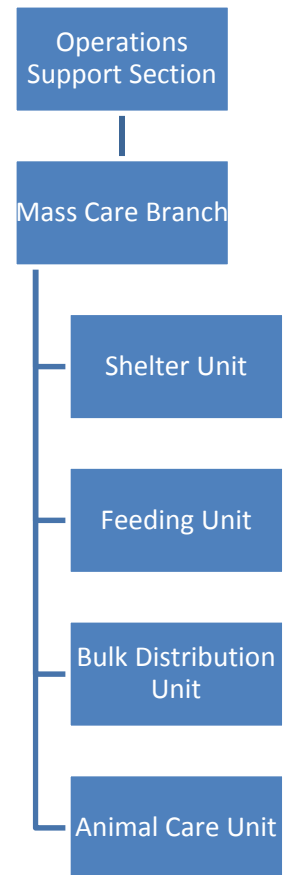
The Mass Care Branch will also work closely with community partner representatives such as the Berkeley Unified School District and UC Berkeley, to ensure close coordination and support for their mass care and recovery support activities. Those representatives may be stationed in the Community Branch or the Mass Care Branch, per the staffing availability and coordination needs of the emergency/event.

Responsibilities

The Mass Care Branch will implement the priorities of the EOC Action Plan assigned to the Branch. The Mass Care Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the HHCS DOC (if activated), the PRW DOC (if activated), the Animal Care Services Division and/or directly with mass care field sites to:
 - Supply mass care field sites and the Animal Shelter with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the Animal Shelter and mass care field sites
- Prioritize and allocate available resources to incidents per Mass Care Branch operational priorities
 - Receive requests for mass care and animal care resources from:
 - Mass care field sites
 - Animal Shelter
 - Other EOC Branches



**Figure 3-6:
Mass Care
Branch
Organization**

2016 City of Berkeley Emergency Operations Plan

- Work with HHCS DOC to fill requests for HHCS Department resources
- Work with PRW DOC to fill requests for PRW Department resources
- Work with Animal Care Services Division to fill requests for animal care resources
- Work with Red Cross representative to fill requests for Red Cross resources
- Forward resource requests that cannot be filled from available City inventories to the Logistics Section
- Support the Resource Status Unit of the EOC Planning/Intelligence Section by proactively sharing resource status information received from mass care field sites, the HHCS DOC, the PRW DOC, the Red Cross and the Animal Shelter
- Support the Situation Analysis Unit of the EOC Planning/Intelligence Section by proactively sharing response information and situation assessments received from mass care field sites, the HHCS DOC, the PRW DOC, the Red Cross and the Animal Care Services Division
- Submit policy-level questions to the EOC Policy Group (via the Operations Support Section Coordinator)

The EOC Mass Care Branch will also coordinate and support Local Emergency Functions as follows:

ESF 6: Mass Care and Recovery Support

- Establish shelter operations, including staffing and equipping shelters and sheltering the pets and service or support animals of displaced owners
- Coordinate provision of feeding and basic health services at shelters
- Establish feeding operations, including the preparation and distribution of food
- Establish bulk distribution operations to support persons outside of emergency shelters (such as individuals sheltering in place at home)
- Coordinate and support household reunification efforts
- Coordinate recovery support operations, including:
 - Development and location of temporary and replacement housing
 - Establishment of Local Assistance Centers

ESF 8: Public Health and Medical Services

- Coordinate with Health and Medical Branch to provide basic physical and behavioral health services to support the shelter population, including:
 - First aid
 - Contagious disease monitoring and control
 - Refill of prescription medications
 - Monitoring of people with chronic health conditions.

ESF 11: Animal Response

- Support the City's Animal Services Division as it coordinates:
 - Domestic animal response and recovery activities, to include rescue, triage, medical treatment, transport, care, shelter, and domestic animal reunification
 - Wildlife response and recovery activities, mitigating loss of life whenever possible
 - Identification and documentation of animals for effective reunification

ESF 14: Long-Term Recovery

- Communicate to HHCS Department/DOC, PRW Department/DOC and Animal Care Services Division the current procedures to facilitate potential disaster cost recovery

2016 City of Berkeley Emergency Operations Plan

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- Support Law Enforcement Branch by establishing evacuation centers as necessary.

3.2.8 Construction and Engineering Branch

The Construction and Engineering Branch in the Operations Support Section will coordinate the following ESFs:

- 1. Transportation
- 3. Public Works and Engineering
- 12. Utilities

The Branch will also support the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 10. Oil and Hazardous Materials Response
- 14. Long-Term Recovery
- 15. Public Information
- 16. Evacuation

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

| Position | Staffing Department(s)/Division(s) |
|---|--|
| Construction and Engineering Branch Coordinator | Public Works Parks, Recreation and Waterfront Planning-Building and Safety |
| Construction and Engineering Unit | Public Works Parks, Recreation and Waterfront |
| Building and Safety Unit | Planning-Building and Safety |
| Transportation Unit | Public Works Police |

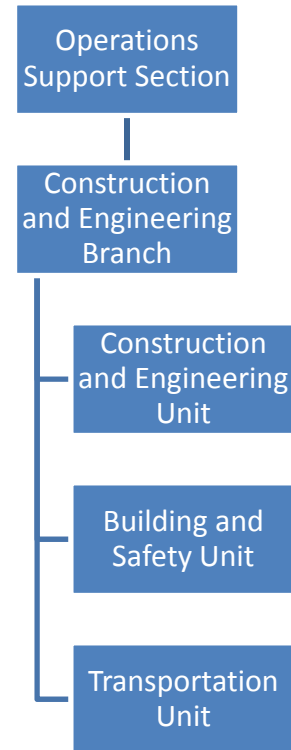
Each ESF is led and supported by those departments best qualified to fulfill all corresponding roles and responsibilities. The overall coordinating department for the Construction and Engineering Branch is initially established by the first-arriving branch member, then transferred to the most appropriate Construction and Engineering Branch representative according to the nature and specific needs of the emergency/event.

Role

The Construction and Engineering Branch will link the EOC to the following:

- Public Works Department/DOC (if activated)
- Planning Department-Building and Safety Division/DOC (if activated)
- Parks, Recreation and Waterfront Department/DOC (if activated).
- If the any of these DOCs is not activated, the Construction and Engineering Branch connects directly with Field Level commanders for the particular department.
- Utility representatives including Pacific Gas & Electric and the East Bay Municipal Utility District. If activated, these utility liaison(s) will be part of the Construction and Engineering Unit staff. If this is not possible, the Construction and Engineering Unit will connect with these representatives through the Alameda County OA EOC.
- Transportation representatives including Caltrans and AC Transit. If activated, these utility liaison(s) will be part of the Transportation Unit staff. If this is not possible, the Construction and Engineering Unit will connect with these representatives through the Alameda County OA EOC Transportation Unit.

**Figure 3-7:
Construction and Engineering Branch Organization**



Responsibilities

The Construction and Engineering Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Construction and Engineering Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the PW, Planning-B&S and PRW Departments/DOC(s) (if activated), or directly with their Field Level commanders to:
 - Supply Field Level commanders with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the Field Level commanders
- Prioritize and allocate available resources to incidents per Construction and Engineering Branch operational support priorities
 - Receive requests for construction and engineering resources from:
 - PW, Planning-B&S and PRW Departments/DOC(s)/Field Level commanders
 - Other EOC branches

2016 City of Berkeley Emergency Operations Plan

- Work with PW Department/DOC to fill requests for public works resources
- Work with Planning-B&S Department/DOC to fill requests for building safety assessments
- Work with PRW Department/DOC to fill requests for PRW resources unrelated to mass care. (The EOC Mass Care Branch will work with the PRW Department/DOC on mass care response.)
- Forward resource requests that cannot be filled from available City inventories to the Logistics Section
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from Field Level commanders and PW, Planning-B&S and PRW Departments/DOCs
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from Field Level commanders and PW, Planning-B&S and PRW Departments/DOCs.

The EOC Construction and Engineering Branch will also coordinate and support ESFs as follows:

ESF 1: Transportation

- Coordinate with Law Enforcement Branch to:
 - Coordinate general traffic and access control
 - Designate ingress/egress routes for emergency response vehicles and personnel
 - Assist with transportation of those in custody under the Law Enforcement function
- Coordinate with the Health and Medical Branch and Fire and Rescue Branch to assist with transportation of the ill and injured
- Coordinate with the Mass Care Branch to assist with mobile bulk distribution and transportation of displaced persons
- Coordinate activities to support restoration and maintenance of public and private mass transportation systems

ESF 3: Public Works and Engineering

- Initiate and coordinate damage assessment reports for:
 - Damaged roads
 - City facilities
 - Municipal infrastructures
- Coordinate the inspection, restoration, and repair of:
 - Disrupted municipal services (such as the City water and wastewater facilities, City-owned traffic lights, etc.)
 - Damaged City-owned infrastructure (buildings, facilities and transportation infrastructure (streets, bridges, etc.))
- Obtain equipment, supplies, and personnel services as necessary to support response and recovery efforts
- Manage the collection and disposal of emergency/event debris

ESF 10: Oil and Hazardous Materials Response

- Provide support to oil and hazardous materials incident response efforts through coordination of ESF 3: Public Works and Engineering and ESF 12: Utilities efforts

ESF 12: Utilities

- Coordinate status reporting of all utility systems

2016 City of Berkeley Emergency Operations Plan

- Coordinate with utility service providers for the assessment and restoration of disrupted non-municipal services, such as:
 - Electricity and natural gas: Pacific Gas & Electric
 - Water: East Bay Municipal Utility District (EBMUD)
 - Cable and internet: Comcast, LAN Minds, etc.
 - Hard line phone: AT&T
 - Wireless phone service: AT&T, Verizon, etc
- Coordinate the restoration and repair of disrupted municipal services with utility services, such as EMBUD water and City wastewater systems

ESF 14: Long-Term Recovery

- Communicate to Public Works Department/DOC, PRW Department/DOC, and Building and Safety Division the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- If evacuation is necessary, coordinate with Law Enforcement branch to:
 - Designate evacuation routes
 - Assist with the transportation of individuals unable to evacuate themselves

3.2.9 Community Branch

The Community Branch in the Operations Support Section coordinates the following ESF:
 17. Community Support

The Branch will also support the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 15. Public Information
- 16. Evacuation

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

| Position | Staffing Department(s)/Division(s) |
|--------------------------------------|--|
| Community Support Branch Coordinator | Emergency Management Staff |
| CERT Unit | CERT volunteer |
| CRC Unit | Health, Housing and Community Services |
| Partner Representatives | UC Berkeley, BUSD, Berkeley Lab, nongovernmental organizations, private sector |

Role

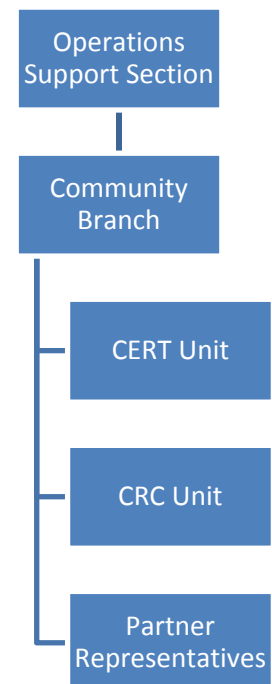
The Community Branch is the primary coordination center for information and requests originating from within the community. The branch will maintain communications between community-based organizations and the EOC, and distribute resource requests and relevant information to the appropriate branches or sections within the EOC.

The Community Branch will link the EOC to the following:

- Berkeley Community Emergency Response Teams (CERT)
- Community Resilience Centers (CRCs) in Berkeley
- Organizations in the Berkeley Emergency Accessible Community Organizations Network (BEACON)
- External partners including UC Berkeley, BUSD, Berkeley Lab, nongovernmental organizations, private sector

Responsibilities

The Community Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Community Branch has the following responsibilities:



ESF 17: Community Support

**Figure 3-8:
Community Branch
Organization**

(Note: The Community Branch supports ESF 5: Emergency Management and ESF 7: Logistics through its coordination activities in ESF 17: Community Support. For the Community Branch, there is not a significant distinction between its coordination of ESF 17: Community Support and its support of ESFs 5 and 7.)

Community Emergency Response Team Unit

- Communicate with CERT neighborhood teams representatives to:
 - Obtain situation reports from CERT teams
 - Supply information and situational awareness to CERT teams
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing received response information and situation assessments
 - Notify Community Branch Coordinator of hazard information indicating a possible need for an emergency public information and warning message
- Work with CERT leadership to identify and maintain information on CERT volunteers available for deployment as DSW volunteers. Share this information with the Logistics Section Personnel Unit.

See ESF 17 Annex: *Community Support* for further details on the CERT program.

CRC Unit

- Communicate with CRC and BEACON organization representatives to:
 - Supply information and situational awareness to organization representatives
 - Obtain situation reports and resource availability information from each organization
 - Notify Community Branch Coordinator of hazard information indicating a possible need for an emergency public information and warning message
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing situation assessments and resource availability information.

See ESF 17 Annex: *Community Support* for further details on CRCs and BEACON.

Partner Representatives

- Communicate back to home organization representatives to:
 - Supply information and situational awareness to organization representatives
 - Obtain situation reports and resource availability information from home organization
 - Notify Community Branch Coordinator of hazard information indicating a possible need for an emergency public information and warning message
 - Where appropriate, forward City resource requests to the home organization
 - Where appropriate, obtain resource requests from home organization for fulfillment by the City
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing situation assessments and resource availability information.

See ESF 17 Annex: *Community Support* for further details on partner representatives.

ESF 16: Evacuation

2016 City of Berkeley Emergency Operations Plan

- If evacuation is necessary, coordinate with Law Enforcement Branch and external organizations to:
 - Communicate evacuation information and instructions through community networks
 - Identify external resources (personnel, equipment and services) to assist with evacuation, including transportation of individuals unable to evacuate themselves

3.3 Plans/Intelligence Section

3.3.1 Plans/Intelligence Section Overview

The Plans/Intelligence Section supports the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 14. Long-Term Recovery
- 15. Public Information

Leadership and Staffing

The Plans/Intelligence Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management function.

| Position | Staffing Department(s)/Division(s) |
|--|------------------------------------|
| Plans/Intelligence Section Coordinator | Emergency Management Staff |

Organization and Staffing

The Plans/Intelligence Section is one of five sections of the EOC. The Plans/Intelligence Section collects, analyzes and displays information related to Emergency Management operations. The Plans/Intelligence Section conducts EOC Planning meetings, prepares EOC Action Plans, disseminates situation briefings, and supports the overall EOC Plans process.

The positions that can be activated for this section, as well as the departments staffing those positions, are as follows:

| Position | Staffing Department(s)/Division(s) |
|---------------------------|------------------------------------|
| Situation Analysis Unit | Emergency Management Staff |
| Resource Status Unit | Emergency Management Staff |
| Advance Plans Unit | Emergency Management Staff |
| Documentation Unit | Emergency Management Staff |
| GIS Unit | Emergency Management Staff |
| Technical Specialist: AFN | Emergency Management Staff |
| Technical Specialists | Emergency/event-Specific |
| Demobilization Unit | Emergency Management Staff |

The Situation Analysis Unit of the Plans/Intelligence Section will be activated in any EOC activation.

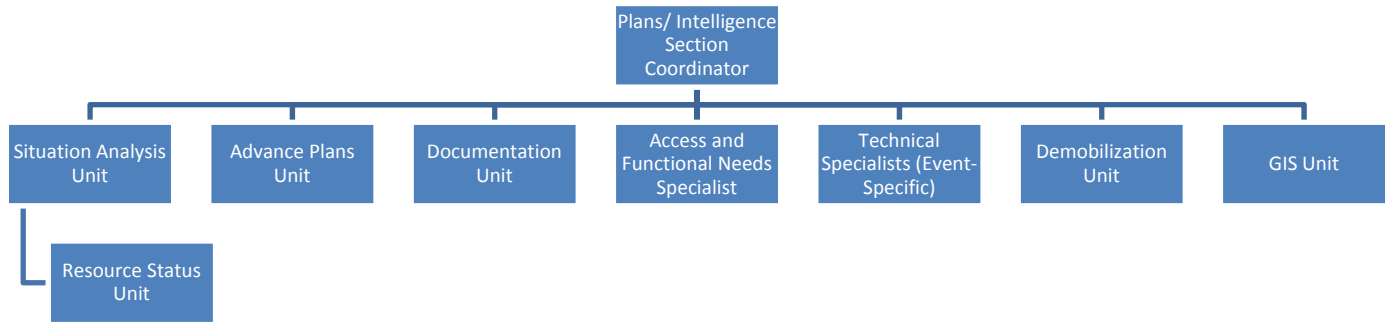


Figure 3-9: Plans/Intelligence Section Organization

Role

The Plans/Intelligence Section Coordinator will connect to the following:

- Plans/Intelligence Section Branch Coordinators
- EOC Management Section staff, including EOC Director
- Other EOC Section Coordinators
- DOCs/City Departments not represented in the Operations Support Section

Note: Plans/Intelligence Section staff will also coordinate directly with staff from other sections.

Responsibilities

The Plans/Intelligence Section will work to meet the objectives of the EOC Action Plan assigned to the Section. The Plans/Intelligence Section has the following responsibilities:

Plans/Intelligence Section Coordinator

The Plans/Intelligence Section Coordinator:

- Provides overall coordination for the collection, analysis and display of response information.
- Conducts EOC Plans meetings, ensures EOC Action Plans are prepared, and supports the overall EOC Action Planning process.
- Coordinates the activities of the Plans/Intelligence Section Units
- Ensures that branch staff perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Ensures that units communicate current Citywide Priorities and Policy Directives to Departments/DOCs/field staff who are not represented in the Operations Support Section or communicating with another EOC section
- Ensures that required activities are completed in the absence of a Unit Coordinator.

Situation Analysis Unit

The Situation Analysis Unit supports response decision-making of the overall MAC System. The Unit manages information to provide a common operating picture for all responders, and supports the EOC Action Planning process.

Information-Sharing

- Collects, organizes, analyzes and validates situation information related to the

2016 City of Berkeley Emergency Operations Plan

emergency, including impact information, safety/damage assessment information, response activities, details regarding the field operating environment

- Notifies Plans/Intelligence Section Coordinator of hazard information indicating a possible need for an emergency public information and warning message
- Coordinates with other EOC sections to develop situation reports for dissemination to staff in the EOC/DOC/Policy Group on a regular basis
- Shares current emergency/event information on maps, status boards and other displays
- Coordinates with the Documentation Unit for manual distribution and reproduction of situation reports as required.
- Coordinates with PIO to ensure two-way access to most current information
- Ensures that an EOC Action Plan is developed for each operational period
 - Prepares situation reports for EOC Action Plans meetings
 - Ensures that each EOC section provides objectives prior to Action Plans meetings
 - Ensures that the Documentation Unit publishes and distributes the EOC Action Plan prior to the next operational period
- Assumes responsibility for all Resource Status Unit activities, or activates the Resource Status Unit to perform those duties if necessary.

Resource Status Unit

- The Resource Status Unit is a Unit under the Situation Analysis Unit.
- Collects, organizes, analyzes and validates information on the status of all City resources
 - Coordinates with the Operations Support Section to maintain information on the status of departments' unassigned personnel, supplies, equipment and facilities
 - Coordinates with DOCs/representatives of departments not present in the Operations Support Section to:
 - Maintain information on the status of unassigned department personnel, supplies, equipment and facilities
 - Communicate current Citywide Priorities and Policy Directives
 - Coordinates with the Operations Support Section, DOCs, and the Logistics Section to identify potential resource shortfalls

Advance Plans Unit

The Advance Plans Unit develops plans necessary to cope with evolving situations over multiple future operational periods.

- Reviews current documentation and determines potential future impacts of the emergency, particularly issues which might modify Citywide priorities and/or EOC objectives
- Develops Advance Plan, identifying future policy-related issues, social and economic impacts, significant response/recovery needs and key issues likely to affect EOC operations in 36-72 hours
- With approval of Plans/Intelligence Section Coordinator, provides periodic briefings for EOC Management Section and EOC Section Coordinators re: Advance Plans issues

Documentation Unit

The Documentation Unit makes a record of entire response effort details and preserves this documentation during and following the emergency/event. The Unit:

- Coordinates with the Plans/Intelligence Section Coordinator and the

2016 City of Berkeley Emergency Operations Plan

Finance/Administration Section Cost Recovery Branch to determine which records need to be preserved

- Collects, organizes and archives all completed emergency-related forms just prior to the end of each operational period, to include:
 - All EOC position logs
 - All EOC situation reports
 - All EOC Action Plans
 - Any other related information
- Maintains a permanent electronic archive of all situation reports and Action Plans associated with the emergency
- Reproduces and distributes documents in support of EOC staff
- Distributes EOC situation reports, EOC Action Plan, and other documents as required
- Assists the EOC Coordinator in preparation and distribution of the After Action Report

GIS Unit

The GIS Unit receives, tracks, and responds to requests for map products, data, and/or analyses. The Unit:

- Coordinates with the Plans/Intelligence Section Coordinator to prioritize requests according to Citywide priorities
- Provides requestors with estimated delivery times for their requests.
- Provides map products, data, and/or analyses as requested.
- At the end of each operational period, coordinates with the Documentation Unit to file all products/data/analyses produced
- Ensures the current situation and all significant events are included on the EOC Plans/Intelligence Section map (can be hand-drawn)

Technical Specialists

Technical Specialists provide technical observations to EOC staff in specialized areas as required by the emergency. This involves:

- Contributing to EOC Action Plans meetings and Policy Group meetings as requested
- Ensuring that all recommendations are appropriately documented
- Notifying Plans/Intelligence Section Coordinator of hazard information indicating a possible need for an emergency public information and warning message

Technical Specialists: Access and Functional Needs

The Access and Functional Needs (AFN) Specialist helps to ensure that Berkeley's response meets the access and functional needs of impacted community members. The AFN Specialist is a resource for all EOC sections and responders at all levels of Berkeley's MAC System. The AFN Specialist:

- Connects the MAC System to external organizations that support or represent community members with AFN, in coordination with the Operations Support Section Community Branch.
- Works with Advance Plans Unit to proactively identify/anticipate AFN by gathering intelligence from:
 - Operations Support Section Community Branch
 - Organizations contracted with the City to provide services relating to access and functional needs issues
- Provides guidance on AFN-related issues originating at any level of the MAC System. (Note: Just as policy questions are forwarded from any level of the MAC

2016 City of Berkeley Emergency Operations Plan

System to the Policy Group for direction, AFN questions may be forwarded from any level of the MAC System to the AFN Specialist for guidance.)

- Works with Advance Plans Unit, Operations Support Section, and Logistics Section to ensure that response operations and resource requests are designed to meet AFN
- Provides information regarding known and potential AFN:
 - To the Situation Analysis Unit for inclusion in the EOC Situation Report and update briefings
 - At Action Planning meetings for inclusion in the EOC Action Plan
 - To the Policy Group (per DES/Policy Group request), to support establishment of Citywide priorities and policy directives

Demobilization Unit

The Demobilization Unit coordinates across the EOC to develop a Demobilization Plan and procedures, and to ensure that demobilization efforts are integrated into the EOC Action Plan.

- The Demobilization Plan includes:
 - Triggers for demobilizing/downsizing each activated EOC unit
 - Estimated timetables for deactivating/downsizing units
 - Individual transition plans for functions completed by each demobilizing EOC unit:
 - Unit's functions cease
 - Unit's functions are transitioned to a City Department/agency
 - Unit's functions are transitioned to the recovery organization
 - EOC staff demobilization procedures (developed in coordination with the Logistics Section-Personnel Unit)
- To develop the EOC Demobilization Plan, the Demobilization Unit:
 - Reviews all pertinent documents and status reports
 - Interviews all EOC staff
 - Tracks key findings using the *Demobilization Planning Worksheet*
- To inform the staffing patterns for future EOC Action Plans, the Demobilization Unit shares key findings from Demobilization Planning Worksheet on a regular basis with:
 - Situation Analysis Unit
 - Advance Plans Unit
 - Logistics Section Personnel Unit
 - EOC Coordinator
- The Demobilization Unit coordinates with the Logistics Section-Personnel Unit to ensure that all EOC staff are demobilized per the established procedure on their final shifts

3.4 Logistics Section

3.4.1 Logistics Section Overview

The Logistics Section coordinates ESF 7: Logistics and ESF 2: Communications.

The Logistics Section supports ESF 5: Emergency Management and ESF 14: Long-Term Recovery.

Leadership and Staffing

The Logistics Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management function.

| Position | Departments |
|-------------------------------|----------------------------|
| Logistics Section Coordinator | Emergency Management staff |

Organization and Staffing

The Logistics Section is one of five sections of the City EOC. The Logistics Section acquires external resources and coordinates communication systems in support of an emergency/event.

| Position | Departments |
|--------------------------------------|--------------------------------------|
| Supply/Procurement Unit | Finance |
| Facilities Unit | Public Works |
| Personnel Unit | Human Resources |
| Logistics Resource Tracking Unit | Emergency Management staff |
| Radio Unit | Public Works |
| Information Technology Unit | IT |
| NALCO Unit | NALCO |
| External representatives (as-needed) | External communications/IT companies |

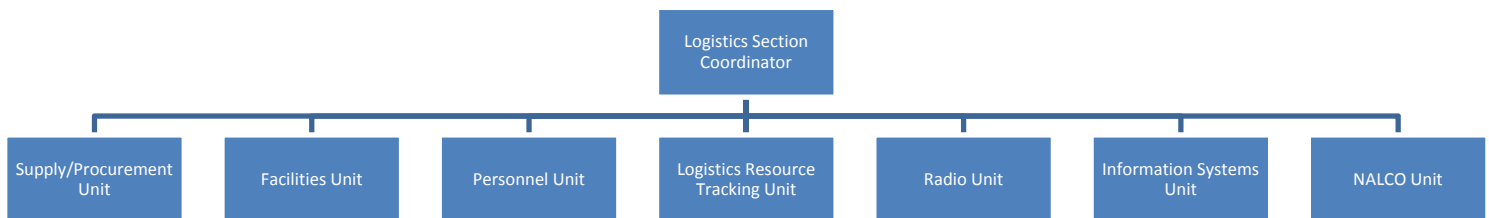


Figure 3-10: Logistics Section Organization

Role

The Logistics Section will connect the City EOC to:

- Departments/DOCs
 - Finance
 - Human Resources
 - Information Technology
 - Public Works
- Northern Alameda County Amateur Radio Emergency Service (NALCO ARES)
- Facilities not owned or managed by the City
- Non-City personnel (professional and volunteers)
- Non-mutual-aid resources managed by private vendors
- The ALCO OA EOC's Logistics Section.
- External communications/IT representatives including AT&T, Comcast and Verizon. If activated, these external representatives can be integrated into the Logistics Section staff. If this is not possible, the Logistics Section will connect with these representatives through preexisting channels and/or through the ALCO OA EOC.

Responsibilities

The Logistics Section works to meet the objectives of the EOC Action Plan assigned to the section. The Logistics Section has the following responsibilities:

Resource Management

- Work with other sections to acquire, track, and deliver the following resources as needed during an emergency/event:
 - Materials and supplies
 - Rental equipment
 - Vehicles (including refueling and repair)
 - Professional and personal services
 - Staffing (including volunteers)

Note: It is assumed that all requests to the Logistics Section are for resources that either have been depleted or are unavailable from within City government. The Logistics Section responds to resource requests by:

- Seeking out donations/volunteers
- Purchasing or renting from local vendors for immediate delivery, or
- Requesting resources through County, State and federal agencies.
- Work with other sections to pre-identify vendors and other sources
- Work with other sections to forecast and identify material, equipment, and staffing shortfalls
- Allocate scarce resources consistent with Citywide priorities and EOC Action Plan objectives.

Communications/Information Technology Support

- Coordinate communications and information technology support throughout the response
- Work with EOC Operations Support Section and Departments/DOCs to assess the status of external infrastructure
- Work with Plans/Intelligence Section Situation Analysis Unit to maintain summary of emergency/event impacts on communications and IT infrastructure

2016 City of Berkeley Emergency Operations Plan

- Forward communications/IT resource requests to Public Works/IT Departments/DOCs
- Provide direct support for EOC communications/IT needs
- Coordinate development of the EOC Action Plan's Communications Plan. The Communications Plan identifies all systems in use, and ensures that enough radio frequencies are allocated to facilitate operations, and lists specific radiofrequencies allotted for the emergency

EOC Action Planning

- Coordinate with the EOC Plans/Intelligence Section regarding resource status and requirements for the next operational period pursuant to the Planning "P."
- Coordinate with the EOC Plans/Intelligence and EOC Finance/Administration Sections to ensure EOC resource acquisitions and issuance are documented for reimbursement.

Disaster Cost Recovery

- Perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Communicate current procedures to facilitate potential disaster cost recovery to the Finance, Human Resources, Information Technology, and Public Works Departments/DOCs (if they are not already represented in the Operations Support Section)

If activated, each unit of the Logistics Section will support specific functions that are further described below. If a unit is not activated, the Logistics Section Coordinator retains the unit's responsibilities.

Supply/Procurement Unit

The Supply/Procurement Unit will connect the City EOC to:

- City vendors
- Other agencies and organizations that control resources that can support emergency/event response operations, including:
 - Public agencies
 - Private entities

The Supply/Procurement Unit will work to meet the objectives of the EOC Action Plan assigned to the Unit. The Supply/Procurement Unit has the following responsibilities:

- Oversee the procurement and allocation of supplies and materials not normally provided through discipline-specific mutual aid channels (e.g. food, water, fuel)
- Verify costs data in the pre-established vendor contracts and/or agreements
- Prepare vendor contracts not previously addressed by existing approved vendor lists with concurrence from Finance/Administration Section Coordinator
 - Coordinate with Payables Unit on all matters involving the need to exceed established purchase order limits
 - Ensure all contracts identify scope of work and specific site locations
 - Negotiate rental rates not already established, or purchase price with vendors as required
 - Admonish vendors as necessary regarding unethical business practices, such as inflating rental rates for merchandise and equipment during emergencies
- Expedite delivery of supplies and materials as required
- Coordinate with the Finance/Administration Section Coordinator to manage the collection and maintenance of cost and other procurement data

2016 City of Berkeley Emergency Operations Plan

Facilities Unit

The Facilities Unit will link the EOC to:

- Non-City (public and private) agencies and organizations that control facilities or sites that can support emergency/event response operations

The Facilities Unit will work to meet the objectives of the EOC Action Plan assigned to the Unit.

The Facilities Unit has the following responsibilities:

- Locate and coordinate use of public facilities, private facilities, or staging areas required to support the emergency/event response.
- Coordinate the relocation of work space for essential City staff dislocated by the emergency/event, including relocating or leasing office furniture and configuring the workspace, as appropriate
- Support requests to locate and rent or lease alternate locations for the EOC/DOCs in the event that they are forced to relocate due to damage or space limitations; support environmental and safety standards for those facilities
- Coordinate pre-occupancy environmental inspections
- Locate space for feeding and housing requirements, as requested
- Coordinate provision of adequate essential facilities for the response effort, as requested
- Ensure acquired buildings are returned to their original state when no longer needed

Personnel Unit

The Personnel Unit will connect the City EOC to:

- The Human Resources Department/DOC, which will connect to:
 - Volunteer Reception Center, if established.

With permission from the Human Resources Department, the Personnel Branch of the EOC may connect directly with the Volunteer Reception Center.

The Personnel Unit will work to meet the objectives of the EOC Action Plan assigned to the Unit.

The Personnel Unit has the following responsibilities:

- Coordinate the acquisition, tracking, basic orientation/training, and support of additional Disaster Service Workers, which include City staff and convergent volunteers.
 - Support the HR Department/DOC and Volunteer Reception Center's efforts to identify and register convergent volunteers
 - Coordinate with the HR Department/DOC and Volunteer Reception Center to maintain a list of DSWs and convergent volunteers based on occupational skills, experience, and certification to use for response and recovery efforts
- Coordinate with the HR Department to provide guidance to the City Manager/Policy Group regarding any current or potential union issues that may arise from the reassignment of staff to "out-of-class" tasks during the emergency
- Coordinate with the Operations Support Section Mass Care Branch to ensure that DSWs are provided with food and shelter and other personal support while in the jurisdiction on assignment
- Coordinate with the Human Resources Department/DOC to track injury claims arising from the emergency.
- Coordinate with the Plans/Intelligence Section – Demobilization Unit to ensure that all EOC staff members are demobilized per the established procedure on their final shifts.

Logistics Resource Tracking Unit

The Logistics Resource Tracking Unit will work to meet the objectives of the EOC Action Plan

2016 City of Berkeley Emergency Operations Plan

assigned to the Unit. The Unit will:

- Maintain a system to collect, track, and provide shipment information for resource requests received by the Logistics Section.

Radio Unit

The Radio Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Radio Unit has the following responsibilities:

- Coordinate with the Public Works Department/DOC and Operations Support Section Construction and Engineering Branch to assess functionality of:
 - City of Berkeley radio systems, including EBRCS
 - External/private radio infrastructure
- Report findings and impacts to Plans and Intelligence Section Situation Analysis Unit
- Coordinate radio support requests for Local Government and Field Level sites
 - Receive radio support requests from the Operations Support Section
 - Forward radio support requests to the Public Works Department/DOC
- Provide direct support for radio needs in the EOC

Information Technology Unit

The Information Technology Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The IT Unit has the following responsibilities:

- Coordinate with the IT Department/DOC and Operations Support Section Construction and Engineering Branch to assess functionality of:
 - City of Berkeley IT infrastructure, including the City network and phones
 - External/private IT infrastructure
- Report findings and impacts to Plans and Intelligence Section Situation Analysis Unit
- Coordinate IT support requests for Local Government and Field Level sites
 - Receive IT support requests from the Operations Support Section
 - Forward IT support requests to the IT Department/DOC
- Provide direct support for IT needs in the EOC

NALCO Unit

- Serve as the NALCO ARES Emergency Coordinator (EC)³:
 - Receive resource requests from the City of Berkeley for NALCO radio support. Radio support requests will come from the Operations Support Section for Local Government and Field Level sites, which may include:
 - Departments/Department Operations Centers
 - Incident Command Posts and other field sites
 - Outside agencies, including healthcare facilities and schools
 - Assign and/or deploy available NALCO ARES resources to support establishment of one or more radio stations. Resources include organizationally-owned communications equipment and operators with personally-owned radio equipment.
 - Track the status of assigned/deployed/available NALCO ARES resources and communicate resource status to the Logistics Section Coordinator as requested.

Note: the individual(s) staffing the NALCO Unit may not be concurrently serving as the NALCO ARES EC. If the NALCO ARES EC separately staffed offsite, the NALCO Unit is responsible for communicating with the NALCO ARES EC to ensure that resources

³ Per the NALCO ARES Activation Plan Rev. 1/12/14 (or current)

2016 City of Berkeley Emergency Operations Plan

- are managed effectively.
- As requested by EOC staff members, send messages over the amateur radio network on behalf of the City of Berkeley EOC.
 - If necessary, prioritize EOC messages based on Citywide priorities and EOC Action Plan objectives.

3.5 Finance/Administration Section

3.5.1 Finance/Administration Section Overview

The Finance/Administration Section supports the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 14. Long-Term Recovery

Leadership

The Finance/Administration Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management function.

| Positions | Staffing Department(s)/Division(s) |
|--|------------------------------------|
| Finance/Administration Section Coordinator | Finance |

Organization and Staffing

The Finance/Administration Section is one of five sections of the City EOC. The Finance/Administration Section coordinates all employee compensation, cost accounting, accounts payable, and cost recovery related to an emergency/event. The positions that can be activated for this section, as well as the departments staffing those positions, are as follows:

| Positions | Staffing Department(s)/Division(s) |
|----------------------------------|---|
| Time Unit | Emergency Management Staff |
| Cost Analysis Unit | Finance City Manager's Office - Budget |
| Payables Unit | Finance |
| Cost Recovery Documentation Unit | Finance City Manager's Office - Budget |

These units will carry out the Emergency Management function, and are described further below. These units may be collocated offsite with the Finance Department, the City Manager's Office, and the Auditor's Office, respectively. Even if they are off-site, each branch will still maintain EOC unit functions. The EOC Finance/Administration Section Coordinator will be onsite at the EOC and will act as a liaison to those offsite branches.

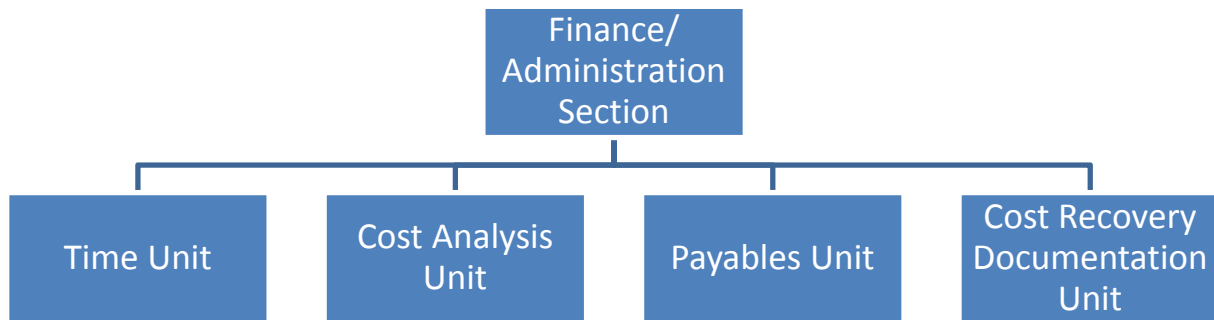


Figure 3-11: Finance/Administration Section Organization

Role and Responsibilities

The Finance/Administration function in the EOC coordinates all financial, administrative and cost analysis aspects of the emergency. The EOC Finance/Administration Section carries out the objectives of the EOC Action Plan.

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator will:

- Per City Manager direction, coordinate with Departments to ensure that they activate the City's disaster procedures, including the:
 - Disaster purchasing program⁴
 - Disaster procedures for reporting time, equipment and material use
 - Disaster employee compensation program⁵
- Coordinate within the Finance/Administration Section, with other EOC Sections, and with Departments (either directly or through their EOC representatives) to support EOC, Department and field staff in disaster procedure implementation
 - Provide guidance on disaster procedures or forward questions to the appropriate department or City Manager
 - Ensure that disaster procedure activation is documented in EOC Action Plan
- Provide administrative support to all EOC Sections as required, in coordination with the Logistics Section Personnel Unit
- Ensure that unit staff perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Ensure that required activities are completed in the absence of a Unit Coordinator.

The activities of each unit of the Finance/Administration Section are described below. In the initial stages of an emergency, these functions will be coordinated by the Finance/Administration Section Coordinator at the EOC. When these units are staffed, they may be collocated with the Finance Department, the City Manager's Office, and/or the Auditor's Office. In this case, the Finance/Administration Section Coordinator will function primarily as a liaison among the units of the EOC Finance/Administration Section.

⁴ The Disaster Purchasing program will direct procedures for use during a proclaimed emergency to authorize the commitment and payment of funds; purchase order limits for the purchasing function in the Logistics Section, use of credit and/or debit cards, etc.

⁵ Will establish employee compensation and leave guidelines during a proclaimed emergency.

2016 City of Berkeley Emergency Operations Plan

Time Unit

The Time Unit in the Finance/Administration Section will track and quantify time for all emergency response personnel and equipment during the response and recovery effort, and will provide support and guidance to departments to ensure that employees continue to receive pay, health insurance, and retirement benefits.

The Time Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Via EOC Finance Section Coordinator, request current City Manager direction on emergency time tracking and payroll policy
- Establish and maintain contact with department Payroll Clerks and other staff involved in the timekeeping/payroll process regarding time tracking and payroll issues to ensure that:
 - Departments' timekeeping/payroll staff have necessary infrastructure support (e.g., power, internet access, FUNDS\$ access) to perform their duties
 - On-duty time is tracked and quantified for all emergency response personnel during the response and recovery efforts:
 - Collect all on-duty timesheets from EOC personnel
 - Ensure that Departments are collecting all on-duty timesheets from Field Level Supervisors or Incident Commanders and their staffs
 - Collect data from Department timesheets
 - Ensure that timesheets are completed correctly and work through appropriate channels to address errors
 - There is a continuum of the payroll process for all employees responding to the emergency.
- Consolidate personnel time records, travel expense claims and related forms and transmit to the Payables Unit for payment
- Coordinate with the EOC Plans/Intelligence Section Documentation Unit regarding storage of emergency time tracking documents

Payables Unit

The Payables Unit in the Finance/Administration Section will track and process payments of vendor purchase orders, contracts, claims, and other payments during the emergency.

The Payables Unit in the Finance/Administration Section may be offsite at the Finance Department, and if so will connect to the City EOC via the Finance/Administration Section Coordinator.

The Payables Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Receive vendor invoices from vendor purchase orders and contracts and process for payment within a reasonable time, given the nature of the situation.
- Receive equipment and property damage claims resulting from the emergency/event and its response and process for payment within a reasonable time, given the nature of the situation.
- Receive travel and expense claims from the Time Unit, and process for payment within a reasonable time, given the nature of the situation.
- Track information on all payments and provide consolidated updates to the Cost Analysis Unit at regular intervals.
- Consolidate necessary documentation and provide to the Cost Recovery Documentation Unit at regular intervals.

2016 City of Berkeley Emergency Operations Plan

- Coordinate with the Logistics Section Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits, consulting with the City Manager when a policy-level question arises or a change is necessary.
- Ensure that financial institutions honor City warrants and have adequate cash available during the emergency period.

Cost Analysis Unit

The Cost Analysis Unit in the Finance/Administration Section will ensure that an accurate accounting of the cost of responding to the emergency/event (including both response and recovery) is maintained.

The Cost Analysis Unit in the Finance/Administration Section may be offsite at the Finance Department or City Manager's Office, and if so will connect to the City EOC via the Finance/Administration Section Coordinator.

The Cost Analysis Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Coordinate with the City's Budget Office to establish project codes associated with the emergency/event
 - Ensure codes are communicated to the EOC and departments
- Coordinate with other Finance/Administration Section units to implement disaster procedures for reporting time, equipment and material use⁶
- Receive consolidated cost information from the Time and Payables Units
- Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency
- Review existing documentation to determine if additional cost items may have been overlooked
- Consolidate cost analysis documentation and provide to the Cost Recovery Documentation Unit at regular intervals

Cost Recovery Documentation Unit

The Cost Recovery Documentation Unit in the Finance/Administration Section will coordinate collection and preparation of necessary documentation to support the cost recovery process.

The Cost Recovery Documentation Unit in the Finance/Administration Section may be offsite at the Finance Department or the City Manager's Office, and if so will connect to the City EOC via the Finance/Administration Section Coordinator.

The Cost Recovery Documentation Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Communicate documentation requirements within the EOC and to Departments (either directly or through their EOC representatives)
- Coordinate with the Finance/Administration Section units to ensure that an accurate accounting of the cost of responding to the emergency/event (including both response and recovery) is maintained either on paper and/or within City financial systems

⁶ Disaster procedures for reporting time, equipment and material use will include an accounting system to collect and compile cost information at the end of each shift from all EOC sections and units, DOCs, and field units, including information on personnel, equipment, rental/contract equipment, supplies from outside vendors, and contracts for special or emergency services.

2016 City of Berkeley Emergency Operations Plan

- Ensure that the EOC and Departments have accurate records to document the cost of emergency response and recovery, including accounting codes, reimbursement forms, and other backup documentation, so that it can be submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
 - Receive consolidated documentation from the Payables Unit, Time Unit, and Cost Analysis Unit at regular intervals
 - Work with Time Unit to ensure that all equipment used is tracked and quantified for all City and contract emergency personnel
 - Work with Payables Unit to ensure that all supplies procured are tracked and quantified for all City and contract emergency personnel
 - Receive and organize photo documentation from the Operations Support Section/DOCs
 - Prepare all required State and federal documentation as necessary to recover allowable costs

Section 4: Mutual Aid

Under the terms of California’s Disaster and Civil Defense Master Mutual Aid Agreement, Statewide emergency assistance is provided on a voluntary basis from one jurisdiction to another at no cost to the receiving jurisdiction. Mutual aid is intended to ensure that adequate resources, facilities, and other emergency support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

To facilitate coordination and flow of mutual aid, Cal OES oversees six mutual aid regions among the three administrative regions, as shown in the figure at right. The City of Berkeley is located in Mutual Aid Region II within the Cal OES Coastal Region.



4.1 Mutual Aid Systems

The California Mutual Aid System operates within the framework of the Master Mutual Aid Agreement and under the authority of the California Emergency Services Act. The system is a formal process designed to mobilize resources to and from emergency response agencies, local governments, OAs, regions, and the State with the intent to provide requesting agencies with sufficient resources.

4.1.1 California Master Mutual Aid Systems

California’s master mutual aid systems are discipline-specific, and include Fire Service and Rescue, Law Enforcement, Emergency Services and Medical/Health Services as shown in the table below.

California Master Mutual Aid Systems

| Coordinated by Cal OES | | | Coordinated by EMSA ¹ |
|------------------------------------|------------------------------|---|------------------------------------|
| Fire Service and Rescue | Law Enforcement | Emergency Services ² | Medical/Health |
| Fire Service and Rescue Mutual Aid | Law Enforcement Mutual Aid | All other emergency services mutual aid not included in other systems | Disaster Medical/Health Mutual Aid |
| Urban Search and Rescue Mutual Aid | Coroner Mutual Aid | Emergency Managers Mutual Aid | Mental Health Mutual Aid |
| Hazardous Materials Mutual Aid | Search and Rescue Mutual Aid | Safety Assessment Program | Mass Care and Shelter Mutual Aid |

4.1.2 Fire Service and Rescue Mutual Aid System

¹ California Emergency Medical Services Authority

² For the purposes of this plan, the term Emergency Services Mutual Aid also refers to non-discipline-specific mutual aid.

2016 City of Berkeley Emergency Operations Plan

The Fire Service and Rescue Mutual Aid System is designed to coordinate the mobilization, organization, and operation of necessary fire and rescue resources on a local, OA, regional, and statewide basis in order to mitigate the effects of disasters. The day-to-day operations of the Fire Service and Rescue Mutual Aid System are managed by the Cal OES Fire and Rescue Branch. For additional information regarding this system's organization, responsibilities, and procedures, refer to the *California Fire Service and Rescue Emergency Mutual Aid System, Mutual Aid Plan*.

4.1.3 Law Enforcement Mutual Aid System

Maintained by the Cal OES Law Enforcement Branch, the Law Enforcement Mutual Aid System is an ongoing cooperative effort among law enforcement agencies to coordinate State resources in support of local law enforcement during a wide range of emergencies. Law enforcement mutual aid is coordinated through seven mutual aid regions in California. Additional information on procedures, concepts, and state agency roles and resources within the system is available in the *California Law Enforcement Mutual Aid Plan*.

4.1.4 Emergency Services Mutual Aid System

The Emergency Services Mutual Aid System is also known as non-discipline-specific mutual aid, encompassing all other mutual aid that is not included in other systems.

- The Emergency Managers Mutual Aid (EMMA) is a sub-system that provides emergency management personnel from unaffected areas to support disaster operations in affected jurisdictions. Further information on EMMA can be found in the *Emergency Managers Mutual Aid Plan*.
- The Safety Assessment Program (SAP) is a sub-system that utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. Further information on SAP can be found in the *Post-Disaster Safety Assessment Program: Guideline to the Activation and Utilization of Program Resources* (March 2015).

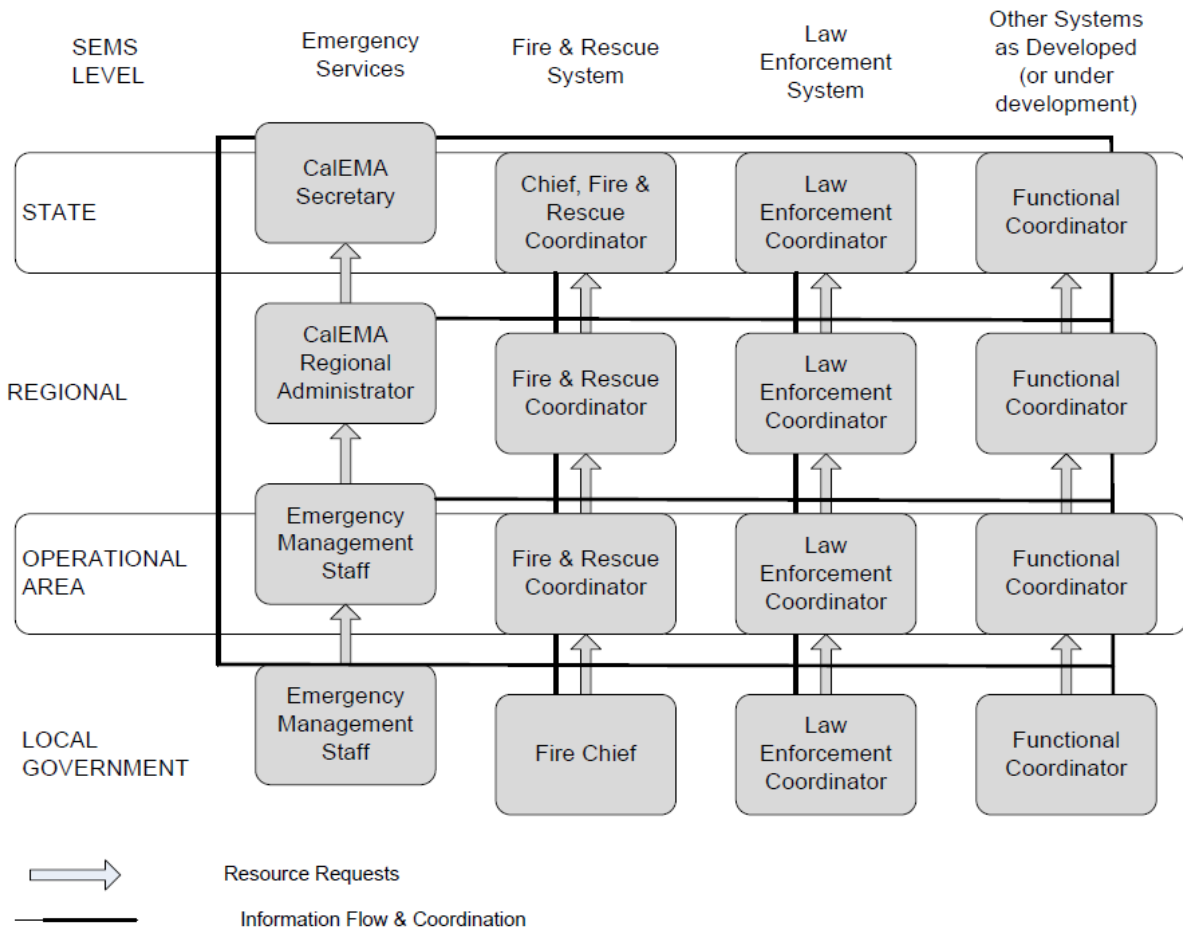
Requests are coordinated and met through utilization of the Standardized Emergency Management System (SEMS).

4.1.5 Medical/Health Mutual Aid System

The California Emergency Medical Services Authority (EMSA) administers the Medical/Health Mutual Aid System. The purpose of the system is to identify, attain, and mobilize medical supplies and personnel from unaffected regions of the state to meet the needs of disaster victims. The coordination and acquisition of Medical/Health Mutual Aid resources involves federal, State, and local agencies as well as the private sector (hospitals, medical supply vendors, ambulance companies, etc).

The figure that follows is from the *State of California Emergency Plan* (July 2009). It illustrates the flow of the four mutual aid channels and how they are coordinated at each SEMS level.

2016 City of Berkeley Emergency Operations Plan



Discipline-Specific Mutual Aid Systems

4.2 Mutual Aid Coordination

To facilitate mutual aid, mutual aid coordinators are designated at the OA, regional, and State levels. The basic role of a mutual aid coordinator is to receive requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next level.

Representatives at Berkeley's DOCs and/or the EOC Operations Section will work with discipline-specific Mutual Aid Coordinators at the ALCO OA. Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems will be handled through normal emergency services resource requesting processes, as outlined in Section 2.3.5 *Resource Management*.

4.3 Non-Governmental Organizations, Special Districts, and Private Sector Organizations Mutual Aid

The involvement of NGOs, special districts, and private sector organizations with City of Berkeley mutual aid will vary according to the resources that may be made available and the types of resources needed. Some organizations may use internally-established mutual aid systems/arrangements in order to acquire needed resources. For example, the American Red Cross will utilize the American Red Cross Disaster Operations Human Resources System (DOHR) when a disaster response

2016 City of Berkeley Emergency Operations Plan

requires greater resourcing than can be provided from the local district.

Resource needs that cannot be met through internal means will be requested through the California Mutual Aid System at the appropriate SEMS level. Organizations with extensive involvement in emergency response, such as the American Red Cross, may be represented in the City of Berkeley EOC or at an appropriate DOC. Other organizations may be asked to provide a representative to the EOC or a DOC if further collaboration is needed.

Attachment I: List of Abbreviations and Acronyms

The following abbreviations and acronyms are used in this Emergency Operations Plan.

| | |
|------------|---|
| AC | Area Command |
| AFN | Access and Functional Needs |
| ALCO | Alameda County |
| B&S | Building & Safety |
| BEACON | Berkeley Emergency Accessible Community Organizations Network |
| Cal OES | State of California Office of Emergency Services |
| CERT | Community Emergency Response Team |
| ConOps | Concept of Operations |
| CRC | Community Resilience Center |
| DES | Director of Emergency Services |
| DOC | Department Operations Center |
| DOHR | American Red Cross Disaster Operations Human Resources System |
| DSW | Disaster Service Worker |
| EAP | Emergency Operations Center Action Plan |
| EBMUD | East Bay Municipal Utility District |
| EC | Emergency Coordinator (NALCO ARES) |
| EMAC | Emergency Management Assistance Compact |
| EMMA | Emergency Managers Mutual Aid |
| EMSA | California Emergency Medical Services Authority |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| EPIW | Emergency Public Information and Warning |
| ESF | Emergency Support Function |
| FEMA | Federal Emergency Management Agency |
| GIS | Geographic Information System |
| HHCS | Health, Housing and Community Services Department |
| HR | Department of Human Resources |
| IAP | Incident Action Plan |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IT | Information Technology |
| LHMP | Local Hazard Mitigation Plan |
| MAC | Multi-Agency Coordination |
| MHOAC | Medical/Health Operational Area Coordinator |
| MMAA | California Disaster and Civil Defense Master Mutual Aid Agreement |
| NALCO ARES | Northern Alameda County Amateur Radio Emergency Service |
| NGO | Non-Governmental Organization |

2016 City of Berkeley Emergency Operations Plan

| | |
|------|--|
| NIMS | National Incident Management System |
| OA | Operational Area |
| OES | Office of Emergency Services |
| PIO | Public Information Officer |
| PRW | Department of Parks, Recreation, and Waterfront |
| PW | Department of Public Works |
| REOC | Regional Emergency Operations Center (State of California) |
| SAP | Safety Assessment Program |
| SEMS | Standardized Emergency Management System |
| UC | Unified Command |
| UCP | Unified Command Post |
| WUI | Wildland-Urban Interface |

Attachment 2: List of Functional Annexes and Hazard-Specific Appendices

This attachment describes other Annexes and Appendices that will join this Base Plan to become part of the City of Berkeley’s Emergency Operations Plan (EOP).

These plans are termed either:

- *Functional Annexes*, which will detail the operations involved in one Emergency Support Function (ESF). See Section 2.3.1: *Emergency Support Functions* for additional information about ESFs; or
- *Hazard-Specific Appendices*, which will build on Functional Annexes to address particular response needs, challenges, and ESF coordination requirements for particular hazard events.

| Emergency Operations Plan: Functional Annexes | |
|---|---|
| Emergency Support Function (ESF) | Description |
| 1. Transportation | <ul style="list-style-type: none"> • Traffic restrictions • Transportation safety • Citywide Transportation Plan development • Restoration and recovery of transportation systems, facilities, and infrastructure • Community transportation support • Coordination with ESF 12: Utilities • Coordination with transportation partners (federal, State, County, and local, including private and public) |
| 2. Communications and Information Systems | <ul style="list-style-type: none"> • Monitoring, inspection, restoration and repair of communication system infrastructure, including: <ul style="list-style-type: none"> ○ Phone ○ Radio ○ Wireless ○ Fiber ○ City network ○ Internet ○ Auxiliary communications • Citywide Communications Plan development • Coordination with communication system partners (federal, State, and local, including private and public) |
| 3. Public Works and Engineering | <ul style="list-style-type: none"> • Inspection, restoration and repair of infrastructure, including: <ul style="list-style-type: none"> ○ Roadways, bridges, and traffic signals ○ Buildings and facilities (City-owned and other) ○ City-managed storm drain and wastewater |

| Emergency Operations Plan: Functional Annexes | |
|--|---|
| Emergency Support Function (ESF) | Description |
| | <ul style="list-style-type: none"> systems <ul style="list-style-type: none"> ○ Privately-managed utility systems, including water, gas and electricity • Coordination with ESF 1: Transportation and ESF 12: Utilities • Safety assessment • Damage assessment • Debris management in coordination with ESF 10: Oil and Hazardous Materials Response, including: <ul style="list-style-type: none"> ○ Street clearance/removal ○ Storage, sorting, recycling and recovery ○ Coordination with contract providers • Engineering services • Construction management • Coordination with public works and engineering partners (federal, State, and local, including private and public) |
| 4. Fire and Rescue | <ul style="list-style-type: none"> • Detection and suppression of fires • Coordination with the Fire and Rescue Mutual Aid System for firefighting personnel, equipment and supplies • Coordination with fire and rescue partners (federal, State, and local, including private and public) |
| 5. Emergency Management | <ul style="list-style-type: none"> • Emergency Operations Center support during incident response, including information collection, analysis, operations support, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, and financial management • Communication and coordination among key elements of Berkeley’s Multi-Agency Coordination System and external emergency management partners, including: <ul style="list-style-type: none"> ○ EOC sections and branches ○ City Manager/DES ○ Policy Group and policy support staff ○ Departments/Department Operations Centers (DOCs) ○ Alameda County Operational Area (ALCO OA) EOC ○ Other OA/State/federal partners who establish a direct relationship with the City ○ Other private and public EOCs that establish a direct relationship with the City. • Coordination with the Emergency Management Mutual Aid (EMMA) System |

| Emergency Operations Plan: Functional Annexes | |
|--|---|
| Emergency Support Function (ESF) | Description |
| 6. Mass Care and Recovery Support | <ul style="list-style-type: none"> • Mass care operations, including: <ul style="list-style-type: none"> ○ Sheltering, including: <ul style="list-style-type: none"> ▪ Basic health services (in coordination with ESF #8: Health and Medical) ▪ Animal sheltering (in coordination with ESF #11: Animal Response) ○ Feeding ○ Bulk distribution ○ Family reunification • Recovery support operations, including: <ul style="list-style-type: none"> ○ Temporary or interim housing ○ Local Assistance Centers • Coordination with mass care and recovery support partners (federal, State, and local, including private and public) |
| 7. Logistics | <ul style="list-style-type: none"> • Coordination of resources needed to support planned events, emergency response, and recovery operations • Management of supplies and materials not normally provided through discipline-specific mutual aid channels (e.g. food, water, fuel), including: <ul style="list-style-type: none"> ○ Resource tracking and inventory ○ Procurement, allocation, delivery, and demobilization ○ Forecasting of material and equipment shortfalls ○ Pre-identification of vendors and other sources • Facilities management, including: <ul style="list-style-type: none"> ○ Identification of City facilities and facilities from other sources ○ Facility status tracking (in coordination with ESF #3: Public Works and Engineering) ○ Facility assignment, agreements, inspections, and demobilization/restoration post-use ○ Forecasting of facility needs/shortfalls • Personnel and staffing management, including: <ul style="list-style-type: none"> ○ Tracking personnel needs ○ Acquisition, tracking, basic orientation/training, and support of additional Disaster Service Workers (DSWs), including City response personnel and volunteers. ○ Spontaneous volunteer management, including identification, registration, basic orientation/training, and support ○ Food and shelter for assigned personnel/volunteers |

| Emergency Operations Plan: Functional Annexes | |
|--|--|
| Emergency Support Function (ESF) | Description |
| | <ul style="list-style-type: none"> • Donations management, including: <ul style="list-style-type: none"> ○ Management and tracking of: <ul style="list-style-type: none"> ▪ Monetary donations ▪ In-kind donations ▪ Materials and equipment for clean-up, repair, and rebuilding ▪ Goods and services for medical care and public health ▪ Case management, technical services, information and support services, and other forms of volunteered expertise ○ Public messaging related to donated goods and services (in coordination with ESF 15: Public information) ○ Coordination with pre-designated Disaster Relief Agencies to effectively manage call centers, donations management staging areas and distribution sites • Coordination with ESF 14: Long-Term Recovery to ensure that activities are performed to facilitate maximum disaster cost recovery |
| 8. Public Health and Medical Services | <ul style="list-style-type: none"> • Public health, medical, environmental health, and behavioral health services, including: <ul style="list-style-type: none"> ○ Assessment of public health/medical needs ○ Health surveillance ○ Health/medical personnel, equipment and supplies ○ Patient evacuation ○ Patient care (in coordination with ESF #6: Mass Care and Recovery Support) ○ Food safety and security ○ Public health and medical information (in coordination with ESF 15: Public information) ○ Vector control ○ Potable water/wastewater and solid waste disposal ○ Fatality management, including coordination with the County Coroner on law enforcement-related issues • Coordination with the Medical/Health Mutual Aid System (local, State and federal) • Coordination with public health and medical partners (federal, State, and local, including private and public) |
| 9. Urban Search and Rescue | <ul style="list-style-type: none"> • Location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces |

| Emergency Operations Plan: Functional Annexes | |
|--|--|
| Emergency Support Function (ESF) | Description |
| | <ul style="list-style-type: none"> • Includes heavy rescue, collapsed structure rescue, confined space rescue, high- and low- angle rescue • Coordination with the Fire and Rescue Mutual Aid System (local, State and federal) • Coordination with urban search and rescue partners (federal, State, and local, including private and public) |
| 10. Oil and Hazardous Materials Response | <ul style="list-style-type: none"> • Inland and marine oil and hazardous materials (chemical, biological, radiological, etc.) response • May include household hazardous waste collection, monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources. • Coordination with oil/hazardous materials response partners (federal, State, and local, including private and public) |
| 11. Animal Response | <ul style="list-style-type: none"> • Response and recovery during emergencies involving animals, including: <ul style="list-style-type: none"> ○ Public information (in coordination with ESF 15: Public information) ○ Field response ○ Animal sheltering (in coordination with ESF #6: Mass Care and Recovery Support) ○ Reunification of domestic animals with owners • Coordination with animal response partners (federal, State, and local, including private and public) |
| 12. Utilities | <ul style="list-style-type: none"> • Assessment, restoration and repair of utilities, including stabilizing or resuming utility operations and replacing temporary and permanent infrastructures • Municipal and non-municipal utilities <ul style="list-style-type: none"> ○ Water and wastewater systems; electric service; natural gas, oil, and fuel pipelines in coordination with ESF 1: Transportation and ESF 3: Public Works and Engineering ○ Telecommunications, internet, and cable TV and satellite service, in coordination with ESF 2: Communications • Coordination of restoration/repair efforts for disrupted municipal services with utility services • Coordination with utility partners (federal, State, and local, including private and public) to ensure timely restoration of utilities |
| 13. Law Enforcement | <ul style="list-style-type: none"> • Public safety/security support • Support for access, traffic, and crowd control issues • Coordination with the Law Enforcement Mutual Aid |

| Emergency Operations Plan: Functional Annexes | |
|--|---|
| Emergency Support Function (ESF) | Description |
| | <p>System</p> <ul style="list-style-type: none"> • Coordination with the law enforcement partners (federal, State, and local, including private and public) |
| 14. Long-Term Recovery | <ul style="list-style-type: none"> • Coordination and support to ensure all activities and supporting processes are performed and documented in a manner that enables maximum disaster cost recovery, especially through close coordination with: <ul style="list-style-type: none"> ○ ESF 7: Logistics ○ ESF 5: Emergency Management • Long-term recovery assistance, including restoration of: <ul style="list-style-type: none"> ○ Infrastructure ○ Housing ○ Local economy • Protection and restoration of natural and cultural resources and historic properties |
| 15. Public Information | <ul style="list-style-type: none"> • Joint information center establishment • Public warnings: collection, analysis and dissemination of life-safety instructions using public warning systems • Emergency public information: collect, analyze, and disseminate critical event information • Traditional and social media relations • Coordination with regional Joint Information System partners (federal, State and local, including private and public) |
| 16. Evacuation | <ul style="list-style-type: none"> • Coordination to identify and define the population requiring evacuation with: <ul style="list-style-type: none"> ○ ESF 4: Fire and Rescue for evacuation due to fire ○ ESF 8: Public Health and Medical Response for evacuation due to public health hazards ○ ESF 10: Oil and Hazardous Materials Response for evacuation due to hazardous materials release ○ ESF 12: Utilities for evacuation due to utility outages or related utility hazards ○ With ESF 13: Law Enforcement for evacuation due to crime-related hazards • Coordination to execute evacuation with: <ul style="list-style-type: none"> ○ ESF 1: Transportation and ESF 3: Public Works and Engineering to define evacuation routes and transportation support needs ○ ESF 11: Animal Support to support animal evacuation ○ ESF 13: Law Enforcement to issue evacuation orders and facilitate evacuation operations |

| Emergency Operations Plan: Functional Annexes | |
|--|--|
| Emergency Support Function (ESF) | Description |
| | <ul style="list-style-type: none"> • Coordination to support evacuation operations with: <ul style="list-style-type: none"> ○ ESF 6: Mass Care and Recovery Support and ESF 11: Animal Support to manage mass care and shelter support needs of evacuated populations ○ ESF 7: Logistics to coordinate identification and deployment of needed resources (supplies/materials/equipment/personnel/facilities) ○ ESF 15: Public Information and ESF 17: Community Support to communicate evacuation orders and maintain communication with evacuated populations and community stakeholders |
| 17. Community Support | <ul style="list-style-type: none"> • Coordination of information and requests originating from external response partners in the community, including: <ul style="list-style-type: none"> ○ Private Sector ○ Educational institutions ○ Community-based organizations, including Community Resilience Centers and Berkeley Emergency Accessible Community Organization Network (BEACON) organizations ○ Community Emergency Response Teams |

Hazard-Specific Appendix List

When developed, the EOP’s Hazard-Specific Appendices will address particular hazard events, including but not limited to:

- Earthquake
- Wildland-Urban Interface (WUI) fire
- Landslide
- Severe storms and flooding
- Tsunami
- Hazardous materials release
- Terrorism

Attachment 3: Distribution List

City of Berkeley

City Manager

Deputy City Manager

City Attorney

City Auditor

City Clerk

Finance Department Director

Fire Chief

Fire Department Special Operations Division Assistant Chief

Health, Housing and Community Services Department Director

Human Resources Department Director

Information Technology Department Director

Library Director

Planning and Development Department Director

Police Chief

Parks, Recreation and Waterfront Department Director

Public Works Department Director

External Partners

Alameda County Office of Emergency Services - Emergency Services Supervisor

American Red Cross – Alameda/Contra Costa Disaster Program Manager

Berkeley Unified School District - Superintendent

Lawrence Berkeley National Lab - Protective Services Manager

Northern Alameda County Amateur Radio Emergency Services/Radio Amateur Civil
Emergency Services - President

UC Berkeley Office of Emergency Management - Manager

Attachment 4: Department-EOC Emergency Support Function Chart

Each of Berkeley's Emergency Support Functions (ESFs):

- Is coordinated by one department or Emergency Operations Center (EOC) Section, and
- May be supported by multiple departments and/or EOC Section(s).

If the activities involved in an ESF (see Attachment 2: *List of Functional Annexes and Hazard-Specific Appendices* for details) are primarily the responsibility of one department, that department will coordinate the ESF. If multiple departments have primary roles in implementing the ESF, the ESF's activities will be coordinated from the EOC.

The chart below identifies Berkeley's ESFs, and coordinating (C) and supporting (S) departments or EOC Sections.

2016 City of Berkeley Emergency Operations Plan

| Emergency Support Functions (ESFs) | Departments | | | | | | | | | | | | | | | | |
|--|-------------------|-------------------|---------------------------------|--------------------|-------------------------|--------------------------------|--------------|------------------------------|----------------------------|-----------------------------|---------------------|---------------|---------------------|------------------------|------------------------|----------------|-----------------------|
| | 1. Transportation | 2. Communications | 3. Public Works and Engineering | 4. Fire and Rescue | 5. Emergency Management | 6. Mass Care /Recovery Support | 7. Logistics | 8. Public Health and Medical | 9. Urban Search and Rescue | 10. Oil and HazMat Response | 11. Animal Response | 12. Utilities | 13. Law Enforcement | 14. Long-Term Recovery | 15. Public Information | 16. Evacuation | 17. Community Support |
| Auditor | | | | | S | | | | | | | | | S | | | |
| City Attny | | | | | S | | | | | | | | | S | | | |
| City Clerk | | | | | S | | | | | | | | | S | | | |
| City Mgr | | | | | S | | | | | | C | | | C | S | | S |
| Finance | | | | | S | | S | | | | | | | S | | | |
| Fire | | | | C | S | | | S | C | S | | | | S | S | S | S |
| HHCS | | | | | S | S | | S | | | | | | S | S | S | S |
| HR | | | | | S | | S | | | | | | | S | | | |
| Library | | | | | S | S | | | | | | | | S | S | | S |
| IT | | S | | | S | | S | | | | | | | S | S | | |
| Planning | | | S | | S | | | | | S | | S | | S | | | |
| Police | S | | | | S | | | | | | | | C | S | S | S | |
| PRW | | | S | | S | S | | | | S | | S | | S | | | |
| Pub Works | S | S | S | | S | S | S | | S | S | | S | | S | | S | |
| Emergency Operations Center (EOC) Sections | | | | | | | | | | | | | | | | | |
| Mgt | | | | | C | | S | | | | | | | S | C | | |
| Ops Support | C | | C | S | S | C | S | C | S | C | S | C | S | S | S | C | C |
| Plans/Intel | | | | | S | | S | | | | | | | S | S | | |
| Logistics | | C | | | S | | C | | | | | | | S | | | |
| Finance | | | | | S | | S | | | | | | | S | | | |