

HEALTH & MEDICAL BRANCH ANNEX

Priority at all times: *Maintain liaison with on-scene personnel and/or DOCs and update other EOC Sections, Branches and Units as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Health & Medical Branch of the Emergency Operations Center (EOC) to coordinate and allocate critical medical and mental health care in response to an actual or potential emergency or disaster.

The Health & Medical Branch Coordinator is a member of the Kern EOC Operations Section and reports to the Operations Section Chief.

County entities which support this function (each has an assigned Unit Leader and may have a Department Operations Center for managing discipline-specific activities):

- *Public Health Department (Branch Coordinator)*
 - Oversees and coordinates disaster medical and behavioral health care and environmental health services on a countywide basis, including multiple cities and special districts as well as unincorporated areas.
- *Behavioral Health and Recovery Services*
 - Provides psychological support for disaster victims and emergency responders.
- *Emergency Medical Services*
 - Coordinates medical disaster response activities.
 - Coordinates transportation of casualties and medical resources to health care facilities or other areas as the situation demands.
- *Environmental Health Services*
 - Responds to and assesses permitted food, hazardous material/waste, solid waste, and land & water facilities in Kern County.
 - Advises on general sanitation matters, food management and preparation, water quality, vector control measures, and proper management and disposal of solid and hazardous wastes.
 - Respond to incidents involving hazardous material/waste including detection/monitoring and coordination of clean-up and disposal.
- *Public Health Services.*
 - Recommends and implements public health and/or medical interventions to preserve and protect public health.
 - Provides or arranges for nursing care in emergency shelters.

PURPOSE

The Health & Medical Branch Annex is an essential element of the Kern County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the Kern OA EOC functional responsibilities in response to an emergency event. The Branch described in this Annex is responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities.

This document:

- Provides a basis for centralized coordination and information sharing of emergency operations and response efforts.
- Describes the Kern OA EOC functional responsibilities under the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS). Refer to the Basic Plan for further detail on NIMS, SEMS, and ICS.

The attachment to this Annex provides a checklist of specific activities that support these functional responsibilities, as taken from the California Office of Emergency Services (CalOES) Crosswalk and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.

- Supports the EOP's all hazards approach to emergency operations and the provision of services and assistance in the event of any emergency or disaster, regardless of the triggering event.

SCOPE

The Health & Medical Branch Annex provides guidance and includes appropriate actions to respond to the County's most likely and demanding emergency conditions. It does not supersede the established protocols for dealing with day-to-day emergencies but places emphasis on the unusual and unique emergency conditions that will require response beyond the ability of any one or set of organizations to respond.

WHOLE COMMUNITY APPROACH

The Kern Operational Area is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. Further details on the County's Whole Community approach to emergency management, which includes the integration of inclusive emergency management practices, can be found in the Basic Plan.

GOALS AND OBJECTIVES

In all emergencies, the top priority of the County and emergency response personnel is to save lives, minimize injury to persons and damage to property, and to protect the environment.

The Health & Medical Branch:

- Coordinates and allocates critical public and private medical resources in response to emergency incidents.
- Maintains communications with Health & Safety DOCs to obtain regular status reports on medical personnel, equipment, and staffing of general population and medical shelters, and confers on response strategies, tactics and priorities.
- Monitors the situation and resource status of all Kern County cities and special districts involved in the responding to the incident as warranted.
- Identifies and implements public health measures to prevent, contain and control communicable diseases, including mass prophylaxis and treatment, if indicated.
- Determines the need to declare a Public Health emergency.

CONCEPT OF OPERATIONS

The Health and Medical Branch will be activated by the EOC Director. The Branch establishes and maintains communications with on-scene personnel and/or the Department Operations Centers for situational awareness of the incident and to develop response strategies. The following section summarizes the responsibilities of the Branch in an emergency event.

- *Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery. (See Basic Plan Appendix 12.1 for hard copy)*

Preparedness (applies to Branch Coordinator and all Units)

- Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.
- Participate in training, exercise, and post-exercise critiques conducted by Kern County Office of Emergency Services (OES) and other allied agencies.
- Procure the supplies and equipment necessary to protect the health and safety of field response personnel.

Initial Response

- Health & Medical Branch Coordinator
 - Retain responsibility for all functional areas within the Branch until such time as the supporting Units are activated.
 - Activate Branch Units as appropriate and brief subordinates.
 - Assess the actual and potential impacts of the emergency incident on health and medical facilities, personnel and care, and develop response strategies and priorities.
 - Coordinate with Joint Information Center Manager to provide the public with health and medical information related to the emergency, as appropriate.
- Behavioral Health and Recovery Services Unit
 - Assess the need for psychological services for the general public and responders and coordinate services to provide.
 - Provide the following community services, as necessary: stress management, grief and loss counseling, and linkage to resources as needed.
 - Establish a Crisis Stabilization Unit and refer clients to doctors, hospitals, or pharmacies as appropriate for necessary medication services.

Initial Response (continued)

- Emergency Medical Services Unit
 - Coordinate field triage as needed.
 - Coordinate emergency medical care.
 - Coordinate the relocation of patients from damaged or untenable health care facilities.
 - Establish and maintain a communications link with the PH DOC and obtain regular situation reports including the status of hospitals and other medical facilities and identify resource gaps.

- Environmental Health Services Unit
 - Responds to and assesses permitted food, hazardous material/waste, solid waste and land & water facilities in Kern County.
 - Advises on general sanitation matters, food management and preparation, water quality, vector control measures, and proper management and disposal of solid and hazardous waste.
 - Responds to incidents involving hazardous material/waste including detection/monitoring and coordination of clean-up and disposal.

- Public Health Unit
 - Implement surveillance measures to identify and track the emergence of new and/or infectious diseases related to the disaster.
 - Develop and implement public health and/or medical interventions to preserve and protect public health, including mass prophylaxis or treatment if indicated.
 - Coordinate the medical and health response to a terrorist attack involving chemical, biological, radiological, or nuclear agents.
 - Determine the need for and implement quarantine, if warranted.
 - Provide or arrange for nursing care in emergency shelters.

Extended Duration

- Branch Coordinator and all Units
 - Plan for functional relief and staffing schedule.
 - Participate in regular Section briefings and provide input to the EOC Incident Action Plan. with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
 - Monitor response activities and identify any unresolved issues.

- Continue coordination of personnel and resources to support the response effort.
- Assign staff to assist at Local Assistance Center and/or Disaster Recovery Center, as necessary.
- Behavioral Health Unit
 - Provide Critical Incident Stress Management and Compassion Fatigue Management to emergency shelters and/or emergency response agencies as needed.
- Environmental Health Unit

Continue to advise on general sanitation matters, food management and preparation, water quality, vector control measures, and proper management and disposal of solid and hazardous wastes.

EOC Deactivation

- Branch Coordinator and all Units
 - Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
 - Complete and submit all required logs, forms and documentation.
 - Provide input to the After-Action Report and Corrective Action Plan.
 - Resume normal activities.

Recovery

- Branch Coordinator and all Units:
 - Continue support for Disaster Recovery Center for long term recovery, as applicable.
 - Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
 - Implement any assigned corrective actions.
- Environmental Health Unit:
 - Continue to support and advise on general sanitation matters, food management and preparation, water quality, vector control measures, and proper management and disposal of solid and hazardous wastes.

ORGANIZATIONAL ROLES AND ASSIGNMENT OF RESPONSIBILITIES

Five emergency response levels defined by SEMS are activated as needed. SEMS is required to be used to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies, and for eligibility of State reimbursement for response related personnel costs.

At each response level the same five major ICS functions are employed to facilitate interagency communication and coordination: Command (in the field)/Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration. Refer to the Basic Plan for greater detail on ICS and its integration with SEMS.

Field Level

Emergency response personnel and resources carry out tactical decisions and activities in direct response to the incident.

Local Level

The County manages the allocation and deployment of resources (personnel, equipment, materials, services) in response to incidents in the unincorporated areas of the county and in cities which have contracted for support for specified services. If the emergency event occurs in another jurisdiction (e.g. city or special district) the affected jurisdiction has primary responsibility and will activate its own emergency management response as feasible.

Operational Area Level

Kern County and its political subdivisions constitute the Kern Operational Area (OA) for emergency response purposes during multi-agency disaster events, or as needed to support to another jurisdiction within the OA. Kern County, as a jurisdiction and as an organization, is charged with taking the lead communication and coordination role within the OA and with being the primary point of contact between the local government level and the regional level.

The Kern County Emergency Medical Services Administrator acts as the Medical/Health Operational Area Coordinator (MHOAC). The MHOAC, in cooperation with Kern County Behavioral Health and Recovery Services, Fire Department, Regional Disaster Medical and Health Specialist, and the Inland Office of Emergency Services (OES) is responsible for the development of a medical and health disaster plan for the provision of medical and health mutual aid within the Operational Area.

The MHOAC submits situational reports and resource requests for support not available within the County to the Regional Disaster Medical/Health Coordinator (RDMHC).

Regional Level

Kern County is within the CalOES Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the OES Inland Region may activate the Regional EOC (REOC) to provide support to local government including assistance with mutual aid resources under the Emergency Managers Mutual Aid (EMMA) Plan.

State and Federal Levels

Under certain conditions, state and/or federal agencies may deploy field response units to incidents in Kern County. Reporting and coordination with the Kern OA EOC follows the usual Field Level response.

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, CalOES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the Kern OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

Additional Resources

- Private contractors and firms support specific government operations on a daily basis. During disasters, their support is essential to an effective emergency response.
- Volunteer agencies play an important role in responding to disasters of all types and levels. These agencies respond on a countywide basis and will liaison with the Kern OA EOC to provide direct communication and coordination. The Volunteer agencies which support this Annex are:
 - *Community Emergency Response Team (CERT)* program empowers citizens to help themselves and to safely help others after a disaster until first responders can arrive.
 - *Goodwill Industries* is a workforce development agency that may assist the County with the collection, processing, and distribution of clothes and household effects when/if donated in response to an emergency event. In a disaster, the effort would be overseen by the Donations Management Branch directed by the Kern County Treasurer-Tax Collector.
 - *Kern Medical Reserve Corps* consists of medical and non-medical volunteers who assist public health efforts by supplementing existing response capabilities in times of emergency.
- Other Governmental Agencies

State

- *Emergency Medical Services (EMS) Unit*
 - **Emergency Medical Services Authority (EMSA)** - Under the direction of the State Disaster Medical Coordinator (EMSA Director), and in coordination with the State Department of Health Services (DHS) and the State Office of Emergency Services (OES), shall:
 - ◆ Coordinate the State emergency medical response.
 - ◆ Allocate medical resources, both public and private, from outside the affected area, when requested to do so.
 - ◆ Authorize emergency travel and related expenditures for allied personnel, both public and private.

- ♦ Respond to requests for emergency medical assistance from Regional Disaster Medical/Health Coordinators and/or County Operational Area Disaster Medical Coordinators.
 - ♦ Facilitate Statewide evacuation of injured persons to medical facilities, utilizing available ground and air transportation resources.
 - ♦ Assist local government to restore essential emergency medical services.
- **State Health and Human Services Agency** - The California Health and Human Services Agency (CHHS) and the California Department of Public Health (CDPH) provide support to the State Emergency Medical Services Authority during State medical disaster operations. Additionally, CHHS:
 - ♦ Provide staff support to the State Emergency Medical Services Authority (EMSA) for disasters resulting in mass casualties.
 - ♦ Provide staff support to the State Joint Medical/Health Emergency Operations Center (State EOC) in Sacramento, which includes staffing the Medical Personnel Unit, Patient Deployment Unit, Facilities Liaison Unit and the Medical Supplies Unit.
 - ♦ Provide staff to various State administrative functions, including record-keeping, finance, transportation liaison, communications, and medical personnel.
- **State Military Department** - The State Military Department, when directed by the Governor at the request of CalOES, will provide the following:
 - ♦ Medical support for emergency treatment of field casualties.
 - ♦ Evacuation of casualties to appropriate medical disaster facilities.
 - ♦ Emergency medical care and treatment.
 - ♦ Communication and logistics support for medical response.
- **Other Supporting State Agencies** - Other agencies that may provide support of State medical disaster operations include:
 - ♦ Department of Finance
 - ♦ Department of Forestry
 - ♦ Department of General Services
 - ♦ Department of Youth Authority
 - ♦ California Conservation Corps
 - ♦ Department of Social Services
- *Public Health Unit*
 - **Public Health Service** - Has the primary Federal responsibility for activities

associated with health hazards resulting from emergencies and will assist State and local communities in providing the following services:

- ◆ Taking protective and remedial measures for ensuring sanitary food and potable water supplies; adequate sanitary systems; rodent, insect, and pest control; care of sick and injured and control of communicable disease; and oversee and assist in the management and disposal of solid and hazardous waste.
 - ◆ Assign professional and technical personnel to augment State and local forces.
- **Food and Drug Administration** - Works with State and local governments in establishing public health controls through the decontamination or condemnation of contaminated food and drugs.
 - **Department of Public Health** - Primarily responsible, under the State Director of Public Health, for the administration and coordination of a statewide disaster public health program, which includes coordinating, supervising and assisting, as necessary those essential services required to accomplish the following:
 - ◆ Assure availability of safe drinking water.
 - ◆ Prevent and control communicable disease.
 - ◆ Provide technical assistance in the safe operation of sewage collection, treatment, and disposal systems.
 - ◆ Assure prevention and control of vectors, including flies, mosquitoes, rodents, and other disease transmitting insects and animals.
 - ◆ Assure observance of health aspects in management of solid waste disposal, including proper disposal of deceased animals.
 - ◆ Assure safe management of hazardous wastes, including handling, transportation, and disposal.
 - ◆ Ensure safety of emergency supplies of food, drugs, medical devices, and other products.
 - ◆ Ensure rapid restoration or replacement of facilities for processing, storage and distribution of food, drugs, medical devices, and other products.
 - ◆ Rapidly establish measures to mitigate damage to public health from radiological accidents, including safety criteria for recovery, re-occupancy, and rehabilitation of contaminated areas.
 - ◆ Provide support to the California Air Resources Board in carrying out the public health aspects of the California Air Pollution Emergency Plan.
 - **Department of Food and Agriculture**
 - ◆ Administers programs for the control and eradication of diseases,

pests or chemicals affecting animals, poultry or crops.

- ◆ Provides information on the protection of human and animal food from contamination by harmful residues or chemicals.
- ◆ Provides entomological and veterinary assistance in support of emergency operations.

▪ **Air Resources Board**

- ◆ Develops plans to prevent substantial endangerment to the health of persons by anticipating and preventing or abating air pollution emergencies.
- ◆ Coordinates the execution of air pollution emergency plans with County and Regional Air Pollution Control Districts, CalOES and other public agencies.
- ◆ Coordinates the monitoring of air quality and issues bulletins consistent with public safety as required by the Department of Health Services.

- **State Water Resources Board** - Assures safe operation of sewage collection, treatment, and disposal systems; and provides water quality advice and support in emergency operations.
- **California Department of Resources, Recycling and Recovery** - Assures proper disposal of solid wastes.
- **Department of Toxic Substance Control** – Assures proper storage, treatment and disposal of Hazardous Material and Hazardous Waste.

INFORMATION COLLECTION AND DISSEMINATION

Kern County uses WebEOC (an Internet-based collaborative communications system) as the County's communication platform for sharing elements of the emergency incident. This allows the County to maintain a common operating picture, situational awareness, and information coordination throughout the OA during an emergency. Individuals staffing positions in the EOC are required to submit Situation Reports and updates through WebEOC on a schedule to be determined at the time of the incident.

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

ANNEX DEVELOPMENT AND MAINTENANCE

This document is an Annex to the Kern County Operational Area Emergency Operations Plan. As such, the policies, procedures, and practices outlined in the Kern County EOP govern this Annex. Kern OES coordinates the maintenance and update of this Annex as needed. The Record of Changes, Approval, and Dissemination of the Kern County EOP also apply to this Annex.

FUNCTIONAL CHECKLIST

The following section provides checklists of tactical actions for the Health and Medical Branch and its Units to assist those who report to the EOC in the event of an emergency.

It is expected that the Public Health Department and the Behavioral Health and Recovery Services Department which support this Branch and its Units have developed Standard Operating Procedures which further detail how the applicable tactical actions will be accomplished.

The attached checklists support the Emergency Operations Plan (EOP) and are consistent with the activities prescribed in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.2.

HEALTH & MEDICAL BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain liaison with on-scene personnel and/or DOCs and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt and increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation
 - Develop a potential response strategy for your function, based on the impending emergency.
- Coordinate Emergency Public Information with the Joint Information Center (JIC) Manager as appropriate.

Initial Response

- Report to the County EOC check-in and obtain briefing from the Operations Section Chief:
 - Location, magnitude and scope of event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain a function log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*
- Assess the actual and potential impacts of the emergency incident on health and medical facilities, personnel and care, and develop response strategies and priorities.
- Assign and brief incoming staff.
- Provide input to the EOC Incident Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Confer with the Health Officer regarding declaring a Local Health Emergency, if warranted.
- Coordinate with Joint Information Center Manager to provide the public with health and medical information related to the emergency, as appropriate.

- ❑ Establish liaison with the following, as appropriate and necessary:
 - Incorporated cities regarding health, medical and public and environmental health issues
 - Health care providers
 - Medical society.
- ❑ Receive and process or refer, as appropriate, requests for health- and medical-related personnel, supplies and/or equipment, as indicated.
- ❑ If necessary, submit requests for mutual aid using SalesForce through the MHOAC to the Regional Disaster Medical/Health Coordinator (RDMHC).
- ❑ If requested by the Construction & Engineering Branch Coordinator, assign Environmental Health personnel to assist Damage Assessment Teams (DATs).
- ❑ Coordinate the procurement of specialized equipment with the Logistics Section, as indicated.
- ❑ Ensure that potable water supplies are safe.
- ❑ Ensure that sanitation systems are operating effectively and not contaminating the potable water supplies.
- ❑ Ensure that Unit Leaders complete and maintain applicable status reports and forward to the Planning Section.
- ❑ Take emergency protective measures, as appropriate, for threats to public health and safety requiring extraordinary action:
 - Health Officer declaration of a Local Health Emergency as defined in Health and Safety Code § 101080:
 - Request the Board of Supervisors to reaffirm, as required by law.
 - Request the Board of Supervisors to terminate, as required by law.
 - Health Officer invocation of "preventative measures" provisions as defined in Health and Safety Code § 101040:
 - Request the Board of Supervisors (through resolution) to authorize the Health Officer to certify the public health hazard.
 - Prepare certification of public health hazard.
- ❑ Coordinate with the Law/Coroner Branch on any health-related problems associated with burying the deceased.
- ❑ Request any assistance needed (e.g., nurses, counselors, translators, security, traffic control, medical volunteers, etc.) from other Operations Sections and/or Logistics Section functions.

Extended Duration

- Plan for functional relief and staffing schedule.
- Monitor response activities and identify any potential issues that require prompt attention.
- Obtain regular briefings from the Unit Leaders on the status of activities and any potential needs or problems.
- Participate in the EOC Incident Action Plan meetings consistent with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
- Assign staff to assist at the Local Assistance Center and/or Disaster Recovery Center as needed.
- Keep up to date on the situation and status of resources and ensure units maintain status reports and displays.
- Advise unit leaders to direct field personnel to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate unit leader.
- Keep the Operations Section Chief advised of status and activities and on any problem areas.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for Branch personnel.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Provide Logistics Section Supply Staff with a list of supplies to be replenished.
- Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.
- Provide input to the After-Action Report and Corrective Action Plan.
- Resume normal activities.

Recovery

- Continue support at Local Assistance Center and/or Disaster Recovery Center as needed.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.

EMERGENCY MEDICAL SERVICES UNIT LEADER

EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain liaison with DOC and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential response strategy for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response

- Report to the County EOC (or other designated reporting location), check-in and obtain briefing from the Health & Medical Branch Coordinator.
 - Location, magnitude, and scope of event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*
- Assign and brief incoming staff.
- Coordinate as needed:

- Field triage.
 - Emergency medical care.
 - Relocation of patients from damaged or untenable health care facilities.
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- ❑ Provide input to the EOC Incident Action Plan.
 - ❑ Establish and maintain communications link with EMS DOC and establish a schedule for regular situation reports.
 - ❑ Confer with DOC Coordinator on response objectives, strategies and priorities for the DOC Action Plan and deployment of available EMS resources.
 - ❑ Prepare a behavioral health disaster response and submit to the EOC Planning Section Situation Status Unit for submission to the Inland Region EOC (REOC) via WebEOC.
 - ❑ When requested by the DOC, submit a request for any assistance not available in the County to the Inland Region EOC (REOC).
 - ❑ If necessary, confer with Logistics Section to obtain any resources requested by the DOC.
 - ❑ Request any assistance needed (e.g., translators, security, etc.) from other Operations Sections and/or Logistics Section functions.

Extended Duration

- ❑ Provide for functional relief and staffing schedule.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Obtain regular briefings from the DOC on the status of activities and any potential needs or problems.
- ❑ Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the “**Planning P**” planning cycle. (*See Basic Plan, Section 5.3*)
- ❑ Assign staff to assist at the Local Assistance Center and/or Disaster Recovery Center as needed.
- ❑ Keep up to date on the situation and status of resources and maintain current status reports and displays.
- ❑ Keep the Branch Coordinator advised of status and activities on any problem areas.
- ❑ Request assistance from the EOC Personnel/Volunteers Unit to identify potential sources and to recruit any personnel requested by the DOC.
- ❑ Review situation reports as they are received. Verify information where questions exist.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Arrange for Crisis Incident Stress Management or other appropriate mental health interventions for groups of emergency responders, as requested.
- Provide Logistics Section Supply Staff with list of supplies to be replenished.
- Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- Participate in After Action Report and Corrective Action Plan meetings.
- Resume normal activities.

Recovery

- Continue support at Local Assistance Center and/or Disaster Recovery Center as needed.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.

BEHAVIORAL HEALTH UNIT LEADER

EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain liaison with DOC and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential response strategy for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response

- Report to the County EOC (or other designated reporting location), check-in and obtain briefing from the Health & Medical Branch Coordinator.
 - Location, magnitude and scope of event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*
- Assign and brief incoming staff.
- Provide input to the EOC Incident Action Plan.
- Establish and maintain communications link with BHRS DOC and establish a schedule for

regular situation reports.

- Confer with DOC Coordinator on response objectives, strategies and priorities for the DOC Action Plan and deployment of available BHRS resources.
- Assess the need for psychological services for the general public and responders, and coordinate services to provide.
- Prepare a situation report on the status of the behavioral health disaster response and submit to the EOC Planning Section Situation Status Unit for submission to the Inland Region EOC (REOC) via WebEOC.
- When requested by the DOC, submit a request for any assistance not available in the County to the Inland Region EOC (REOC).
- If necessary, confer with Logistics Section to obtain any resources requested by the DOC.
- Request any assistance needed (e.g., translators, security, etc.) from other Operations Sections and/or Logistics Section functions.

Extended Duration

- Provide for functional relief and staffing schedule.
- Monitor response activities and identify any potential issues that require prompt attention.
- Obtain regular briefings from the DOC on the status of activities and any potential needs or problems.
- Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the “**Planning P**” planning cycle. (*See Basic Plan, Section 5.3*)
- Assign staff to assist at the Local Assistance Center and/or Disaster Recovery Center as needed.
- Keep up to date on the situation and status of resources and maintain current status reports and displays.
- Keep the Branch Coordinator advised of status and activities on any problem areas.
- Request assistance from the EOC Personnel/Volunteers Unit to identify potential sources and to recruit any personnel requested by the DOC.
- Review situation reports as they are received. Verify information where questions exist.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Arrange for Crisis Incident Stress Management or other appropriate mental health interventions for groups of emergency responders, as requested.
- Provide Logistics Section Supply Staff with list of supplies to be replenished.

- Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- Participate in After Action Report and Corrective Action Plan meetings.
- Resume normal activities.

Recovery

- Continue support at Local Assistance Center and/or Disaster Recovery Center as needed.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.

ENVIRONMENTAL HEALTH UNIT LEADER

EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain liaison with on-scene personnel and/or DOC and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential response strategy for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response

- Report to the EOC, check-in and obtain briefing from the Health & Medical Branch Coordinator.
 - Location, magnitude and scope of event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*
- Assign and brief incoming staff.
- Respond to and assess permitted food, hazardous material/waste, solid waste and land & water facilities in Kern County.
- Advise on general sanitation matters, food management and preparation, water quality, vector

control measures, and proper management and disposal of solid and hazardous wastes.

- Respond to incidents involving hazardous material/waste including detection/monitoring and coordination of clean-up and disposal
- Provide input to development of the EOC Incident Action Plan.
- Establish and maintain communications link with Public Health DOC and establish a schedule for regular situation reports.
- Confer with DOC Coordinator on response objectives, strategies and priorities for the DOC Action Plan and deployment of available EHS resources.
- Prepare a situation report on the status of the environmental health disaster response and submit to the EOC Planning Section Situation Status Unit for submission to the Inland Region EOC (REOC) via WebEOC.
- Establish liaison with the following, as appropriate and necessary:
 - Incorporated cities regarding environmental health issues.
 - Environmental health contractors.
 - Others, as indicated.
- Receive and process or refer to other EOC Sections, as appropriate, requests for environmental health-related personnel, supplies and/or equipment.
- When requested by the DOC, submit a request for any assistance not available in the County to the Inland Region EOC (REOC).
- If necessary, confer with Logistics Section to obtain any resources requested by the DOC.
- Request any assistance needed (e.g., translators, security, etc.) from other Operations Sections and/or Logistics Section functions.

Extended Duration

- Provide for functional relief and staffing schedule.
- Monitor response activities and identify any potential issues that require prompt attention.
- Obtain regular briefings from the DOC on the status of activities and any potential needs or problems.
- Keep up to date on the situation and status of resources and maintain current status reports and displays.
- Continue to advise on general sanitation matters, food management and preparation, water quality, vector control measures, and proper management and disposal of solid and hazardous wastes.

- Keep the Branch Coordinator advised of status and activities on any problem areas.
- Participate in regular Branch briefings and provide input to EOC Incident Action Plan, consistent with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
- Assign staff to assist at the Local Assistance Center(s) or Disaster Recovery Center as needed.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for DOC staff.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Provide Logistics Section Supply Staff with list of supplies to be replenished.
- Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- Participate in After Action Report and Corrective Action Plan meetings.
- Resume normal activities.

Recovery

- Continue support at Local Assistance Center and/or Disaster Recovery Center, as needed.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.

PUBLIC HEALTH UNIT LEADER
EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain liaison with on-scene personnel and/or DOC and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential response strategy for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response

- Report to the County EOC (or other designated reporting location), check-in and obtain briefing from the Health & Medical Branch Coordinator.
 - Location, magnitude and scope of event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*
- Assign and brief incoming staff.
- Implement surveillance measures to identify and track the emergence of new and/or infectious diseases related to the disaster.
- Develop and implement public health and/or medical interventions to preserve and protect

public health, including mass prophylaxis or treatment as needed.

- Coordinate the medical and health response to a terrorist attack involving chemical, biological, radiological or nuclear agents.
- Determine the need for and implement quarantine, if warranted.
- Provide input to development of the EOC Incident Action Plan.
- Establish and maintain communications link with Public Health DOC and establish a schedule for regular situation reports.
- Provide or arrange for nursing care in emergency shelters.
- Coordinate with other EOC Operations Section staff to provide assistance in the event that evacuation of a clinic or other medical facility is required.
- Prepare WebEOC-based Hospital-Medical Facility Report and Medical/Health Report and submit to Planning Section for submission to the Inland Region EOC (REOC).
- If necessary, confer with Logistics Section to obtain any non-personnel resources requested by the DOC, including vehicles to transport patients and public health resources.
- Confer with other EOC personnel, as necessary, to identify potential sources for any public health or medical resources not available within Kern County.
- Maintain liaison with the County Health Officer regarding the need for public health resources, including mutual aid.
- If necessary, or if requested by the County Health Officer, contact the Regional Disaster Medical/Health Coordinator (RDMHC) to request mutual aid resources not available in the county.
- Respond to requests from the RDMHC to provide public health-related mutual aid, as conditions permit.

Extended Duration

- Provide for functional relief and staffing schedule.
- Monitor response activities and identify any potential issues that require prompt attention.
- Coordinate public health recovery activities within Kern County. Establish liaison with the following, as appropriate and necessary:
 - Incorporated cities
 - Medical providers
 - Medical society.
- Obtain regular briefings from the DOC on the status of activities and any potential needs or problems.

- Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the “**Planning P**” planning cycle. (see *Basic Plan, Section 5.3*)
- Assign staff to assist at the Local Assistance Center and/or Disaster Recovery Center as needed.
- Keep up to date on the situation and status of resources and maintain current status reports and displays.
- Keep the Branch Coordinator advised of status and activities and on any problem areas.
- Review situation reports as they are received. Verify information where questions exist.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Provide Logistics Section Supply Staff with a list of supplies to be replenished.
- Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.
- Provide input to the After-Action Report and Corrective Action Plan.
- Resume normal activities.

Recovery

- Continue support at Local Assistance Center and/or Disaster Recovery Center as needed.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.