
PLANNING/INTELLIGENCE SECTION

SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS BY POSITION
--

PLANNING/INTELLIGENCE SECTION CHIEF (Look in Forms also)

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ACTION PLANNING

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

- provide overall status and information about the event
- a process to identify objectives, priorities and assignments related to emergency response or recovery actions
- plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives
- a basis for measuring work and cost effectiveness, work progress and providing accountability

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

INCIDENT ACTION PLANS (FIELD LEVEL)

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

Written Incident Action Plans are recommended for:

- any multi-department and multi-jurisdictional incident
- complex incidents
- long-term incidents when operational periods would span across shift changes

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

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

- other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc

EOC ACTION PLANNING (EOC)

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

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

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

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

SUMMARY OF ACTIVITIES BY SECTION

1. **PLANNING/INTELLIGENCE** Presents the verbal Action Report or the situation status report
2. **POLICY GROUP/MANAGEMENT** Sets overall goals.
3. **PLANNING/INTELLIGENCE** Posts goals for organization's use
4. **OPERATIONS** Determines tactics to achieve goals
5. **LOGISTICS** Determines how it will support operations
6. **FINANCE/ADMINISTRATION** Determines how it will support operations

- 7. PLANNING/INTELLIGENCE** Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process

ACTION PLANNING AT SEMS EOC LEVELS

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

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

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

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

- situation status, major events, safety issues, and other important information
- listing of objectives to be accomplished (should be measurable)
- statement of current overall priorities related to objectives
- statement of strategy to achieve the objectives (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- assignments and actions necessary to implement the strategy
- operational period designation: the time frame necessary to accomplish the actions
- organizational elements to be activated to support the assignments
- logistical or other technical support required

FOCUS OF THE EOC ACTION PLAN

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

ACTION PLAN MEETING

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

After Action/Corrective Action

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

Introduction

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

Legal Authorities

Local and State Agency requirement to transmit AAR to OES for declared events.

Section 2450 (a) of the SEMS Regulations (14 CCR § 2400 et seq.) states “Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to CalOES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(j).”

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

Tribal Governments

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

AAR Contents

Section 2450 (b) of the SEMS Regulations states, “The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.”

AARs for non-declared disasters / AARs as tools

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

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

AAR/CA Process

The complete AAR/CA process involves five (5) basic components:

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

Function of AA/CA Reports

The SEMS required CalOES AAR is the only one mandated to be available to state and local agencies. Non-CalOES agencies have no mandated need to share their reports with any agency except CalOES. It should be noted that state and local government agencies are required to comply with the California Public Records Act.

CalOES's AA/CA reports are available to all interested public safety and emergency management organizations and serve the following important functions:

- Provide a source for documentation of response and recovery activities
- Identify problems and successes that occurred during emergency operations
- Analyze the effectiveness of components of the SEMS
- Describe and defines a plan of action for implementing improvements, including mitigation activities

Importance of Documentation

Documentation is critical for developing AARs and must be initiated early in the response phase of a declared or non-declared event, a training/exercise, or a pre-identified planned event. Documentation:

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for determining reimbursement eligibility
- Is essential for the continual improvement of the emergency management system.

Initiate documentation process

Assign Responsibility for AAR:

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

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

Sources of Documentation

Documentation sources include, but are not limited to:

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

Supplemental Documentation

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

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

Data Organization and Structuring

There are many approaches to structuring and organizing compiled data.

Some questions to consider before preparing the AAR include:

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

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

AAR Preparation

An eight step process to prepare the AAR is recommended.

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

Identification of CA planning activities

Corrective Action planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CA should contain:

- Description of the system and method of tracking the CA, that is, spreadsheet, database, etc., that will be used to ensure implementation of the CA
- Brief description of the issue or problem, and the needed corrective action or activity
- Party or organization(s) responsible for completing the CA
- Expected end product
- Expected completion date
- Funding source and justification of the need for funding in order to carry out CAs.
- Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAs, if appropriate.

Tracking and Implementing Corrective Actions

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

For declared events:

Statewide AAR/CA

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

CalOES Coordination of Local, Tribal, and State Agency Input

To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, CalOES, in accordance with its procedures, will do the following:

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

For non-declared events:

Note: A similar process as that described in the previous section for declared events, may be followed for non-declared events, exercises/trainings, or pre-identified planned events, based upon CalOES's determination that an AAR process is appropriate and would benefit emergency management in California.

After Action/Improvement Plan reporting for federally funded exercises:

For federally funded exercises, follow the applicable grant guidelines/conditions.

Corrective Action Components

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

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

AA/CA in Recovery Phase

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

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

Recovery Activities

The description of Recovery Activities should include the following information:

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

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

PLANNING/INTELLIGENCE SECTION

EOC SIGN-IN-SHEET

NAME	POSITION	DEPARTMENT	TIME -IN	TIME- OUT
	Planning/Intelligence Chief			
	Resources Unit			
	Situation Status Unit			
	Documentation Unit			
	Damage Assessment Unit			
	Advanced Planning Unit			
	Recovery Unit			
	GIS Unit			
	Demobilization Unit			

CITY OF BEVERLY HILLS EOC ACTION PLAN (Example)

Disaster/Event Name: Wilshire Earthquake		Report #:	# of Pages:
Operational Period:	Date:	From: Today	To: Tomorrow

OVERALL GOALS:

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

SITUATION SUMMARY:

BACKGROUND: At 0832 hours today, a 7.2 magnitude earthquake occurred on the Wilshire fault, epicentered 25 miles from downtown.

- Widespread damage has impacted the underground infrastructure: water, sewage, gas, ect.
- There are sporadic power outages throughout the City
- Telephone system disruptions are widespread.
- Multiple incidents involving mass casualties with continuing search and rescue efforts.

ACTION	NO	YES	NOTES
City of Beverly Hills EOC ACTIVATED		X	Activated at level 3 at 0850 hours
County of Los Angeles EOC Activated			
Regional EOC (REOC) Activated			
State of California EOC Activated			
City of Beverly Hills EMERGENCY DECLARATION		X	Local emergency declared at 0900 hrs.
County of Los Angeles Emergency Declaration			
State Emergency Declaration			
Federal Emergency Declaration			

MAJOR EVENTS/INCIDENTS:
<ul style="list-style-type: none"> Building collapse: (0000) Wilshire Blvd. (name) hotel with major damage Parking structure collapsed at La Cienega Park Major damage to water system Multiple house fires along (street) Looting on Rodeo
SAFETY ISSUES:
<p>Due to continuing aftershock activity, all yellow tagged buildings will be re-inspected after 5.0 or greater aftershocks. City Buildings are not to be entered until re-inspected and tagged to be safe for entry.</p>
RESOURCES NEEDED:
<ul style="list-style-type: none"> 2 USAR teams requested 14 Building Inspectors requested. 4 bulldozers ordered Need water distribution sites staffed
OTHER INFORMATION:
<ol style="list-style-type: none"> 1. The following schedule has been established for the feeding of field crews: 0800-1000-La Cienega Community Center 1130-1330-Parking lot at Greystone 1600-1800-all Saints Church 2. Employee family center established at Greysone 3. The following work schedule is now in effect: All Team A employees to report to work from 0800 hours to 2000 hours All Team B employees to report to work from 2000 hours to 0800 hours 4. Community Assistance Center established at Roxbury Park: Hours of operation: 7 days a week until further notice; 0700 hours to 1900 hours.

ATTACHMENTS:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Organizational Chart (EOC) | <input type="checkbox"/> Telephone Numbers | <input type="checkbox"/> Weather Forecast | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Organizational Chart (Field) | <input type="checkbox"/> Communication Plan | <input type="checkbox"/> Health/Safety Plan | <input type="checkbox"/> Transportation Plan |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> DAC Locations | <input type="checkbox"/> Incident Map/Plan | <input type="checkbox"/> Medical Plan |
| | <input type="checkbox"/> PIO/Communications Plan | <input type="checkbox"/> Facilities Plan | |

Plan Prepared by:	Date:	Time:
Plan Reviewed by: (Plans/Intel Chief)		
Plan Approved by: (EOC Director)		

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

City of Beverly Hills EOC Action Plan

SUMMMARY OF PRIORITIES, OBJECTIVES AND ACTIONS

OVERALL EVENT PRIORITIES

Management Section Objectives

- 1) Declare local state of emergency
- 2) Request County Concurrence
- 3) Mayor addresses community on cable and AM radio

Operations Section Objectives

- 1) Search and rescue at hotel incident
- 2) Search and rescue at Wilshire incident
- 3) Perimeter control at hotel incident
- 4) Conduct damage/safety assessment survey of city.
- 5) Barricade/close streets and areas for public safety

Planning & Intelligence Section Objectives

- 1) Conduct Action Planning Meeting for all sections
- 2) Develop EAP for Operation Period #3
- 3) Begin Documentation Process

Logistics Section Objectives

- 1) Support all field operations with priority given to incidents with life safety issues, followed by property/structure protection.

Finance Administration & Recovery Section Objectives

- 1) Implement Disaster Accounting System

CITY OF BEVERLY HILLS EOC ACTION PLAN

Disaster/Event Name: Wilshire Earthquake			
Operational Period:	Date:	From:	To:

Management			
Objective	Branch or Unit Assigned	Estimated Time Complete	Resources Needed
1. Set-up Joint Information Center	PIO	0600	Resource request to be submitted.
2. Prepare safety message for employees	Safety Officer	1900	_____
3. Contact hardware store-Manager to request opening of store for critical resources	Deputy Emg. Ops. Director	1900	Resource request from Logistics (Ops)
4. Include volunteer information in media briefing	PIO	Ongoing beginning at 0600	_____
5. Establish briefing schedule	PIO	1700	
6. Announcement: contact city if they know someone who might have been in Franklin Blg	PIO	1600	
7. Arrange site visits for public officials	Liaison Officer	1600	
8. Contact schools to obtain damage info	Liaison Officer	1600	
9. Contact all tenants	Liaison Officer	1600	
10.			
Attachments: (X) PIO phone numbers (X) EOC Organizational Chart			

Plan Prepared by:	Date:	Time:
Plan Reviewed by: (Plans/Intel Chief)		
Plan Approved by: (EOC Director)		

CITY OF BEVERLY HILLS EOC ACTION PLAN

Disaster/Event Name: Wilshire Earthquake			
Operational Period:	Date:	From:	To:

Operations			
Objective	Branch or Unit Assigned	Estimated Time of Completion	Resources Needed
1. Continue Search and Rescue @ hotel incident	Fire Branch	On-going	2 USAR Teams already requested
2. Continue Search and Rescue @ Wilshire Incident	Fire Branch	On-going	1 USAR Team already requested
3. Develop plan to relocated PW offices; work with logistics to identify needs	PW branch	2000	Resource request to be submitted.
4. Provide hourly damage summary reports	Building and Safety Branch	Beginning @ 2000 on-going	Personnel already requested
5. Meet w/P&I to determine need for medical aid/transportation assistance; relay info to Logistics	Fire branch	Beginning @ 2000 on-going	Personnel already requested
6. Continue Search and Rescue @ Franklin incident	Fire branch	On-going	Resource Request submitted
7. Continue Search and Rescue @ C St/fwy incident	Fire branch	On-going	Resource request submitted
8. Shutdown pipeline on El Paso St.	Fire Branch	1600	Resource request submitted.
9. Advise dispatch to route all damage reports and inspection requests to Building and Safety.	Police	1600	
10. Develop critical resource list for Home Depot and submit to logistics	Fire Branch	1700	

Attachments: (X) City Map w/major incidents, street closures, evacuation areas, ect.
(X) Weather

Plan Prepared by:	Date:	Time:
Plan Reviewed by: (Plans/Intel Chief)		
Plan Approved by: (EOC Director)		

CITY OF BEVERLY HILLS EOC ACTION PLAN

Disaster/Event Name: Wilshire Earthquake			
Operational Period:	Date:	From:	To:

Planning/Intelligence			
Objective	Branch or Unit Assigned	Estimated Time of Completion	Resources Needed
1. Work w/Ops to establish staffing levels for 24/7 operations and distribute work schedule to all sections		2200	
2. Work w/Ops & Logistics to access all major incidents, develop action plans & identify support needs	Section Chief	2100	
3. Contact tenants of Franklin Building	Documentation/Resource Unit	1900	Three support staff
4 Coordinate w/B&S on collection & reporting procedure for hourly damage summaries	Documentation Unit	2300	
5 Contact Cedars Hospital & Coroner's Office for number of injuries and fatalities	Situation/Status Unit	1600	
6 Contact the building managers of Franklin Bldg. For tenant list	Documentation/Resource Unit	1700	
7. Provide staff to Ops section to ensure flow of information	Section Chief	1600	
Attachments: () ()			

Plan Prepared by:	Date:	Time:
Plan Reviewed by: (Plans/Intel Chief)		
Plan Approved by: (EOC Director)		

CITY OF BEVERLY HILLS EOC ACTION PLAN

Disaster/Event Name:			
Operational Period:	Date:	From:	To:

Logistics			
Objective	Branch or Unit Assigned	Estimated Time of Completion	Resources Needed
1. Provide staffing for phone bank	Personnel Unit	0700	_____
2. Work w/OPS/PW to determine needs for relocation of PW office & secure office space, ect.	Personnel Unit	1900	
3. Provide clerical support to B&S for collection of damage assessment information	Personnel Unit	0600	
4. Track USAR teams ETA's & notify Ops of their status	Section coordinator	On-going	
5. Notice to all section staff	Supplies Procurement	On-going	
6. Set-up volunteer registration @ volunteer center	Personnel	1000	2 support staff
7. Provide numbers & job descriptions of volunteers to PIO	Personnel	Beginning @0600 on-going	
8. Provide DA maps for all sections	IT		
9. Provide transportation from apt. building to shelter	Transportation	1800	
10. Complete employee survey	Personnel	1600	
11. Contact phone company for additional phones at hotline location	IT	1700	
12. Provide detailed list of supplies to be requested from hardware store to Deputy Emergency Operations Director	Supplies procurement	1700	
Attachments: ()			

Plan Prepared by:	Date:	Time:
Plan Reviewed by:(Plans/Intel Chief)		
Plan Approved by:(EOC Director)		

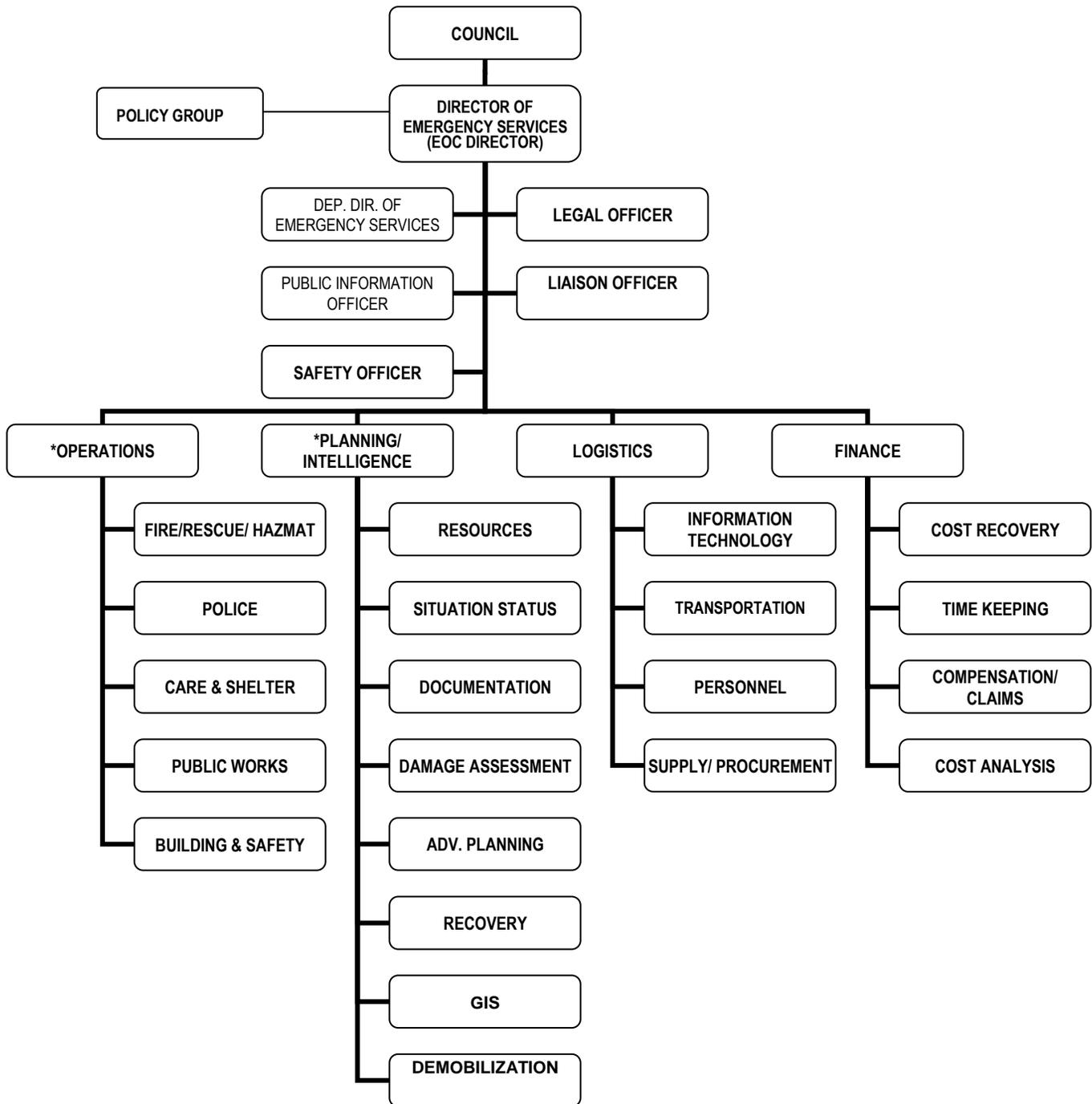
CITY OF BEVERLY HILLS
EOC ACTION PLAN

Disaster/Event Name:			
Operational Period:	Date:	From:	To:

Finance/Administration			
Objective	Branch or Unit Assigned	Estimated Time of Completion	Resources Needed
1. All sections to document actions, ect	Cost Documentation Recovery &	On-going	_____
2. Work with Logistics section staff emergency purchasing program	Cost Liaison	1700	
3. Send a memo to all sections regarding documentation	Section coordinator	1700	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: () ()			

Plan Prepared by:	Date:	Time:
Plan Reviewed by: (Plans/Intel Chief)		
Plan Approved by: (EOC Director)		

SEMS/NIMS ORGANIZATION CHART



* If all elements are activated, a deputy may be appointed to provide a manageable span of control.
 Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

AFTER ACTION CORRECTIVE ACTION REPORT TEMPLATE

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

GENERAL INFORMATION

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

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

SEMS/NIMS FUNCTION EVALUATION

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

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

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

Equipment	
Facilities	

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

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

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

Additional Questions

NARRATIVE

Use this section for additional comments.

POTENTIAL CORRECTIVE ACTIONS

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

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

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

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

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

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

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

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

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

Please describe your assignment(s):

Questions:

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

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

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

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

Please identify any additional issues or problems below:

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

Additional Questions

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

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

Comments:

Identify the areas where EMAC worked well:

Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

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

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

OES Only Form received on: _____ Form reviewed on _____

DISASTER NAME _____ **DISASTER #** _____ **Page** _____ **of** _____

Day S M T W Th F S	City of Beverly Hills - EOC Section/Branch/Unit
Operational Period # _____	
Date _____	Daily Activity Log
From _____ PM to _____ AM	From _____ AM to _____ PM

EOC Position:	Name: _____
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	Time of Activity	Decisions, Resource Requests, Messages, Notes	Action Taken/Justification
	AM		
	PM		
	AM		
	PM		
	AM		
	PM		
	AM		
	PM		
	AM		
	PM		
	AM		
	PM		
	AM		
	PM		
	AM		
	PM		

Originator: All Section/Branch/Unit Chiefs.
 Retain copy. Copy to incoming replacement staff
 Routing: Documentation Unit (Planning/Intelligence Sect)

Journal to record verbal conversations, decisions made, assignments, completed tasks, etc. Should reflect activity of all personnel in Section/Branch/Unit. Personal record of time should be recorded by the Section Chiefs on Daily EOC Section Time Log (EOC-003.)

