

# City of Cordova



## **ANNEX A: DIRECTION, CONTROL and COORDINATION**

### Purpose

**One purpose of this ANNEX is to provide procedures to accomplish the responsibilities assigned in the Basic Plan.**

**The other purpose is to provide for the establishment and operation of the Emergency Operations Center where key department and agency heads (or their representatives) will assemble during major disaster or emergency situations to coordinate disaster response and recovery.**

### Situation

**The City of Cordova is currently training city departmental heads in the Incident Command System through emergency planning meetings and ongoing drills. Additionally, the CVFD Disaster Management Team has been trained to assist and/or assume any of the IMT positions.**

## Assumptions

### It is assumed that:

- Persons implementing this annex are familiar with ICS and NIMS
- This annex will be used in coordination with the Basic Plan, the associated Annexes and Appendices, and the Brown Boxes. The Brown Boxes are the “To-Go” kits for the Incident Management Team, containing all necessary records and references for each team member.
- That departmental SOP’s are established and regularly updated.
- Associated MOU’s have been established and updated.

## Limitations

**Currently, there are limited numbers of personnel with the level of training needed.**

## Concept of Operations

**Every part of emergency operations must be well documented. To that end, the City of Cordova encourages all supervisors to immediately assign a scribe, with legible hand-writing, to accompany them and document all actions, information, and decisions made.**

- **Initial Recognition, Notification and Mobilization**

- The process of incident recognition and initial notification remain the same, no matter who initially recognizes the disaster. Dispatch is notified by calling 911, and they dispatch the appropriate department(s) to the scene. Dispatch personnel document this entire process.

- The on-scene Incident Commander relays information to the City Manager to determine the seriousness of the emergency. Level of Activation of the EOP (Level I, II, or III) is decided upon by the on-site commander, in conjunction with the City Manager. They may elect to implement the Plan at any level appropriate, based on guidelines outlined in the Basic Plan.
- Depending upon the situation, there are specific pre-designated “triggers” that will initiate a limited response from the City. The “triggers” are intended to create a proactive response from the City instead of a reactive one and will be used when a disaster is potentially imminent. Those triggers include 8 or more inches of rain in a 24 hours period, expected winds of 100 mph or more, snowfalls of 24 inches or more within 24 hours, severe expected ashfall or nuclear fallout, low reservoir water level, a school absenteeism rate of 5% or above, and prolonged, extreme cold .
- When the decision is made to declare an emergency and activate the EOP/EOC, the Incident Commander will request that Dispatch notify the Incident Management Team (IMT), via telephone or messenger, to report to the EOC. If the incident is obviously a major disaster (such as a major earthquake) the IMT will be expected to report to the EOC, regardless of notification. The IMT will take action to notify and mobilize the appropriate organizations which they are responsible for coordinating. This will be accomplished through telephones, pagers, or messengers, as appropriate. Additional appropriate response support agencies will be contacted by Dispatch via telephone or call-up rosters. Call-up rosters are available in Dispatch and updated as needed (at least annually) by the Emergency Management Coordinator.
- When the decision is made to declare an emergency and establish an EOC, the children of city employees and responders will be cared for (24/7) by the Parks and Recreation Staff, at Bidarki Recreation Center, along with any unsupervised children/orphans that are displaced as a result of the incident. Employees will be responsible to provide an emergency “To-Go” kit with each child if they use this service.
- If the EOP is activated, notification of additional first responders will be done through Dispatch, paging all personnel to respond to the fire hall, which is the official “check-in” site. Should the fire hall be unavailable or unsafe, the basement of the Cordova Community Baptist Church (Homeport) will be used. ALL responders, including volunteers , will FIRST check in.
- Detailed information collection and dissemination procedures are summarized in TAB 1.

- **Notification of Adjacent Jurisdictions**

- If appropriate, adjacent jurisdictions will be notified by the Incident Commander, to request or offer aid, or to alert them of a possible threat. Valdez will be notified by telephone, or by any one of their backup communication systems (Sat phone, ham radio, or VHF radio). Yakutat will be notified by telephone. Tatitlek, Chenega, Boswell Bay residents, Canoe Pass residents, and the hatcheries will also be notified, if appropriate. Call-up rosters are available in Dispatch (in the Emergency Resource Manual) and updated as needed, at least annually, by the Emergency Management Coordinator.

***\*\*\*See ANNEX C: COMMUNICATIONS for specific details on frequencies and telephone numbers.***

- **Incident Assessment**

- Initially, assessment information will be forthcoming from responding volunteers who have seen damage as they respond to the check-in site. Those responders will be expected to report damage to the Fire Chief upon their arrival at the fire hall. Information will include nature of the incident, estimated number of injuries or deaths, geographical area affected, apparent hazards, critical infrastructure affected, and property damaged. When first responders arrive at the scene, the on-scene commander assesses the situation, by whatever means appropriate, and relays that information to the City Manager via Dispatch (VHF radio or cell phone). Using the Level of Activation chart found in the Basic Plan they determine the seriousness of the event and determine the response priorities. If a disaster is declared and the EOC activated, the on-scene commander will relinquish control to the EOC Incident Commander, but will continue to monitor the scene.

## Organization and Assignment of Responsibilities

- **Incident Command** The following table indicate the coordination and overall responsibilities of individuals/departments:

P= Primary Responsibility S= Secondary Responsibility	DIRECTION AND CONTROL	COMMUNICATIONS	WARNING	PUBLIC INFORMATION	EVACUATION and SHELTER IN PLACE	MASS CARE and SHELTER	HEALTH and MEDICAL	LAW ENFORCEMENT	PUBLIC WORKS and TRANSPORTATION	FIRE, RESCUE, and EMS	HAZMAT	LOGISTICS	DAMAGE ASSESSMENT
	City Manager / Incident Commander	P		P		P							
Mayor	S			P									
City Clerk	S	S		S								P	
City Finance Director	S			S		S	S						S
Police Chief	S	S	S	S	S	S	S	P		S	S		S
Fire Chief	S	S	S	S	S	S	S			P	P		S
Public Works Director	S	S	S	S	S	S	S		P	S	S	S	P initial
Hospital Administrator	S	S	S	S	S	S	P						S
City Planner	S	S	S	S		S	S		S			S	P detailed
Superintendent of Schools	S	S	S	S	S	P	S					S	S
Harbormaster	S	S	S	S	S				S	S	S		S
Dispatch Supervisor	S	P	P										
Medical Branch	S						P						
Parks and Recreation						P						S	

# Organizational Chart for Cordova Incident Command System

**Policy Section:**  
Mayor, City Council, City  
Manager,  
Medical Advisor

**Incident Commander :**  
City Manager or Designee

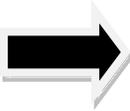
**Command Staff**

**Public Information Officer :** Mayor

**Safety Officer:**

**Liason Officer:**  
Information  
Services Director

**General Staff**



**Operations Chief:**  
Public Works Director

**Planning Chief:**  
City Planner

**Logistics Chief:**  
City Clerk

**Finance/Admin Chief:**  
City Finance  
Director

**Fire Rescue, EMS:**  
Fire Chief

**Law Enforcement:**  
Police Chief

**Public Works :**  
Public Works  
Supervisor

**Medical Branch:**

## **ICS ORGANIZATION**

The Emergency Operations Center is divided into 6 areas of activity, using the Incident Command System and ICS Forms. They are: the Policy Group, the Command Staff, and the General Staff composed of the following four sections--Operations Section, the Planning Section, the Logistics Section, and the Finance/Administration Section.

- **The Policy Group**

This group is made up of the Mayor, City Manager, council representatives, a Medical Branch representative, and representatives of other organizations as may be appropriate for the situation. The group will incorporate such general concepts as Incident Command System (ICS), National Incident Management System (NIMS), Multi-agency Coordination System (MACS), a PUBLIC INFORMATION SYSTEM and, if warranted, a UNIFIED COMMAND.

The purpose of this group is to provide the Incident Commander with overall policy guidance in responding to the disaster.

- **Incident Commander**

The Incident Commander is responsible for the implementation of this annex, as well as the responsibilities outlined in the position checklist.

***\*\*\*See Brown Boxes for Position Checklist***

- **The Command Staff**

This staff consists of special staff positions including Public Information Officer, Liason Officer, Safety Officer, and other positions as required who report directly to the IC. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements.

***\*\*\*See Brown Boxes for Position Checklist***

- **The General Staff**

The General staff is a group of incident management personnel organized according to function and reporting directly to the Incident Commander

1. The Operations Section

The Operations Section Chief is responsible for coordinating actions with the different Branches that make up this Section and ensuring assigned tasks are completed. The basic Branches within this Section (Fire/Rescue/EMS Branch, Law Enforcement Branch, Medical Branch, and Public Works Branch) fall under the supervision of Branch Directors which normally would be assigned to the department head of that department.

***\*\*\*See Brown Boxes for Position Checklist***

2. The Planning Section

Under the supervision of the Planning Section Chief this group performs a specialized function in the EOC and is responsible for collecting and assessing disaster data and making the information available to the Policy, Command and Operations Sections for use in their response. This Section tracks all resources assigned to the incident and their status (assigned, available, or out of service). This group is also responsible for developing the Incident Action Plan (IAP).

***\*\*\*See Brown Boxes for Position Checklist***

3. The Logistics Section

Under the supervision of the Logistics Section Chief this group is responsible for providing the manpower, equipment and facilities needed in support of incident activities. Resources are ordered by the Logistics Section.

***\*\*\*See Brown Boxes for Position Checklist***

4. The Finance/Administration Section

This section, under the supervision of the Finance/Administration Section Chief, keeps track of costs and handles all financial transactions associated with the disaster.

Finance/Administration is responsible for ensuring the cost-effectiveness of resources.

***\*\*\*See Brown Boxes for Position Checklist***

## **ON-SCENE INCIDENT COMMAND POST (ICP)**

- If a disaster occurs in an isolated area, or if the disaster requires extensive coordination of emergency service forces, a field Incident Command Post may be established by the appropriate department or agency, utilizing radio communications to Dispatch. The Incident Commander, or Unified Command, of this incident will be determined by the nature of the disaster and the lead agency requirements.
- The Incident Command Post will be established at a safe distance from the incident, but in full view of the responders. The Command Post may vary in nature but will be clearly marked with flags (if weather/wind allows) and its location announced to all responders on the radios and pagers.
- Activities and coordination between the ICP and the EOC will be communicated via VHF radios or cell/sat phones, through Dispatch. Level of Activation is decided by the on-site commander, in conjunction with the City Manager, and will depend on the size of the event and the overall impact it has on the community, or upon specific requests of the primary responding agency. They may elect to fully, or partially, activate the EOC.
- Contact between the EOC staff and their individual Sections will be maintained (whenever possible) through direct contact, with family service radios (FSR) or telephones serving as backup communications.
- Direct communications between the on-scene responders will be accomplished through direct contact, messenger, or radio transmissions. Communications will be on whatever frequency the situation dictates.
- Communications with off-scene agencies that have a response role will vary. They will be accomplished through the most appropriate means, depending upon the situation.
- The IC will request additional resources/support by contacting the Department of Homeland Security and Emergency Management at 907-478-2337, as appropriate. A Disaster Declaration and Request of Assistance must be in place prior to the IC requesting the additional resources.
- Individual citizens and volunteer groups who arrive on-scene, unsolicited, will be directed to the Check-in site, where they will be registered and assigned.

## **EMERGENCY MANAGEMENT COORDINATOR**

- An Emergency Management Coordinator may be the City Manager, or may be appointed by the City Manager. The Emergency Management Coordinator will be the key element in emergency planning. The Emergency Management Coordinator is responsible for the establishment of the EOC, for maintaining the call-out rosters and resource lists, for completion of the annual GAP analysis, for training any new IMT members, for coordinating After Action Reviews (AAR), for maintaining the EOP, and for maintaining the Emergency Operation Center SOPs.

## **EMERGENCY OPERATIONS CENTER (EOC)**

- **EOC STANDARD OPERATING PROCEDURES**

The purpose of the EOC is to provide a central location for coordination of response efforts.

The EOC will be established when the Incident Commander declares a city emergency, and activates the EOP.

EOC SOPs have been established and copies are located in all the Brown Boxes. The EOC SOP Manual is maintained by the Emergency Management Coordinator and reviewed and/or updated as needed, at least annually.

- **EMERGENCY OPERATIONS CENTER (EOC) LOCATION**

Upon declaration of a disaster, the Emergency Operations Center, located in City Hall, will be activated.

If the primary EOC is unavailable, the Incident Commander will select another facility to be used as an EOC. The designated alternate EOC's are the Cordova Telephone Cooperative (CTC) or the USDA-Forest Service (USFS), Cordova Ranger District Office. One will serve as the EOC.

***\*\*\*See Tab 2 to this Annex for more information about the alternate EOC***

## **CONTINUITY OF OPERATIONS**

The City of Cordova has a COOP plan. The EOC is capable of being operated continuously for the duration of a disaster, as well as moving from one location to another. Each position within the EOC has a line of succession of two or more persons. Additionally, the CVFD Disaster Management Team can assist with/or assume IMT positions and/or assume these positions. Shift changes will occur every 12 hours. The hours of EOC operation will depend upon the disaster situation and the necessity of 24 hour response.

## **DAMAGE ASSESSMENT**

- The initial damage assessments will be the responsibility of Public Works, assisted by City Police.
- As the response phase continues to unfold, the EOC incorporates damage assessment and preparation for recovery phase functions into its plan. At the request of City officials, the SECC will deploy certified Damage Assessment Evaluators to the impacted area to evaluate buildings and facilities affected by the disaster. The EOC will begin pinpointing the locations where damage occurred and, when the evaluators arrive, designate guides for joint State/local damage assessment teams.

***\*\*\*See Annex I: PUBLIC WORKS and TRANSPORTATION for specific details***

## **RESOURCE MANAGEMENT**

- City resources are the responsibility of individual departments. Departmental SOP's shall address the plans and procedures for resources management and update the resource list annually, reporting it to the Emergency Management Coordinator. He will then update the Emergency Resource Manual.
- During a disaster, the Resource Unit Leader will manage incoming resources.
  - Volunteers will be directed to the check in point (fire hall or, in the event of a tsunami, Cordova Community Baptist Church) , registered , and assigned duties.
  - Two donation/incoming resource sites will be established, one in-town (site to be determined depending upon the incident) and one at the Mile 13 airport SREB (Snow Removal Equipment Building). The SREB will be the staging area for donations coming by air. The in-town site will be the donation/incoming resources staging area for resources nearer to the City center. Those staging areas will also be the distribution sites.
  - Some resources, such as the mass casualty trailer, pandemic flu supplies, and extra medical supplies have been prepositioned at the Mile 4.5 CVFD substation, out of the potential tsunami zone. The Public Health Nurse also has a cache of medical supplies, if necessary.

## **CRITICAL INFRASTRUCTURE and KEY RESOURCE RESTORATION**

**Likely damage to Critical Infrastructure and Key Resources in a disaster would include: severed underground telephone and electrical lines, compromised transportation routes, water/sewer line damage, bulk fuel tank damage, harbor/dock damage, and damage to the hospital, the clinic, and public buildings .**

- All Recovery and restoration contractors offering services will first be checked for credentials through the Administration/Finance Section Chief.
- State, federal, or private organizations assisting in the repair/restoration of Critical Infrastructure and Key Resources will be coordinated through the Administrative/Finance Section Chief.
- Local roads , bridges, and culverts will be repaired by the agency responsible for them
  - ***\*\*\*See Annex I: PUBLIC WORKS and TRANSPORTATION for responsible agencies***
- Damaged water/waste systems will be repaired/restored by the Water and Sewer Division of Public Works. Temporary water and waste systems will be provided until repairs can be made, with priority being public shelters.
- Repair and restoration of vital services will be done by the associated agencies, according to their internal SOP's and emergency plans. CTC will restore telephone/internet service. CEC will restore electricity damage. Shoreside Petroleum will be responsible for repairs to the fuel tank farms. Safety inspections will also be provided by those agencies before the general public is allowed back into a damaged and/or evacuated area.
- Repair of the harbor and docks will be the responsibility of the City Harbor Department
- Initial debris removal will be the responsibility of Public Works, including coordination of road closures and alternate routes of access.
- Fuel is delivered to Cordova via marine transportation to the docks. There is enough fuel in Cordova to be self sufficient for many days. However, in the unlikely event of a fuel shortage, or severe damage to the docks, it will be handled by transporting fuel in via aircraft.

## **DEBRIS MANAGEMENT**

- The City will coordinate the cleanup and disposal of debris from the disaster according to the following process:
- The Cordova Refuse Department will be the agency responsible to coordinate the debris collection and removal activities according to their debris management plans and SOP's.
- The PIO will communicate debris management instructions to the general public, according to Refuse Department advice.
- The Public Health Nurse will be responsible to assess and resolve potential health issues related to the debris removal process. She will also develop procedures used to inspect and arrange for the inspection and subsequent disposal of contaminated food supplies from restaurants, grocery stores, or any other sources.
- Technical assistance will be requested, if necessary, from Alaska Environmental Protection Agency, as well as the State Department of Public Health.
- If there are unsafe buildings remaining after a disaster, Public Works and contracted local builders will determine any condemnation process necessary to protect the public .

# TAB 1

## ANNEX A: DIRECTION, CONTROL, and COORDINATION

### INFORMATION COLLECTION and DISSEMINATION

Information Collected From:	Information Disseminated To:	Coordinated through:	Via:	Time Information is needed:
<b>BEFORE EVENT</b>				
Outside Agencies	City	City Hall	Telephone 424-6200 Fax 424-6120	n/a
<b>DURING EVENT</b>				
On Scene	Incident Commander or EOC	Dispatch /Message Center	VFH radio	Every 15 minutes
Outside Agencies	Incident Commander or EOC	Joint Information Center (JIC)	Messenger	Duration of incident
EOC or On Scene	General Public	PIO	KLAM, town meeting, or regular briefing outside City Hall	As appropriate, at least 1x/day-noon
Technical Specialists	EOC	directly	Phone, in person, fax, email	As appropriate
SECC	EOC	directly	Phone, email, fax,	As needed
General Public	EOC	Dispatch/ Message Center	Phone, in person	
<b>AFTER EVENT</b>				
Outside Agencies	City	City Hall	Telephone 424-6200 Fax 424-6120	

## **GENERAL INFORMATION PROCEDURES**

- Numerous dedicated telephone lines will be established to the message center immediately.
- All emails and faxes will be printed and eventually filed with the Documentation Unit. Additionally, all telephone conversations will be recorded in Unit Logs (ICS Form 214) and eventually filed with Documentation Unit.
- Messages will be documented on the Master EOC Message Log and subsequently sent via the General Message Form (ICS Form 213).
- The Message Center will immediately be established by the Communications Unit Leader and he will assign personnel to handle influx of telephone calls/faxes.
- The PIO will immediately establish a JIC, as well as numerous dedicated telephone lines to the JIC to accommodate influx of information.

## **INTELLIGENCE/INVESTIGATIVE INFORMATION COLLECTION**

**The collection, analysis, and sharing of incident-related intelligence are important elements of this EOP.**

- Dispatched on the incident needs, the information and investigations function may be activated as a fifth Section, as an element within the Operations or: in Planning Sections, or as part of the Command Staff.
- Although the potential for terrorist activity is minimal in Cordova, it must be anticipated. Three incident intelligence areas will be focused upon, if the need to collect intelligence/investigative information arises: situation status, resource status, and anticipated incident status or escalation (e.g. weather forecasts, location of supplies, etc)
- Input from local Law Enforcement agencies will guide the intelligence information collection, analysis, and sharing.
- Intelligence information will not be shared with the general public via the PIO.
- All efforts will be made to cooperate with State and Federal authorities with regards to intelligence information.

## TAB 2

### DIRECTION, CONTROL, and COORDINATION

#### ALTERNATE EOC INFORMATION

- ❖ The alternate EOC's are in the conference room of the Cordova Telephone Cooperative or the US Forest Service Building...or both, if necessary.
- ❖ Cordova Telephone Cooperative has 4 established telephone lines incoming and capability to establish ~60 outgoing telephone lines.
- ❖ The USFS has numerous landlines established for incoming/outgoing calls. There is no computer access; therefore, laptops would be essential. There is wireless internet access available.
  
- ❖ The table below lists all supplies to be moved to Alternate EOC, if necessary.

<b>Supplies</b>	<b>From:</b>	<b>To:</b>	<b>By:</b>
Brown Boxes	Fire Hall	EOC	IC and Section Chiefs
City Server	City Hall	EOC	City Manager
Computers/Printers/Fax machines	City Hall	EOC	IC and Section Chiefs
Back-up Logs	City Hall	EOC	IC and Section Chiefs
Maps of Cordova	City Hall	EOC	Planning Chief
Plotter	City Hall	EOC	Planning Chief
All telephones	City Hall	EOC	Each employee

**Specific responsibilities for the following jobs are found in the Position Checklist. The abbreviation for each position is found in the table below.**

Incident Commander	IC
Operations Section Chief	OSC
Police Department	PD
Cordova Volunteer Fire Department	CVFD
Harbor Department	HAR
Cordova School District	CSD
Emergency Management Coordinator	EMC
Public Works	PW
Shelter Manager	SM
Fire Chief	FC
Emergency Management Organization	EMO
Logistics Section Chief	LSC

## **POSITION CHECKLIST: DIRECTION, CONTROL and COORDINATION**

\*\*\*If it is a PRIMARY responsibility, it will be in **BOLD and underlined**

<b>Responsibility/Task</b>	<b><u>Who is Responsible?</u></b>
<b>PREPARATION</b>	
Maintain a personnel alerting or call-up roster for evacuation procedures	<b><u>CVFD</u></b>
Maintain/update the volunteer Disaster Registry, identifying special needs citizens	<b><u>EMC</u></b>
Maintain primary and secondary communications systems and regularly test warning systems	<b><u>ALL ENTITIES</u></b>

Review assignments of all personnel and brief those who will have emergency tasks to perform	<b><u>ALL ENTITIES</u></b>
Have vital equipment in the condition necessary for evacuation procedures	<b><u>ALL ENTITIES</u></b>
Identify hazard areas that may require evacuation	<b><u>EMO</u></b>
Inventory population within hazard areas that may require evacuation	<b><u>EMO</u></b>
Develop evacuation/shelter in place plans, procedures, and training programs for public information on warning signals and evacuation routes in the community	<b><u>EMC</u></b>
Identify transportation resources for use during emergencies	<b><u>EMC</u></b>
Identify critical supplies and equipment that may have to be moved and arrange for transportation of same if an evacuation is declared	<b><u>ALL ENTITIES</u></b>
Identify special needs population groups requiring special assistance during evacuation (i.e. senior citizens, handicapped and disabled, etc.). The “Disaster Registry” must be used to facilitate locating and assisting the at-risk population.	<b><u>EMC</u></b>
Maintain/update current MOU’s with neighboring jurisdictions that may receive evacuees	<b><u>EMC</u></b>
<b>RESPONSE</b>	
Identify appropriate evacuation routes, taking into account road capacities, conditions, and weather	<b><u>PW</u></b>
Ensure shelter facilities are properly signed	<b><u>SM</u></b>
Prepare emergency public information about evacuation routes and procedures and disseminate this information as appropriate	<b><u>PIO</u></b>
Notify DHS&EM of possible evacuation and State assistance required to support the evacuation	<b><u>IC</u></b>
Move critical supplies and equipment to a safe area	<b><u>ALL ENTITIES</u></b>
Manage, or possibly relocate incarcerated persons, if necessary	<b><u>PD</u></b>
Determine population numbers that must be relocated, appropriate reception areas, and evacuation routes and resources to support an efficient and effective evacuation effort	<b><u>IC</u></b>
Issue evacuation or shelter in place orders	<b><u>IC or FC or PD</u></b>
Evacuate or shelter in place students, if necessary	<b><u>CSD</u></b>
Disseminate emergency public information on affected areas requiring evacuation, evacuation routes and reception areas for the relocated population	<b><u>PIO</u></b>
Coordinate traffic and perimeter control, as well as security for the evacuation area	<b><u>PD</u></b>

Procure the volunteer "Disaster Registry" for special needs population groups and evacuate them. Patients and Long-Term-Care residents at the Cordova Community Medical Center may require ambulance transportation	<u>IC</u>
Coordinate reception areas for receiving the relocated population	<u>CSD and/or SM</u>
Provide Situation Leader with the current status of Evacuation operations/resources	<u>OSC</u>
Maintain records accurately, including using NIMS logs daily (Form 214)	<u>ALL ENTITIES</u>
<b>RECOVERY</b>	
Prepare emergency public information about procedures to return to homes/businesses or to terminate shelter in place	<u>PIO</u>
Arrange transportation for essential workers to commute to hazardous areas	<u>LSC</u>
Coordinate the relocation of the sheltered population or return to evacuated areas with other EOC staff when safe	<u>IC</u>
Coordinate traffic control for return	<u>PD</u>
Assist displaced citizens in returning to their homes/businesses	<u>CVFD, PW</u>
Address any associated health concerns or actions that returning evacuees should take when returning to homes or businesses	<u>PHN, PIO</u>
Coordinate with Public Information Office to disseminate recovery and disaster assistance information	<u>ALL ENTITIES</u>
Take actions necessary to restore public confidence	<u>ALL ENTITIES</u>
Restock supplies and equipment used in the event and return any equipment obtained from other agencies after proper cleaning/inspection	<u>ALL ENTITIES</u>
Submit an itemized list of all damaged equipment and supplies Finance/Administration Section	<u>ALL ENTITIES</u>
Provide appreciation and recognition to solicited and non-solicited volunteers and to state and federal personnel sent to help	<u>ALL ENTITIES</u>
Perform an incident critique	<u>ALL ENTITIES</u>
Complete and submit necessary reports and paperwork to appropriate agencies	<u>ALL ENTITIES</u>

