

**STATE OF CALIFORNIA
DEPARTMENT OF WATER RESOURCES
DIVISION OF FLOOD MANAGEMENT**

The seal of the Department of Water Resources, State of California, is a circular emblem. It features a central map of California with a blue mountain range and a yellow sun in the background. The map is set against a background of horizontal lines in shades of blue and green. The words "DEPARTMENT OF WATER RESOURCES" are written in a semi-circle at the top, and "STATE OF CALIFORNIA" is written in a semi-circle at the bottom.

**DWR
INCIDENT
COMMAND SYSTEM
FIELD OPERATIONS
GUIDE
420-1**

**REVISION
2005**

FIELD OPERATIONS GUIDE
TO THE
DWR INCIDENT COMMAND SYSTEM



STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF WATER RESOURCES
DIVISION OF FLOOD MANAGEMENT

FIELD OPERATIONS GUIDE
DWR/ICS 420-1
REVISED OCTOBER 2005

FOREWORD

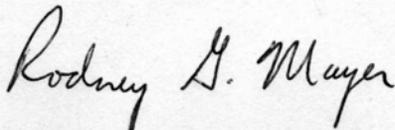
The Department of Water Resources (DWR) uses the Standardized Emergency Management System (SEMS) for the coordination, planning and response to all flood and non-flood emergencies. The Incident Command System (ICS) is a key component of SEMS at the field level. DWR began using ICS in 1988 to manage non-fire emergency operations in the field. Successful application of the ICS by DWR during the 1995, 1997, and 1998 flood emergencies and most recently the 2004 Jones Tract levee break resulted in effective field response times to those incidents.

ICS is a field management process that facilitates orderly and effective response to a single incident or to multiple incidents that are occurring simultaneously. This Field Operations Guide provides guidance for the application of ICS to any planned or unplanned event. All personnel involved in the incident, both in the field and at the command post, must be familiar with ICS to effectively utilize the system.

This Guide is written with an emphasis towards flood emergencies and highlights those ICS positions and organizations typically used by DWR. All major elements of ICS are retained in this Guide (DWR/ICS 420-1, revised October 2005). For additional ICS information, the reader is referred to the current edition of FIRESCOPE (Field Operations Guide Incident Command System Publication, ICS 420-1, June 2004).

When activated by the Chief of the Flood Operations Branch, the State-Federal Flood Operations Center (FOC) will carry out the mobilization of incident command teams for flood emergencies and set priorities as needed. For non-flood emergencies, the activation and deployment of DWR emergency response teams or other resources will occur as directed by the Department Operations Center (DOC) or in conformance with the DWR Emergency Response Plan, Business Resumption Plan, or other SEMS/ICS based plan.

The FOC has published Guidelines for Flood Fight Specialists and Initial Attack Incident Commanders – April 2003 as a guide for first responders. Emergency response staff stationed at the FOC should refer to DWR's "Flood Emergency Operations Manual" for their responsibilities.



Rodney G. Mayer, Acting Chief
Division of Flood Management

Field Operations Guide to the DWR Incident Command System

ORGANIZATION

STATE OF CALIFORNIA
Arnold Schwarzenegger, Governor

THE RESOURCES AGENCY
Mike Chrisman, Secretary for Resources

DEPARTMENT OF WATER RESOURCES
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Acting Chief Deputy Director

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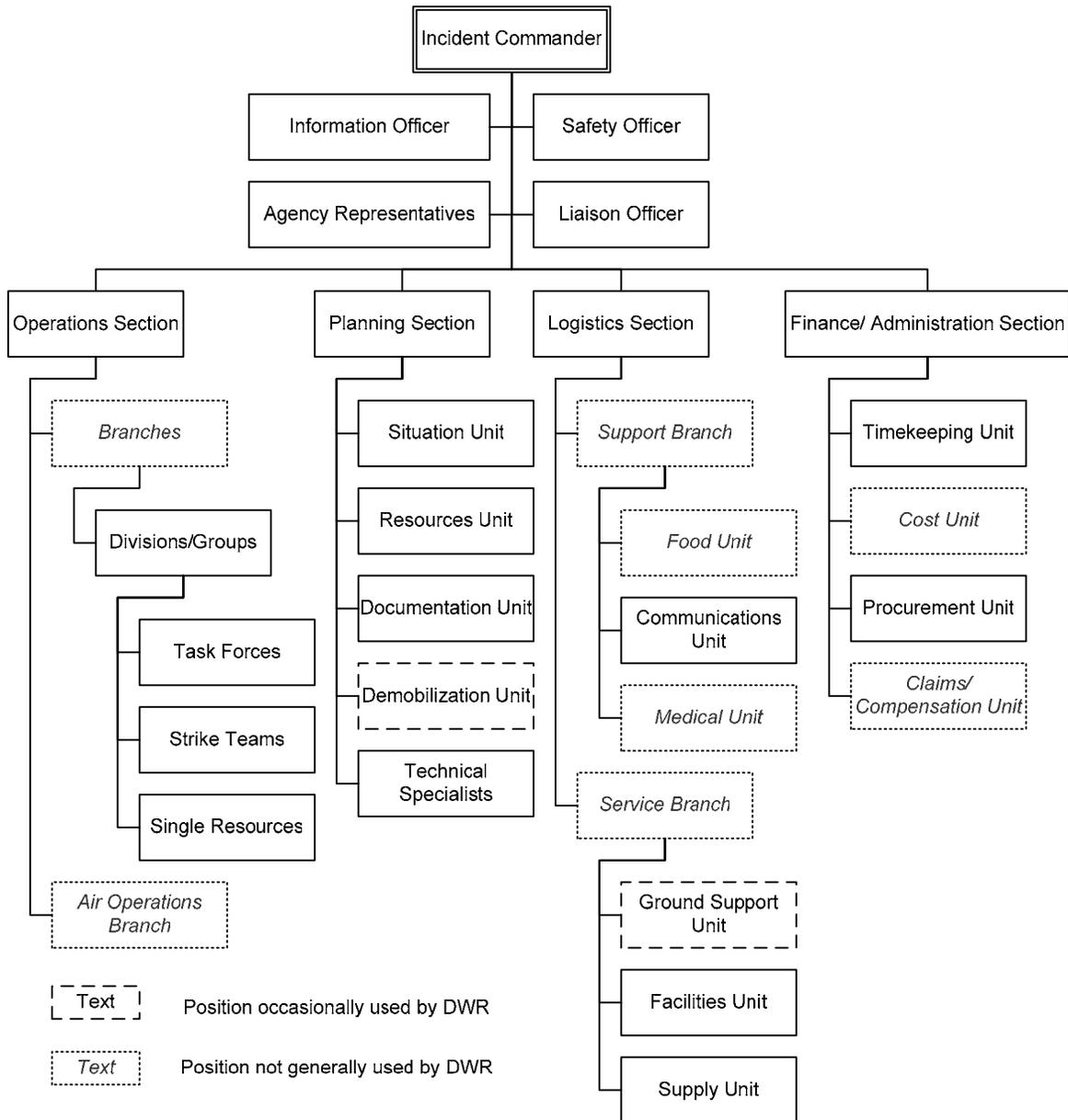
APPENDICES

A	Meteorological, Hydrologic, and Planning Information
B	DWR Facilities Map and Addresses
C	DWR / ICS Map Legend Symbols
D	Agency Contact List
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INCIDENT COMMAND SYSTEM (ICS)

Typical ICS Structure

A generalized ICS organization chart is shown below. The boxes with dashed borders are only occasionally used and the boxes with italic print are generally not used by DWR.



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Incident Action Plan (IAP)

The IAP is a compilation of reports and completed forms detailing all aspects of the incident for each Operational Period.

The checklist below shows the responsibilities of each individual involved in preparing IAP.

IC = Incident Commander
PSC = Planning Section Chief
OSC = Operations Section Chief
LSC = Logistics Section Chief
ASC = Finance/Administration Section Chief
SO= Safety Officer

<u>CHECKLIST</u>	<u>PRIMARY RESPONSIBILITY</u>
<input type="checkbox"/> Briefing on situation and resource status	PSC
<input type="checkbox"/> Set control objectives	IC
<input type="checkbox"/> Specify tactics for each Group	OSC
<input type="checkbox"/> Specify resources needed by Groups	OSC, PSC
<input type="checkbox"/> Specify Operations facilities and reporting locations--plot on map	OSC, PSC, LSC
<input type="checkbox"/> Place resource and personnel orders	LSC
<input type="checkbox"/> Consider communications, medical and traffic plan requirements	PSC, LSC
<input type="checkbox"/> Finalize, approve and implement IAP	IC, PSC, OSC LSC, ASC, SO

Note: Not all incidents will require a written IAP. The need for written plans and attachments is based on incident requirements and the decision of the IC.

COMMON RESPONSIBILITIES

The following are common responsibilities applicable to all ICS personnel:

- a. Receive assignment, including:
 - 1. Job assignment
 - 2. Cost object number
 - 3. Reporting location
 - 4. Reporting time
 - 5. Travel Instructions
 - 6. Point of Contact
 - 7. Duration of duty
- b. Upon arrival at the incident, check-in at the designated location. Check-in may be found at:
 - 1. Incident Command Post (ICP)
 - 2. Incident Site
 - 3. Base or Camp
 - 4. Staging Area
 - 5. If instructed to report directly to a line assignment, be sure to check-in with the assignment Supervisor
- c. Receive briefing from immediate supervisor
- d. Acquire work materials
- e. Conduct all tasks in a safe manner
- f. Organize and brief subordinates
- g. Know the communications procedures including assigned frequency (ies) and ensure that communications equipment is operating properly
- h. Use clear text and ICS terminology in all radio communications. Radio communications to the Incident Communications Center will be addressed:“(Incident Name) Communications (e.g. “Walnut Grove Communications”)”
- i. Complete forms and reports required of the assigned position and send material through supervisor to the Documentation Unit
- j. Respond to demobilization orders
- k. Brief subordinates regarding demobilization and brief subordinates regarding demobilization

Unit Leader Responsibilities

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent sections.

- a. Participate in incident planning meetings as required
- b. Know current status of unit activities
- c. Confirm dispatch and estimate time of arrival of staff and supplies
- d. Assign specific duties to staff and provide supervision
- e. Develop and implement accountability, safety and security measures for personnel and resources
- f. Supervise demobilization of unit, including storage of supplies
- g. Maintain unit records, including Unit Activity Log (DWR/ICS 214)

UNIFIED COMMAND

A Unified Command fills a critical need in the management of a multi-agency or multi-jurisdictional incident. A Unified Command integrates the management of resources from multiple agencies into one operational organization that is managed and supported by one command organization. A Unified Command is an integrated, multi-disciplined organization.

A Unified Command allows all agencies with a relevant jurisdictional responsibility for an incident and an objective that requires accommodation by the Incident Command to participate in the management of the incident. The participants develop and implement a common set of incident objectives and strategies that all can subscribe to, without losing or abdicating agency authority, responsibility or accountability. Those agencies that participate in a Unified Command should have statutory responsibility for some portion of the incident or event. Agencies that contribute resources, but have no such jurisdictional responsibility, should participate by assigning Agency Representatives.

A Unified Command incorporates the following principles:

- a. One set of objectives
- b. A collective approach to developing strategies
- c. Information flow and coordination among all jurisdictions and agencies
- d. Understanding priorities, capabilities, and limitations of each participant
- e. Agency authority/legal requirements maintained
- f. Plans, actions and constraints are known by all participants
- g. Agency assignments are optimized under a single IAP
- h. Elimination of duplicative efforts to reduce incident costs and minimize frustration and conflict

AREA COMMAND

An Area Command is established on a specific geographic basis to manage a very large incident or multiple incident command teams. The Area Command can be a single Area Command or a Unified Area Command. The principal responsibility of an Area Command is to develop overall objectives and to coordinate the development of objectives and strategies. The Area Command will set priorities for the allocation and use of critical resources assigned to the incident(s) within the Area Command.

The organization of an Area Command is normally small. Generally, only Command, Planning and Logistics functions are carried out. Specialists are often assigned to other areas on an as-needed basis.

COMMAND STAFF

Incident Commander (IC) - (ICS 220-1)

The IC is responsible for overall management of incident activities including the development and implementation of strategic decisions and approving the ordering and release of resources. Additional IC responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Receive assignment letter assigning Incident Command Team (ICT) to incident
- c. Assess incident situation or obtain incident briefing and Incident Briefing Form (DWR/ICS 201) from prior IC
- d. Determine incident objectives and strategy
- e. Establish the immediate priorities
- f. Establish the ICP and/or activate elements of ICS
- g. Brief Command Staff and Section Chiefs
- h. Ensure planning meetings are conducted
- i. Approve and authorize implementation of IAP
- j. Ensure that adequate safety and personnel accountability measures are in place
- k. Coordinate Command and General staff activity
- l. Coordinate with key people and officials
- m. Determine information needs and inform command personnel of needs
- n. Manage incident operations
- o. Approve requests for additional resources and requests for release of resources
- p. Authorize release of information to news media
- q. Keep agency administrator informed of incident status and participate in coordination and management briefings
- r. Ensure Incident Status Summary (DWR/ICS 209) is completed and forwarded to the FOC or other Emergency Operations Center (EOC) or Department Operations Center (DOC)
- s. Maintain Unit Activity Log (DWR/ICS 214)

Note: References listed after position titles throughout this guide refer to ICS position manuals. These manuals describe in detail the full duties and responsibilities for each ICS position relative to the ICS component of the National Interagency Incident Management System (NIIMS). Some of these manuals are available on-line at: <http://www.firescope.org/>.

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Information Officer (IO) - (ICS 220-2)

The IO is responsible for developing and releasing information about the incident to the news media and other appropriate agencies and organizations. Additional IO responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from IC, including any limits on information release
- c. Contact assisting and supporting agencies to coordinate public information activities
- d. Develop material for use in media briefings
- e. Obtain approval for release of information from IC
- f. Release information to news media, conduct media briefings and post information in ICP and other appropriate locations
- g. Arrange for tours and other interviews or briefings that may be required
- h. Attend meetings to update information releases
- i. Obtain media information that may be useful to incident planning
- j. Maintain Unit Activity Log (DWR/ICS 214)

Safety Officer (SO) - (ICS 220-4)

The SO develops and recommends measures for assuring personnel safety by assessing actions that could result in unsafe situations. Having full authority of the IC, the SO can exercise emergency authority to stop or prevent unsafe acts or activities. SO responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from IC
- c. Participate in planning meetings
- d. Review IAP for safety implications
- e. Identify hazardous situations associated with the incident
- f. Identify potentially unsafe situations
- g. Exercise emergency authority to stop and prevent unsafe acts and communicate such exercise of authority to the IC
- h. Initiate appropriate mitigation measure, i.e., personnel accountability, Swift Water Rescue Teams, onsite EMS Teams, etc.
- i. Investigate accidents that have occurred within incident areas
- j. Review and approve Medical Plan (DWR/ICS 206)
- k. Develop and communicate incident safety messages as appropriate
- l. Maintain Unit Activity Log (DWR/ICS 214)

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Liaison Officer (LO) - (ICS 220-3)

The LO is the point of contact for assisting and cooperating Agency Representatives. This includes Agency Representatives from the Governors Office of Emergency Services, California Department of Forestry and Fire Protection, California National Guard, California Conservation Corps, local government, law enforcement, public works and engineering organizations, Red Cross, etc. LO responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from IC
- c. Provide a point of contact for assisting/cooperating Agency Representatives
- d. Assist in establishing and coordinating interagency contacts
- e. Keep agencies supporting the incident informed about incident status
- f. Identify and document the names of Agency Representatives from each agency, obtain a 24-hour contact number
- g. Monitor incident operations to identify current or potential inter-organizational problems
- h. Participate in planning meetings by providing current status, including limitations and capabilities, of assisting agency resources
- i. Maintain Unit Activity Log (DWR/ICS 214)

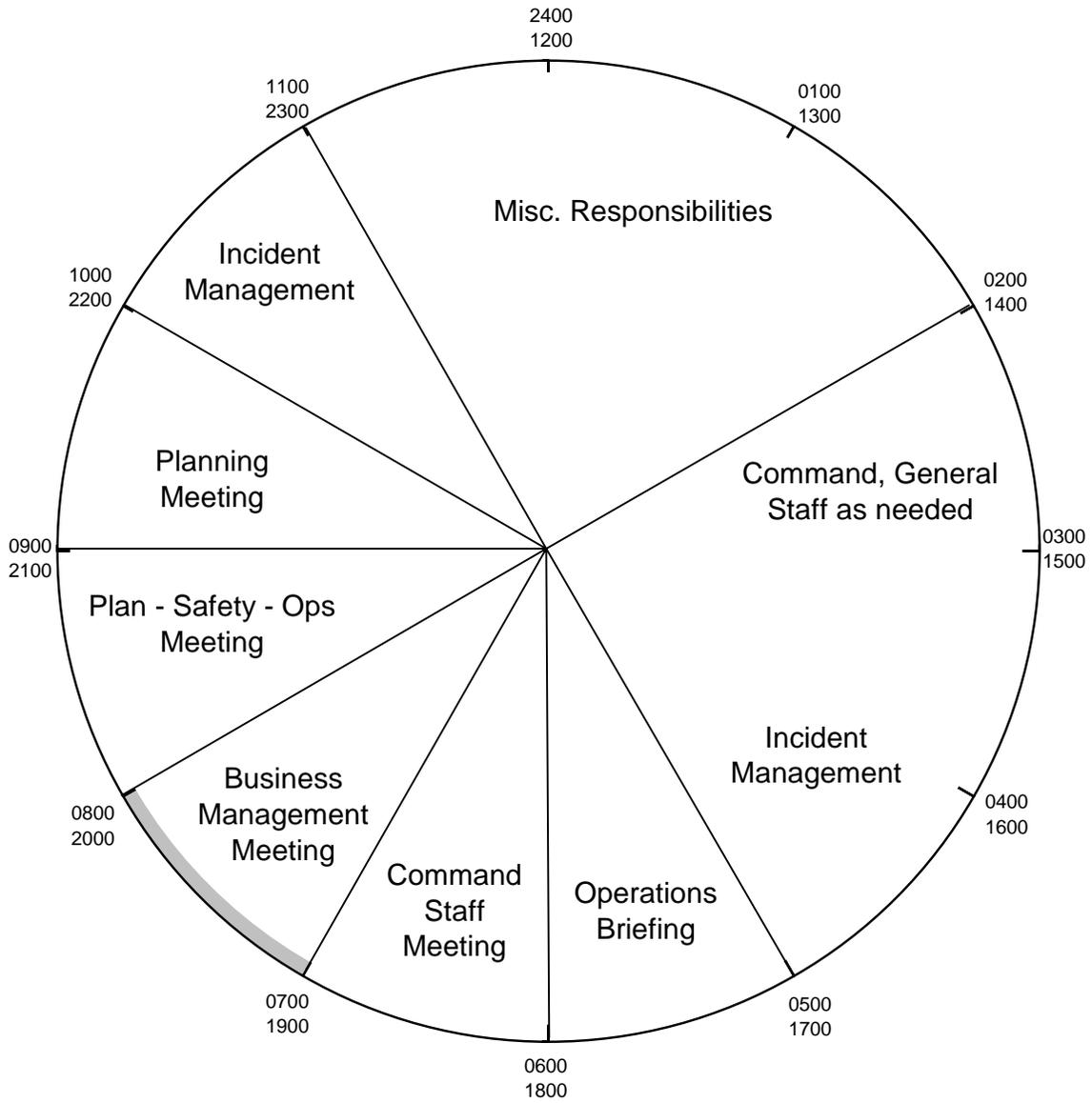
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Agency Representative - (ICS 220-5)

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting the agency's participation at the incident. Agency Representatives typically check in at the ICP and report to the LO. If a LO has not been assigned to the incident Agency Representatives report to the IC. Agency Representative responsibilities include:

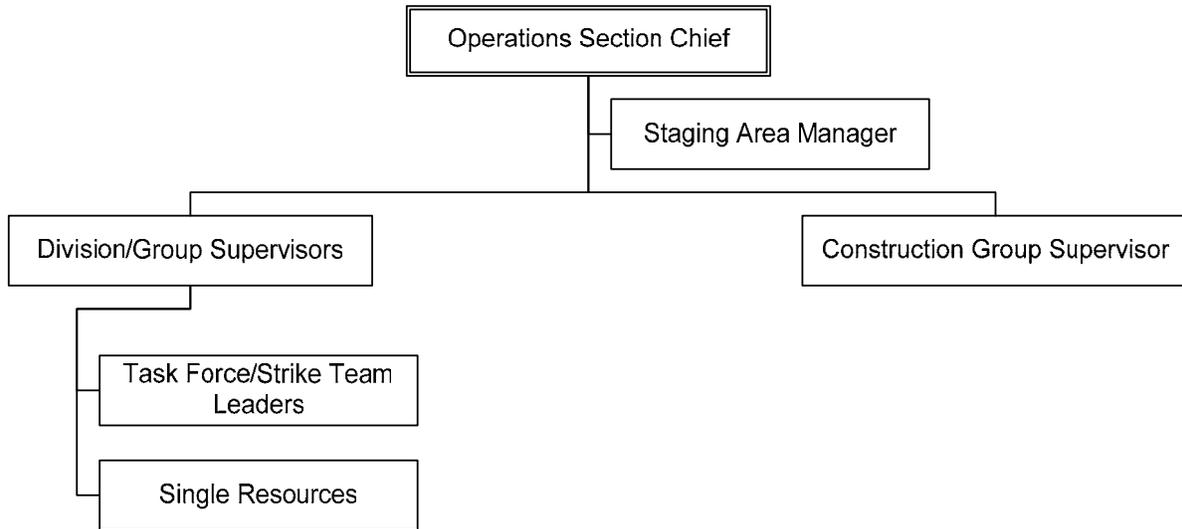
- a. Complete DWR/ICS 211 (Check-in List), and ensure that all agency resources have completed check-in
- b. Review Common Responsibilities (Page 3)
- c. Obtain briefing from LO/IC
- d. Inform agency personnel on the incident that the Agency Representative position has been filled
- e. Attend briefings and planning meetings as required
- f. Provide input on use of agency resources if resource technical specialists are not assigned
- g. Cooperate fully with IC and General Staff on agency's involvement at the incident
- h. Oversee the well-being and safety of agency personnel assigned to incident
- i. Advise LO/IC of any special agency needs or requirements
- j. Report to agency dispatch or headquarters on prearranged schedule
- k. Ensure that all agency personnel and/or equipment is properly accounted for and released prior to departure
- l. Ensure that all required agency forms, reports and documents are completed prior to departure from the incident
- m. Have debriefing session with LO/IC prior to departure
- n. Maintain Unit Activity Log (DWR/ICS 214)

Command Staff Planning Cycle Guide



Example based on 12-hour operational period.

OPERATIONS SECTION



Operations Section Chief (OSC) - (ICS 222-1)

The OSC, a member of the General Staff, is responsible for the management of all operational activities directly applicable to the primary mission. The OSC activates and supervises field staff in accordance with IAP. The OSC also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to IAP as necessary, and briefs IC. A Deputy OSC may be appointed and may be assigned specific tasks, i.e., construction operations, day/night operations, etc. Additional OSC responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from IC
- c. Develop IAP with IC
- d. Brief and assign operations personnel in accordance with IAP
- e. Supervise operations
- f. Determine needs and request additional resources
- g. Review suggested list of resources to be released and initiate recommendation for release of resources
- h. Assemble and disassemble strike teams assigned to Operations Section
- i. Report information about special activities, events, and occurrences to IC
- j. Attend planning meetings
- k. Maintain Unit Activity Log (DWR/ICS 214)

Staging Area Manager

The Staging Area Manager is responsible for managing all activities within a Staging Area. Staging Area Manager responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Proceed to Staging Area
- c. Establish Staging Area Layout
- d. Determine any support needs for equipment, feeding, sanitation and security
- e. Establish check-in function as appropriate
- f. Post areas for identification and traffic control
- g. Request maintenance service for equipment at Staging Area as appropriate
- h. Supervise activities within the Staging Area
- i. Respond to request for resource assignments *(Note: This may be direct from Operations Section or via the Incident Communication Center/ICP)*
- j. Obtain and issue receipts for equipment and supplies distributed and received at Staging Area
- k. Determine required resource levels from OSC
- l. Advise the OSC when reserve levels reach minimums
- m. Maintain and provide status to Resources Unit of all resources in Staging Area
- n. Maintain Staging Area in an orderly condition
- o. Demobilize Staging Area in accordance with Incident Demobilization Plan
- p. Maintain Unit Activity Log (DWR/ICS 214)

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Division or Group Supervisor - (ICS 222-3)

Division and Group Supervisors report to OSC. The Supervisor is responsible for implementing the assigned portion of IAP, assignment of resources within the Group, reporting on the progress of operational activities and status of resources within the Group. Each emergency will dictate what groups are necessary to facilitate an effective response. For example, a flood emergency may dictate that all, some, or none of the following functional Groups be activated; Patrol Group(s), Flood Fight Group(s), Boat Group, Construction Group (see next section), Geotechnical Group, Water Monitoring Group. Additional Division or Group Supervisor responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from the OC
- c. Implement IAP for Division or Group
- d. Provide IAP when available to subordinate leaders
- e. Identify resources assigned to the Division or Group
- f. Review Division or Group assignments and incident activities with subordinates and assign tasks
- g. Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Division or Group
- h. Coordinate activities with additional Division or Group Supervisors
- i. Determine need for assistance on assigned tasks
- j. Submit situation and resources status information to OSC
- k. Report special occurrences or events (e.g., accidents, sickness) to OSC
- l. Resolve logistics problems within the Division or Group
- m. Participate in the development of Division or Group Plans for next operational period
- n. Attend planning meetings at the request of the OSC
- o. Maintain incident roads within the boundaries of the Division
- p. Maintain Unit Activity Log (DWR/ICS 214)

Task Force/Strike Team Leaders - (ICS 222-4)

Task Force/Strike Team Leaders report to the Division or Group Supervisor and is responsible for performing tactical assignments with the assigned work crews. The Leader reports work progress, resources status, and other important information to the Group Supervisor and maintains work records on assigned personnel. Task Force/Strike Team Leader responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from Division or Group Supervisor
- c. Review assignments with subordinates and assign tasks
- d. Monitor work progress and make changes when necessary
- e. Coordinate activities with adjacent Strike Teams, Task Forces and single resources and assign tasks
- f. Travel to and from active assignment area with assigned resources
- g. Retain control of assigned resources while in available or out-of-service status
- h. Submit situation and resource status information to Division or Group Supervisor
- i. Maintain Unit Activity Log (DWR/ICS 214)

Single Resource

The person in charge of a single tactical resource will carry the unit designation of that resource. Single Resource responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Review assignments
- c. Obtain necessary equipment and supplies
- d. Review weather/environmental conditions for work area
- e. Brief subordinates on safety measures
- f. Monitor work progress
- g. Ensure adequate communications with supervisor and subordinates
- h. Keep supervisor informed of progress and any changes
- i. Inform supervisor of problems with assigned resources
- j. Brief relief personnel, and advise them of any changes in conditions
- k. Return equipment and supplies to appropriate unit
- l. Complete and turn in all time and use records on personnel and equipment
- m. Maintain Unit Activity Log (DWR/ICS 214)

Air Operations Branch

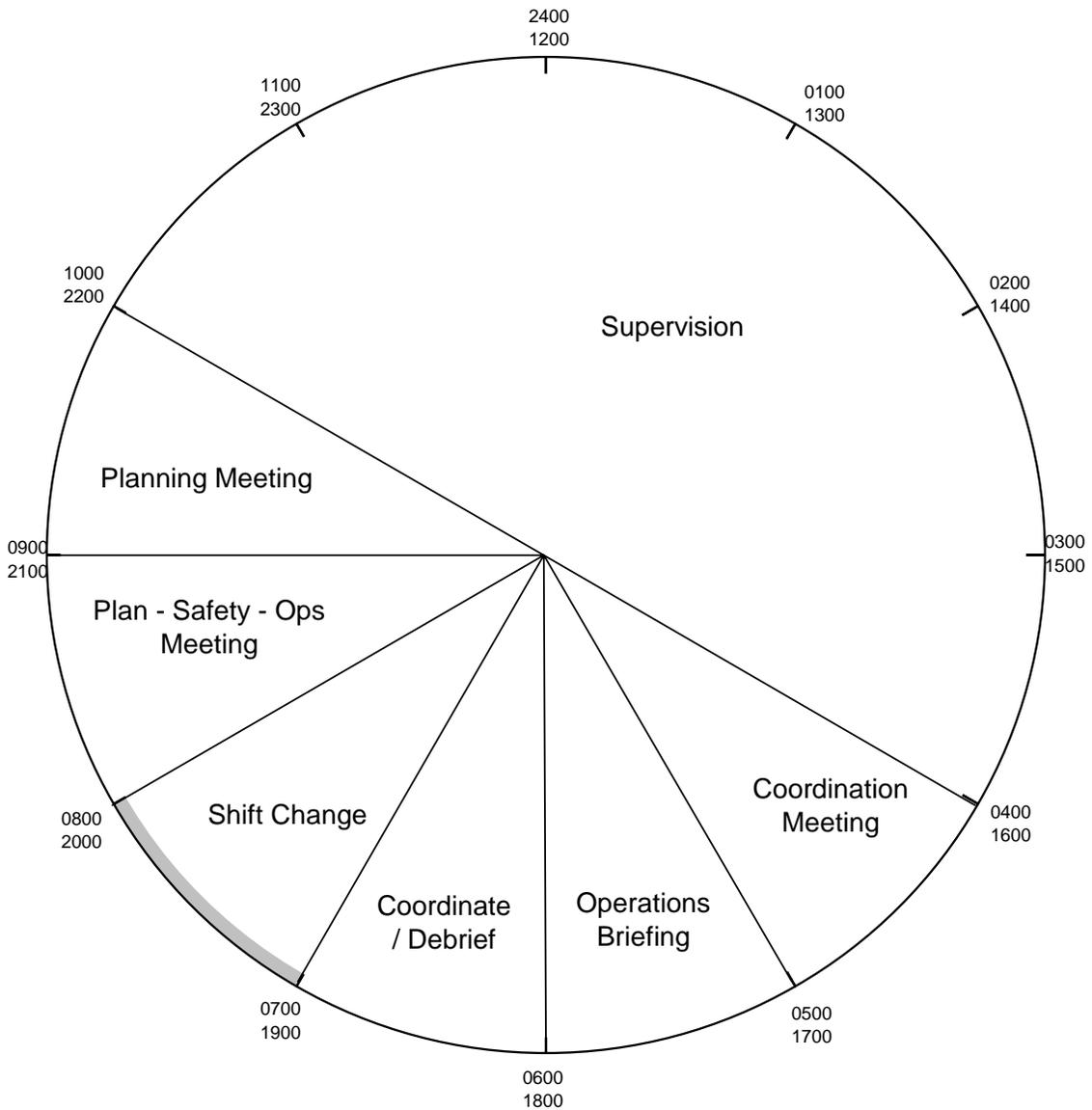
Air Operations Branch positions or organizations are generally not used by DWR. Aviation resources participating in the incident will be part of a supporting or cooperating agency's organization or assigned as a single resource for a very limited time.

Construction Group Supervisor

The Construction Group Supervisor reports to the OSC. The Supervisor is responsible for administering and controlling emergency construction contracts awarded in support of the IAP. The Supervisor is also responsible for the assignment of resources to the Group, reporting on the progress of construction operations and the status of resources within the Group. The Construction Group Supervisor may also serve as Deputy OSC with specific responsibility for construction operations. Additional Construction Group Supervisor responsibilities include:

- a. Review Common Responsibilities. (Page 3)
- b. Obtain briefing from the OSC
- c. Establish and manage Construction Area
- d. Establish check-in function as necessary
- e. Implement IAP for Construction Group
- f. Provide IAP when available to subordinate leaders
- g. Review Group assignments and incident activities with subordinates and assign tasks
- h. Administer and control construction contracts awarded in support of the incident
- i. Report progress and coordinate with Division of Engineering
- j. Monitor progress and make changes when necessary
- k. Coordinate activities with other Divisions and/or Groups
- l. Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Group
- m. Determine need for assistance on assigned tasks
- n. Submit situation and resources status information to OSC
- o. Report special occurrences or events (e.g., accidents, sickness) to OSC
- p. Resolve logistics problems within the Group
- q. Participate in the development of plans for next operational period
- r. Attend planning meetings as required
- s. Maintain Unit Activity Log (DWR/ICS 214)

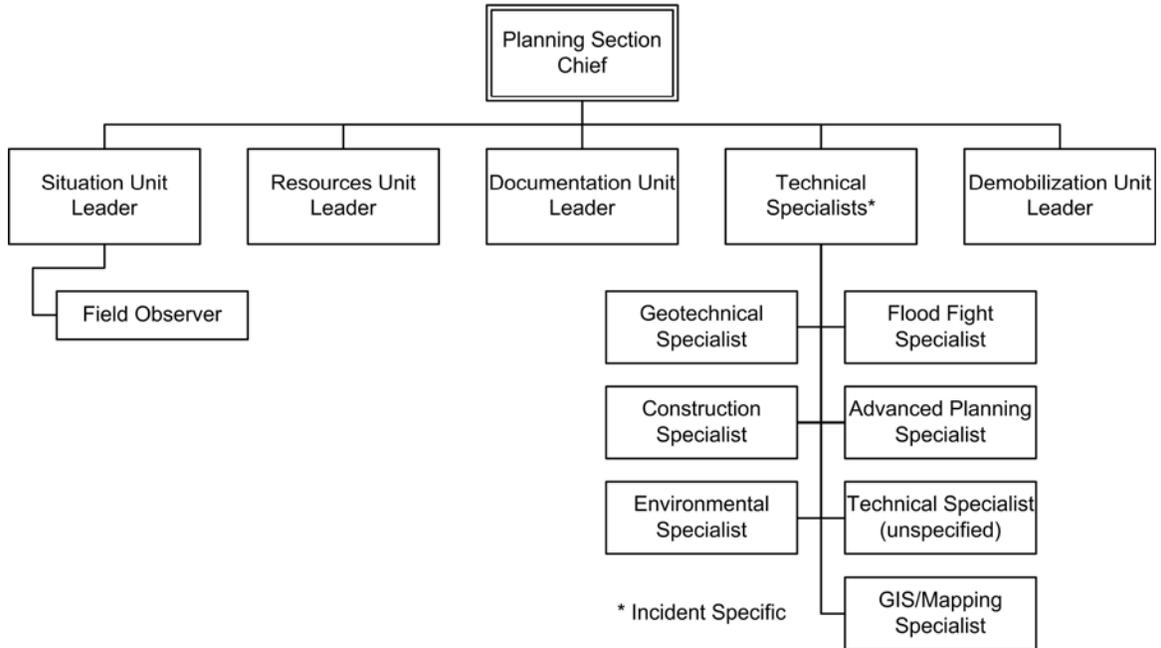
Operations Section Planning Cycle



Example based on 12-hour operational period.

PLANNING SECTION

ORGANIZATION CHART



Planning Section Chief (PSC) - (ICS 221 -1)

The PSC, a member of the General Staff, is responsible for the collection, evaluation and dissemination of information relative to the development of the incident and status of resources. Preparation of IAP is a key function of the Planning Section. IAP should be prepared for each Operational Period. The PSC works closely with the OSC to obtain current situation/status reports. The PSC gathers information to: 1) evaluate the current situation, 2) predict the probable course of events, and 3) prepare alternative strategies for the incident. Additional PSC responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from IC
- c. Activate Planning Section Units
- d. Supervise Planning Section Units
- e. Reassign initial attack personnel to ICS positions as directed by the IC
- f. Establish information requirements and reporting schedules for IAP
- g. Establish special information collection requirements in support of the incident as necessary, e.g. weather, hydrology, environmental, toxic and etc. Establish special information links in support of the incident as necessary, e.g. California Data Exchange Center (CDEC), Flood Operations Center Information System (FOCIS), State Office of Emergency Services (OES) Response Information Management System (RIMS) and etc.
- h. Supervise preparation of IAP
- i. Assemble information on alternative strategies
- j. Identify need for use of specialized resource(s)
- k. Provide periodic forecasts on incident potential
- l. Compile and display (information board) incident status summary information
- m. Report any significant changes in incident status
- n. Incorporate plans, (e.g. Traffic, Medical, Communications, Safety and etc.) into IAP
- o. Maintain Unit Activity Log (DWR/ICS 214)

Situation Unit Leader (SITSTAT)

The SITSTAT within the Planning Section is responsible for the collection and organization of incident situation and status information and the evaluation, analysis and display of that information for use by ICS personnel. Additional SITSAT responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing and special instructions from the PSC
- d. Collect incident data, including location via Global Positioning System (GPS) information at the earliest possible opportunity
- e. Prepare and maintain ICP display
- f. Obtain weather and river forecasts at periodic intervals (see Appendix A)
- g. Post data on unit work displays and ICP displays at scheduled intervals
- h. Participate in incident planning meetings as required by IC
- i. Prepare the Incident Status Summary form (DWR/ICS 209)
- j. Provide resource and situation status information in response to specific requests
- k. Maintain Situation Unit Records
- l. Provide photographic services and maps
- m. Maintain Unit Activity Log (DWR/ICS 214)

Field Observer

The Field Observer is responsible for collecting situation information from personal observations and/or field measurements at the incident and providing that information to SITSTAT. Additional Field Observer responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from SITSTAT
- c. Obtain copy of IAP for Operational Period.
- d. Obtain necessary equipment and supplies.
- e. Determine location of assignment, type of information required, priorities, methods of communication and transportation and time limits
- f. Identify facility locations (e.g. Division boundaries, Levee Maintaining Agency boundaries etc.)
- g. Report information to SITSTAT using established procedures
- h. Report immediately any condition observed that may be hazardous to personnel
- i. Gather information to assist in advanced planning and predictions
- j. Maintain Unit Activity Log (DWR/ICS 214)

Resources Unit Leader (RESTAT)

The RESTAT is responsible for: 1) establishing all incident check-in activities, 2) preparing and maintaining displays, charts and lists which reflect the current incident status and 3) maintaining a master check-in list of resources assigned to an incident. Additional RESTAT responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing and special instructions from the PSC
- d. Establish check-in function at incident locations (DWR/ICS 211)
- e. Prepare Organization Assignment List (DWR/ICS 203) and Activated SEMS Organization Chart (DWR/ICS 11)
- f. Prepare appropriate parts of Group Assignment Lists (DWR/ICS 204)
- g. Establish contacts with incident facilities by telephone or through the Communications Center, and begin maintenance of resource status
- h. Prepare and maintain ICP display (organization chart and resource allocation and deployment sections of display)
- i. Maintain master roster of all resources checked in at the incident
- j. Maintain and post the current status and location of all resources
- k. Participate in Planning Section meetings as required by the PSC
- l. Maintain Unit Activity Log (DWR/ICS 214)

Documentation Unit Leader - (ICS 221-10)

The Documentation Unit Leader is responsible for maintaining accurate and complete incident files; preparing documents, providing duplication services to incident personnel and packing and storing incident files for legal, analytical and historical purposes.

Additional Document Unit Leader responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from PSC
- c. Establish work area
- d. Establish and organize incident files
- e. Prepare incident documentation for PSC when requested
- f. Respond to requests for duplication
- g. Retain and file duplicate copies of official forms and reports
- h. Accept and file reports and forms submitted to unit by incident organizations
- i. Check on accuracy and completeness of records submitted for files
- j. Correct errors or omissions by contacting appropriate ICS Units
- k. Provide duplicates of forms and reports to authorized requestors
- l. Maintain, retain and store incident files for post incident use
- m. Maintain Unit Activity Log (DWR/ICS 214)

Technical Specialists - (ICS 221-5)

Technical Specialists are advisors with special skills needed to support incident operations. Technical specialists may report to the PSC; may function within an existing unit, e.g., Situation Unit; form a separate unit if required; or be reassigned to other parts of the organization (e.g., Operations, Logistics, or Finance). Certain Technical Specialists have been identified and checklists are listed below. For all other Technical Specialists not otherwise specified, use the checklist at the end of this section.

Geotechnical Specialist

The Geotechnical Specialist is primarily responsible for assessing the stability of levees and other earthen flood control works/structures and recommending methods of stabilizing and/or repair. The Geotechnical Specialist functions within the Planning Section. The Geotechnical Specialist may also be assigned to the Operations Section. Additional Geotechnical Specialist responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefings from PSC and OSC
- c. Determine location of incident and surrounding earthen flood control facilities
- d. Participate in the development of the IAP and review the general control objectives including alternative strategies
- e. Inspect and assess earthen flood control structures as requested
- f. Make recommendations on stability of structures and methods of stabilization and repair
- g. Maintain Unit Activity Log (DWR/ICS 214)

Flood Fight Specialist

The Flood Fight Specialist provides information and expertise directly related to the flood fighting methods being utilized. These specialists are often the 'First Responders' on the incident (See "*Guidelines for Flood Fight Specialists and Initial Attack Incident Commanders*"). Due to their area of expertise, the Flood Fight Specialists may be assigned directly to the Operations Section. Additional Flood Fight Specialist responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefings from PSC and OSC
- c. Obtain copy of IAP for current operational period
- d. Investigate severity of problem(s)
- e. Make recommendations on flood fight strategy and tactics to PSC
- f. Participate in preparation of IAP and review flood fight and review general flood fight objectives, strategies and tactics
- g. Maintain Unit Activity Log (DWR/ICS 214)

Construction Specialist

The Construction Specialist provides information and expertise on construction contracts directly related to the incident. The Construction Specialist represents the Division of Engineering and advises incident personnel on the use of emergency construction contracts. The Construction Specialist primarily functions as part of the Planning Section, but may be assigned to the Operations Section. Additional Construction Specialist responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from OSC and PSC
- c. Establish contact with Division of Engineering and the Construction Group as needed
- d. Makes recommendations on construction contracting
- e. Participate in the development of the IAP and reviews the general control objectives and strategies from a construction engineering standpoint
- f. Provides information on the status of construction contracts to the SITSTAT as needed or requested
- g. Maintain Unit Activity Log (DWR/ICS 214)

Advanced Planning Specialist

The Advanced Planning Specialist is responsible for assessing information on weather, hydrology, hydraulics and flood control systems and assisting in preparing assessments on flooding potential in the incident area and the measures that may be necessary to conduct flood fight operations. The Advanced Planning Specialist functions within the Planning Section. Additional Advanced Planning Specialist responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefings from PSC and OSC
- c. Establish work area and obtain work materials
- d. Establish coordination with FOC and other relevant agencies
- e. Participate in development of IAP and review general objectives and strategies from the standpoint of several operational periods into the future
- f. Participate in planning meetings as needed
- g. Maintain Unit Activity Log (DWR/ICS 214)

Environmental Specialist

The Environmental Specialist is primarily responsible for assessing the potential impacts of an incident on the environment, determining environmental restrictions, recommending alternative strategies and priorities for addressing environmental concerns. The Environmental Specialist functions within the Planning Section as part of the Situation Unit. Additional Environmental Specialist responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Participate in the development of the IAP and review the general control objectives including alternative strategies
- c. Collect and validate environmental information within the incident area
- d. Determine environmental restrictions within the incident area
- e. Develop suggested priorities for preservation of the environment
- f. Provide environmental analysis information as requested
- g. Maintain Unit Activity Log (DWR/ICS 214)

Geographic Information System (GIS) / Mapping Specialist

The GIS/Mapping Specialist is responsible for spatial information collection, display, analysis and dissemination. The GIS/Mapping Specialist will provide GPS support, integrate hydrologic and hydraulic data and incorporate all relevant data to produce map products and data for reports and/or analyses. The GIS/Mapping Specialist usually functions within the Planning Section. The GIS/Mapping Specialist assigned to the incident may be located in a facility other than the ICP. Additional GIS/Mapping Specialist responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from appropriate supervisor
- c. Determine availability of needed GIS support products
- d. Coordinate production of map products and data for the incident
- e. Participate in Planning Section activities
- f. Maintain Unit Activity Log (DWR/ICS 214)

Technical Specialists (*Not Otherwise Specified*)

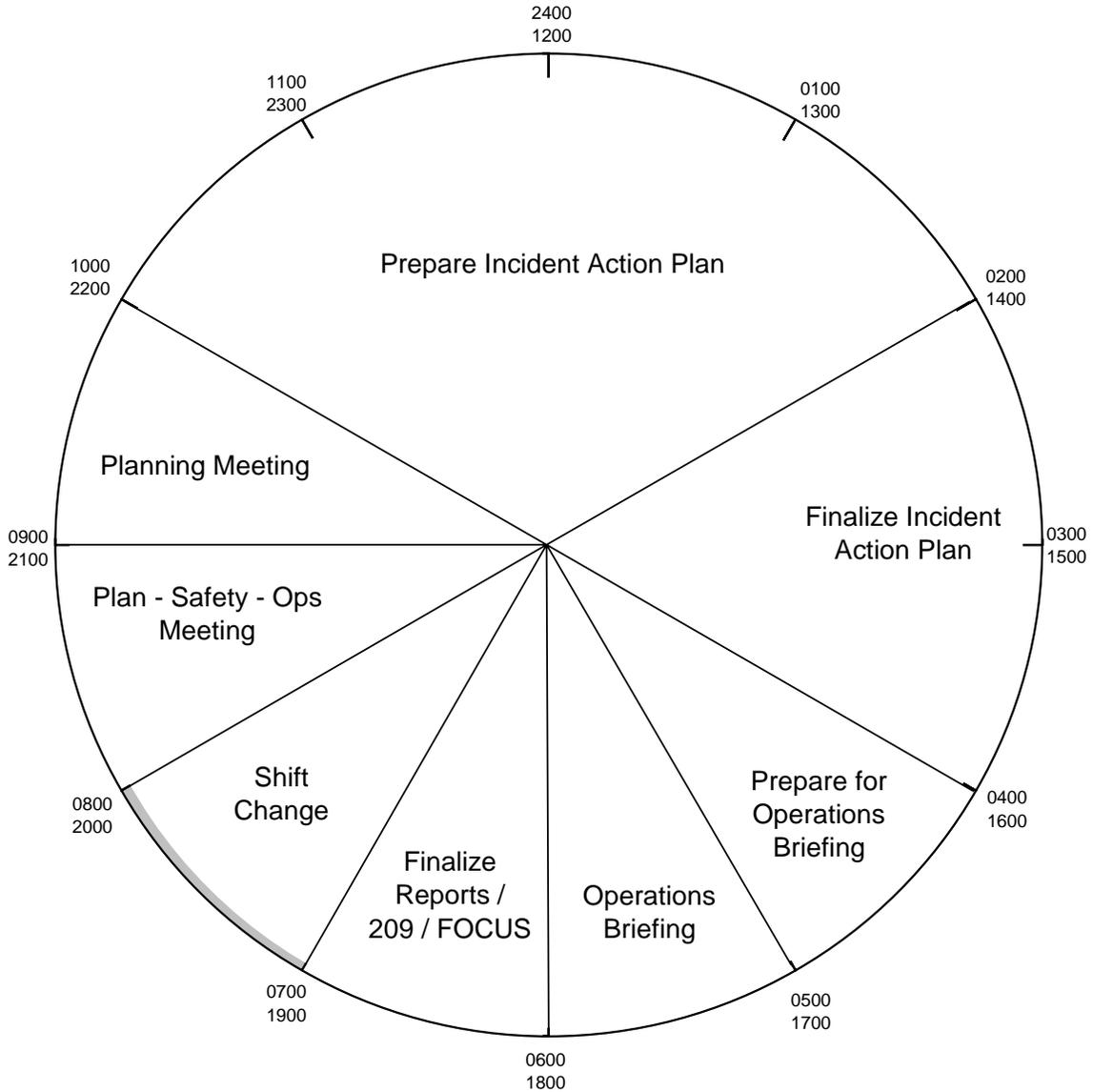
- a. Review Common Responsibilities (Page 3)
- b. Check-in with the Check-in/Status Recorder
- c. Obtain briefing from supervisor
- d. Establish work area and obtain work materials, equipment and supplies as necessary
- e. Determine coordination procedures with other sections, units and local agencies
- f. Establish work area and acquire work materials
- g. Participate in the development of IAP and review general objectives, strategies and tactics
- h. Keep supervisor informed
- i. Maintain Unit Activity Log (DWR/ICS 214)

Demobilization Unit Leader - (ICS 221-4)

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that all agencies or resources require specific demobilization instructions. Additional Demobilization Unit Leader responsibilities include:

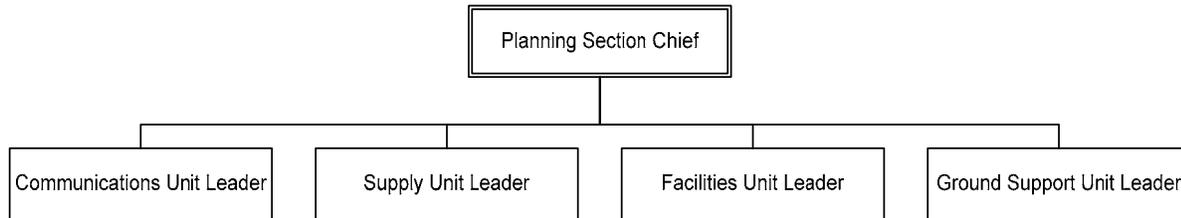
- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing and special instructions from the PSC
- d. Review incident resource records to determine the likely size and extent of the demobilization effort
- e. Based on above analysis add additional personnel, workspace and supplies as necessary
- f. Coordinate demobilization with Agency Representatives
- g. Monitor ongoing Operations Section resource needs
- h. Identify surplus resources and probable release time
- i. Develop incident checkout function for all units
- j. Evaluate logistics and transportation capabilities to support demobilization
- k. Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures
- l. Distribute Demobilization Plan
- m. Ensure that all Sections/Units understand their specific demobilization responsibilities
- n. Supervise execution of Demobilization Plan
- o. Brief PSC on demobilization progress
- p. Maintain Unit Activity Log (DWR/ICS 214)

Planning Section Planning Cycle Guide



Example based on 12-hour operational period.

LOGISTICS SECTION



Logistics Section Chief (LSC) - (ICS 223-1)

The LSC, a member of the General Staff, is responsible for accessing and providing facilities, services and material in support of the incident. LSC participates in development and implementation of IAP and activates and supervises the Units within the Logistics Section. Additional LSC responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from IC
- c. Organize the Logistics Section
- d. Assign work locations and preliminary work tasks to Section personnel
- e. Notify Resources Unit of Logistics Section units activated, including names and locations of assigned personnel
- f. Assemble and brief Unit Leaders
- g. Participate in preparation of IAP
- h. Identify service and support requirements for planned and expected operations
- i. Provide input to and review, Communications Plan, Medical Plan and Traffic Plan
- j. Coordinate and process requests for resources
- k. Review IAP and estimate Section needs for next operational period
- l. Prepare service and support elements of the IAP
- m. Maintain Unit Activity Log (DWR/ICS 214)

Communications Unit Leader - (ICS 223-5)

The Communications Unit Leader, under the direction of the LSC, is responsible for developing plans for the effective use of incident communications equipment and facilities; supervision of the Incident Communications Center and distribution of communications equipment to incident personnel. Additional Communications Unit Leader responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing from LSC
- d. Determine unit personnel needs
- e. Prepare and implement Incident Communications Plan
- f. Advise on communications capabilities/limitations
- g. Establish the Incident Communications Center
- h. Set up telephone and public address systems
- i. Establish an equipment accountability system
- j. Oversees distribution of: portable radios, cellular telephones, pagers
- k. Provide technical information as required on:
 1. Use of communications systems assigned to incident
 2. Adequacy of communications systems currently in operation
 3. Geographic limitation on communications systems
 4. Equipment capabilities
 5. Amount and types of equipment available
- l. Supervise Communications Unit activities
- m. Maintain records on all communications equipment
- n. Recover equipment from relieved or released units
- o. Maintain Unit Activity Log (DWR/ICS 214)

Supply Unit Leader - (ICS 223-9)

The Supply Unit Leader is primarily responsible for ordering personnel, materials, equipment and supplies; receiving, storing and inventory of all supplies, equipment and materials for the incident and servicing non-expendable supplies and equipment.

Additional Supply Unit responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing from LSC
- d. Participate in Logistics Section planning activities
- e. Review IAP for information on the operation of the Supply Unit
- f. Determine the type and amount of supplies being routed to the incident
- g. Order, receive, store, and distribute supplies, material and equipment
- h. Receive and respond to requests for personnel, materials, supplies and equipment from all sections and units
- i. Develop and implement safety and security requirements
- j. Maintain inventory of materials, supplies and equipment
- k. Service reusable equipment
- l. Demobilize Supply Unit
- m. Submit reports to the LSC
- n. Maintain Unit Activity Log (DWR/ICS 214)

Facilities Unit Leader - (ICS 223-8)

The Facilities Unit Leader reports to the LSC and is primarily responsible for the layout and activation of incident facilities, including ICP. The Unit provides sanitation facilities for incident personnel at incident facilities and in the field. Additional Facilities Unit Leader responsibilities include:

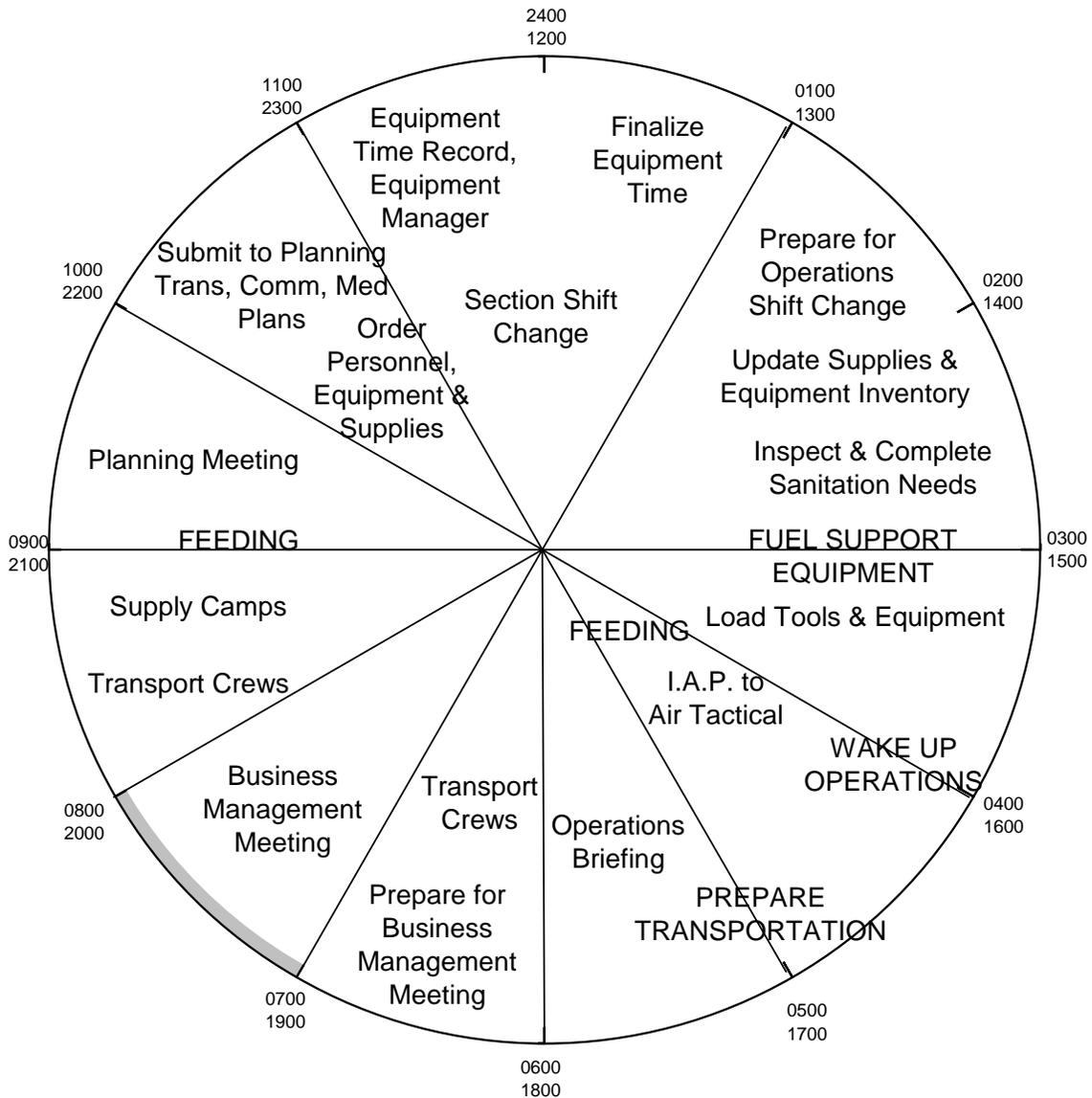
- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing from the LSC
- d. Receive copy of the IAP
- e. Participate in Logistics Section planning activities
- f. Determine requirements for each facility
- g. Prepare layouts of incident facilities
- h. Notify unit leaders of facility layout
- i. Activate incident facilities
- j. Provide security services
- k. Provide facility maintenance services--sanitation, lighting, clean-up
- l. Demobilize incident facilities
- m. Maintain Facilities Unit records
- n. Maintain Unit Activity Log (DWR/ICS 214)

Ground Support Unit Leader - (ICS 223-3)

The Ground Support Unit Leader is primarily responsible for support of out-of-service resources; transportation of personnel, supplies, food, and equipment; fueling, service, maintenance, and repair of vehicles and other ground support equipment. Additional Ground Support Unit Leader responsibilities include:

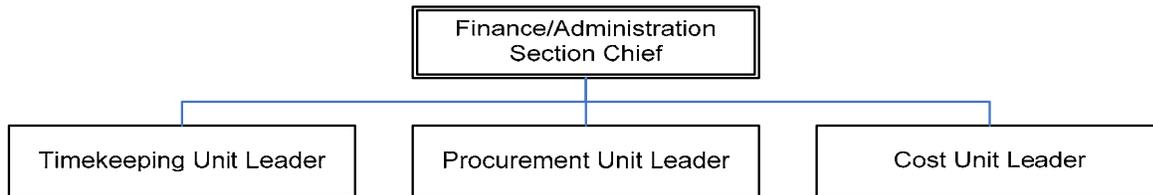
- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing from the LSC
- d. Participate in Logistics Section planning activities
- e. Arrange for and activate fueling, maintenance, and repair of ground resources
- f. Maintain inventory of support and transportation vehicles
- g. Provide transportation services
- h. Collect use information on rented equipment
- i. Requisition maintenance and repair supplies (e.g., fuel, spare parts)
- j. Provide equipment for the maintenance of incident roads (e.g., water trucks, graders)
- k. Submit reports to the LSC as directed
- l. Maintain Unit Activity Log (DWR/ICS 214)

Logistics Section Planning Cycle Guide



Example based on 12-hour operational period.

FINANCE / ADMINISTRATION SECTION



Finance/Administration Section Chief (ASC) - (ICS 224-1)

The ASC, a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. Additional ASC responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Obtain briefing from IC
- c. Manage all financial aspects on an incident
- d. Attend briefings with responsible agency to gather information
- e. Attend planning meeting to gather information on overall strategy
- f. Identify and order supply and support needs for Finance Section
- g. Develop an operating plan for Finance function at the incident
- h. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance
- i. Inform IC and General Staff when Section is fully operational
- j. Meet with Assisting and Cooperating Agency Representatives as required
- k. Provide input in all planning sessions on financial and cost analysis matters
- l. Maintain daily contact with DWR administrative organizations at headquarters on Finance/Administrative matters
- m. Ensure that all personnel time records are transmitted to home agencies according to policy
- n. Ensure that all obligation documents initiated at the incident are properly prepared and completed
- o. Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident
- p. Maintain Unit Activity log (DWR/ICS 214)

Time Unit Leader - (ICS 224-2)

The Time Unit Leader is primarily responsible for personnel and equipment time recording. Additional Time Unit Leader responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing from ASC
- d. Organize and establish Time Unit
- e. Determine incident requirements for Time Recording function
- f. Establish Unit objectives and make assignments
- g. Establish contact with appropriate agency personnel/representatives
- h. Ensure that Daily Time Sheets (DWR/ICS 208A) are prepared properly
- i. Provide for records security
- j. Establish and maintain a file for employee time reports within the first operational period
- k. Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period
- l. Set up an equipment time recording function
- m. Prepare a use and summary invoice for equipment (as required) within twelve (12) hours after equipment arrival at incident
- n. Assist units in establishing a system for collecting equipment time reports
- o. Verify all time data with owner/operator of equipment
- p. Ensure that all records are current or complete prior to demobilization
- q. Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization
- r. Brief ASC on current problems and recommendations, and outstanding issues and follow-up requirements
- s. Maintain Unit Activity Log (DWR/ICS 214)

Procurement Unit Leader - (ICS 224-5)

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts. Additional Procurement Unit Leader responsibilities include:

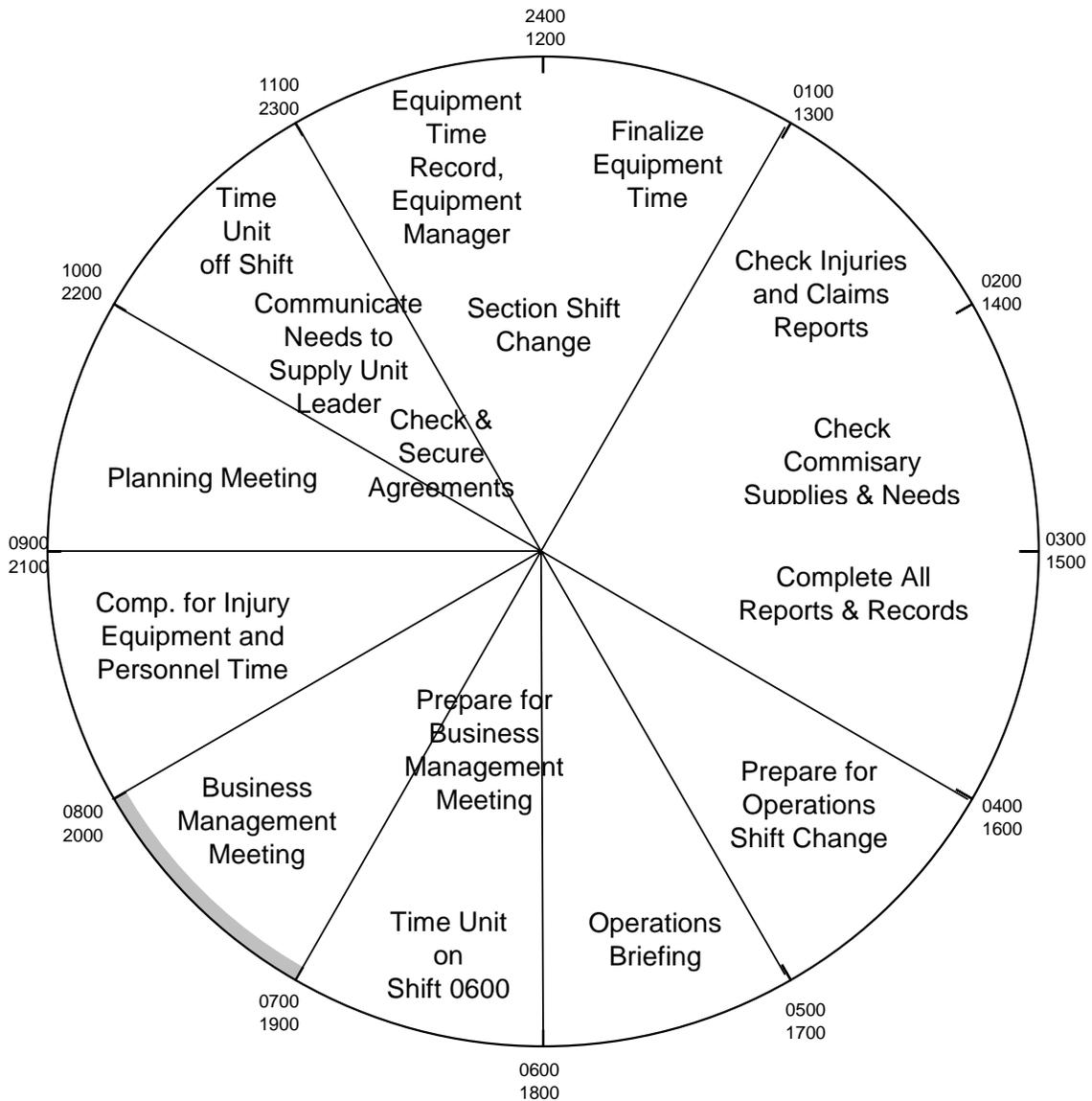
- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Obtain briefing from ASC
- d. Establish contact with appropriate agency business service units
- e. Review incident needs and any special procedures with appropriate unit Leaders, as needed
- f. Establish appropriate purchase instruments with supply vendors as required
- g. Process purchases as appropriate and as needed within delegated authority
- h. Interpret contracts/agreements and resolve claims or disputes within delegated authority
- i. Complete final processing and send documents for payment
- j. Coordinate cost data with Cost Unit Leader
- k. Brief ASC on current problems and recommendations, outstanding issues, and follow-up requirements
- l. Maintain Unit Activity Log (DWR/ICS 214)

Cost Unit Leader (DWR/ICS 224-3)

The Cost Unit Leader is responsible for collecting all cost data for the incident, providing cost estimates, and cost-saving recommendations for the incident. Additional Cost Unit Leader responsibilities include:

- a. Review Common Responsibilities (Page 3)
- b. Review Unit Leader Responsibilities (Page 4)
- c. Coordinate with agency headquarters on cost reporting procedures
- d. Collect and record all cost data
- e. Develop incident cost summaries
- f. Prepare resources use cost estimates for the Planning Section
- g. Make cost-saving recommendations to the ASC
- h. Complete all records prior to demobilization
- i. Maintain Unit Activity Log (DWR/ICS 214)

Finance/Administration Section Planning Cycle Guide



Example based on 12-hour operational period.

GLOSSARY OF TERMS AND ACRONYMS

This glossary contains definitions of terms frequently used in conjunction with the Department of Water Resources Incident Command System (DWR/ICS).

Agency Representative Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident.

Assigned Resources All resources checked-in and assigned work tasks on an incident.

Assisting Agency An agency directly contributing rescue, support, or service resources to another agency.

Base That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base".) The Incident Command Post may be co-located with the base.

CDEC California Data Exchange Center

Check-In Locations The places where assigned resources check-in at an incident: The Incident Command Post or incident site.

Command Staff The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Communications Unit A vehicle, trailer, or mobile van used to provide a major part of an Incident Communications Center.

Cooperating Agency An agency supplying assistance other than rescue, support, or service functions to the incident control effort (e.g. Red Cross, law enforcement agency, telephone company, etc.).

Dispatch The implementation of a command decision to move a resource or resources from one place to another.

DOC Department Operations Center

EOC Emergency Operations Center

Finance / Administration Section Chief (ASC) Person responsible for managing all financial and administrative aspects of an incident.

FIRESCOPE An organization of multiple agencies that have fire fighting responsibilities in California. The acronym stands for: **F**irefighting **R**ESources of **C**alifornia **O**rganized for **P**otential **E**mergencies. The organization produced the FIRESCOPE California Field Operations Guide (ICS 420-1 June 2004) that is a detailed Incident Command System Publication.

Field Operations Guide to the DWR Incident Command System

FOC State-Federal Flood Operations Center

General Staff The group of incident management personnel comprised of:

- Incident Commander
- Operations Chief
- Planning Section Chief
- Logistics Chief
- Finance / Administration Chief

GPS Global Positioning System

Group A combination of up to five strike teams, task forces, or single resources.

Group Supervisor Operations position responsible for the coordination and supervision of up to five Strike Teams, task force, or single resources; Reports directly to the Operations Chief or his deputy.

Incident Action Plan (IAP) The Incident Action Plan contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period.

Incident Commander (IC) The individual responsible for the overall management of the incident.

Incident Command Post (ICP) That location at which the primary command functions are executed and usually co-located with the incident base.

Incident Command System (ICS) The combination of procedures, communications, facilities, equipment and personnel operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Command Team (ICT) Command Staff team assigned to the incident.

Jurisdictional Agency The agency having jurisdiction and responsibility for a specific geographical area.

Logistics Section Chief (LSC) Person responsible for all incident support needs with the exception of Air Support.

Message Center The message center is part of the Communications Center and is co-located or placed adjacent to it. It receives records, and routes information about resources reporting to the incident, administration, and tactical traffic.

NIIMS National Interagency Incident Management System

Operational Period The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

Operations Section Chief (OSC) The individual responsible for the management of all tactical operations.

Field Operations Guide to the DWR Incident Command System

Planning Meeting A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section Chief (PSC) The individual responsible for the collection, processing, and dissemination of information at the incident.

Resources All personnel, material and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Resources Unit A unit within the Planning Section responsible for ordering personnel, material, tools and equipment and tracking their use.

RESTAT An acronym for the Resources Unit Leader

Safety Officer (SO) A member of the command staff that develops and recommends measures for assuring personnel safety and to assess and/or anticipate hazardous and unsafe situations.

Section That organization level having functional responsibility for primary segments of incident operations such as: Operations, Planning, Logistics, Finance / Administration.

SEMS Standardized Emergency Management System.

SITSTAT An acronym for the Situation Unit Leader- A unit within the Planning Section.

State-Federal Flood Operations Center (FOC) An emergency operations center located on the second floor of the Joint Operations Center (JOC) in Sacramento. FOC staff provides forecasting, resource, and finance / administration support to DWR/ICS field staff, and maintains communication between the field, the public, and the Directorate.

Strike Team Two or more 'crews' of emergency response personnel that have been organized for flood emergency work in the field.

Strike Team Leader An operations position responsible for the coordination and supervision of a 'Strike Team'. Reports directly to the Group Supervisor.

Task Force A group of varied resources, with common communications and a leader, assembled for a specific mission.

Technical Specialists Personnel with special skills who are activated only when needed.

Unit That organization element having functional responsibility to carry out specific incident planning, logistics or Finance / Administration activities.

APPENDIX A

Meteorological, Hydrologic, and Planning Information

DWR in conjunction with the National Weather Service's (NWS) California Nevada River Forecast Center (CNRFC) provides current and forecasted meteorological and hydrologic conditions for many streams throughout California. Information is available on the Web from CDEC at:

<http://cdec4gov.water.ca.gov> (most governmental agencies)

<http://cdec.water.ca.gov>.

Meteorological and hydrologic Information can also be accessed by going to the CNRFC website at:

<http://www.cnrfc.noaa.gov>.

CDEC provides hydraulic information from 2,084 gauging stations (March 2005) throughout California. Presented below is a small portion of the gauging stations that are available on CDEC for the Central Valley and Delta. Stations **bolded** and marked with an asterisk (*) are CNRFC flood forecast points.

UPPER SACRAMENTO RIVER BASIN

<u>STATION</u>	<u>CDEC Station ID</u>	<u>STREAM</u>
Cow Creek	COW	Cow Creek
Cottonwood Creek	COT	Cottonwood Creek
Battle Creek	BAT	Battle Creek
Bend Bridge*	BND	Sacramento River
Tehama Bridge*	TEH	Sacramento River
Vina-Woodson Bridge*	VIN	Sacramento River
Hamilton City*	HMC	Sacramento River
Ord Ferry*	ORD	Sacramento River
Colusa Weir*	CLW	Sacramento River
Colusa*	COL	Sacramento River
Tisdale Weir*	TIS	Sacramento River

LOWER SACRAMENTO RIVER BASIN

<u>STATION</u>	<u>CDEC Station ID</u>	<u>STREAM</u>
Wilkins Slough	WLK	Sacramento River
Fremont Weir*	FRE	Sacramento River
Verona*	VON	Sacramento River
Freeport	FPT	Sacramento River
H Street*	HST	American River
I Street*	IST	Sacramento River
Rumsey*	RUM	Cache Creek
Lisbon*	LIS	Yolo Bypass

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FEATHER RIVER BASIN

<u>STATION</u>	<u>CDEC Station ID</u>	<u>STREAM</u>
Gridley*	GRL	Feather River
Yuba City*	YUB	Feather River
Nicolaus*	NIC	Feather River
Smartville	YRS	Yuba River
Wheatland	BRW	Bear River

SAN JOAQUIN RIVER BASIN

<u>STATION</u>	<u>CDEC Station ID</u>	<u>STREAM</u>
Mendota	MEN	San Joaquin River
Newman*	NEW	San Joaquin River
Vernalis*	VNS	San Joaquin River
Mossdale	MSD	San Joaquin River
El Nido	ELN	Eastside Bypass
Stevinson*	MST	Merced River
Modesto*	MOD	Tuolumne River
Orange Blossom Br*	OBB	Stanislaus River
Benson's Ferry*	BEN	Mokelumne River
Michigan Bar*	MHB	Cosumnes River
McConnell	MCC	Cosumnes River

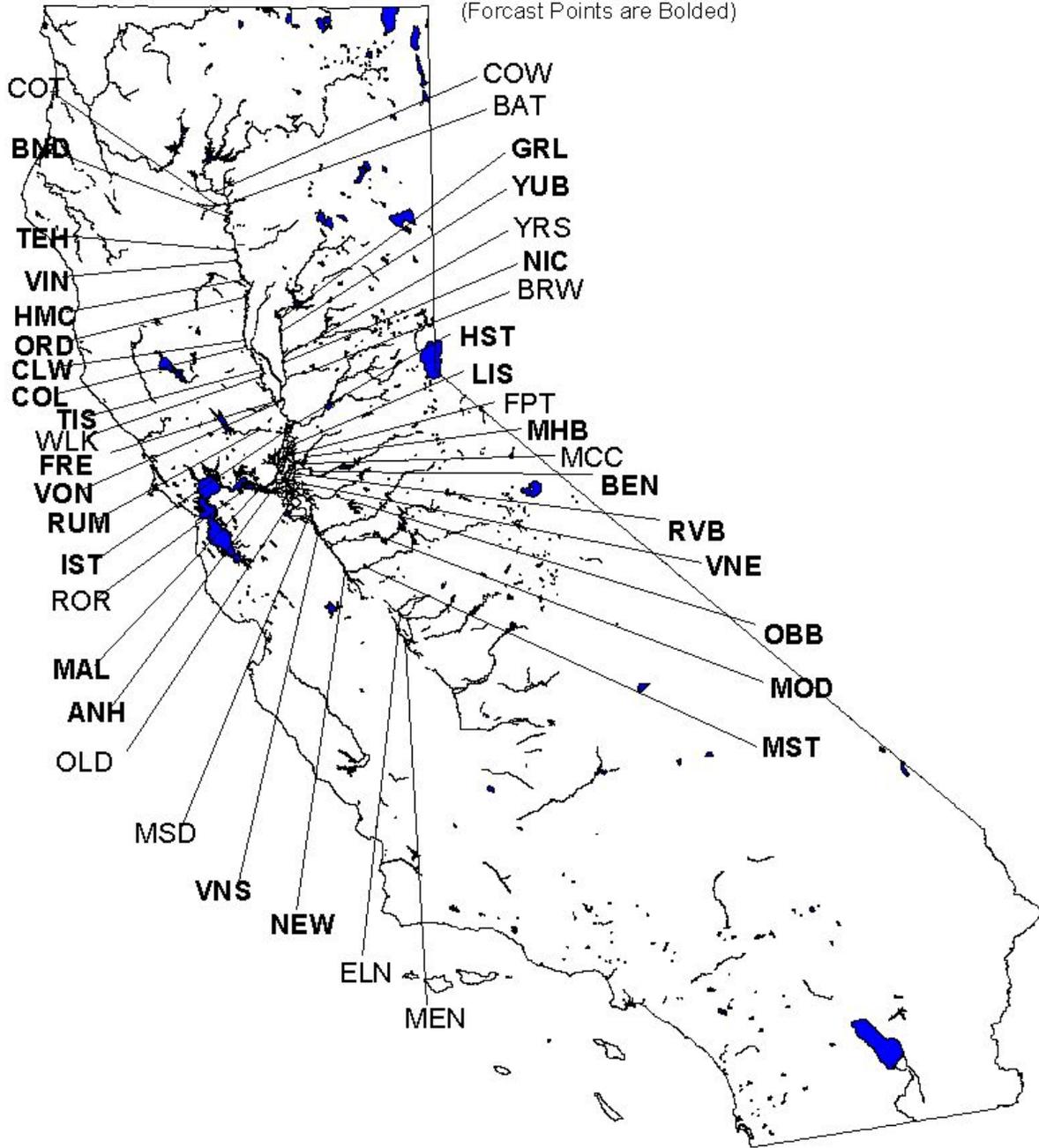
DELTA

<u>STATION</u>	<u>CDEC Station ID</u>	<u>STREAM</u>
Rio Vista Bridge*	RVB	Sacramento River
Mallard Island*	MAL	Sacramento River
Venice Island*	VNE	San Joaquin River
Antioch*	ANH	San Joaquin River
Old River	OLD	Old River
Roaring River	ROR	Roaring River

Note: The "Current River Conditions" link on the CDEC home page is a good place to begin searching for river gages. They are sorted by hydrologic region then by river basin.

DELTA & CENTRAL VALLEY PRIMARY GAUGING STATIONS

(Forecast Points are Bolded)



Field Operations Guide to the DWR Incident Command System

River Forecast Bulletins

River forecast bulletins and planning guidance plots are available from the California Data Exchange Center (CDEC) website at the following addresses:

<http://cdec4gov.water.ca.gov> (most governmental agencies)

<http://cdec.water.ca.gov>.

River forecasts and planning guidance plots can be viewed by clicking on "River / Tides Forecasts" from the CDEC Resources Directory. Presented below is a list of forecast bulletins that are available on CDEC:

River Forecast Bulletins

<u>ID</u>	<u>BULLETIN</u>
TIDES	Delta Tide Forecast
USACBUL	Upper Sacramento River System Forecast (<i>Bend Bridge to Tisdale Weir</i>)
LSACBUL	Lower Sacramento River System Forecast (<i>Fremont Weir to Rio Vista</i>)
SANBUL	San Joaquin River System Forecast
NORBUL	North Coast River Forecast
BAYBUL	Russian/Napa Forecast
CENBUL	Central Coast River Forecast
SCALBUL	Southern California Rivers Forecast
EASTBUL	East Side Sierra Basins River Forecast

Stream forecast bulletins for the Upper Sacramento, Lower Sacramento and Tides, San Joaquin River Basin, Russian and Napa Rivers, Central Cost Rivers, and Tulare Lake Basin are also available by phone (toll-free, 24-hour) at: **1-800-952-5530**. The menu is as follows:

Main Menu

Press 0 to transfer to staff (answering service after hours)

Press 4 for recorded river & reservoir conditions & forecasts

River & Reservoir Conditions Menu

Press 2 for the Sacramento Valley and Northern Delta

Press 1 for the Upper Sacramento River and Tisdale Weir

Press 2 for the Lower Sacramento River (*Fremont Weir to Rio Vista*), Feather, Yuba, American River, tributaries, Yolo Bypass

Press 3 for the San Joaquin River Basin

Press 4 for the Russian and Napa Rivers

Press 5 for the North Coastal Rivers

Press 6 for the Central Coast Rivers

Press 7 for the Tulare Lake Basin

Weather Forecasts and Summaries

Field Operations Guide to the DWR Incident Command System

A suite of weather forecasts and summaries are available by clicking “**Weather Forecasts**” from the CDEC Resources Directory. Weather forecasts and summaries on CDEC are provided by the NWS. This information can also be accessed by going directly to the NWS California Nevada River Forecast Center website at:

<http://www.cnrfc.noaa.gov>. Information available includes State, Regional and Zone forecasts, Quantitative Precipitation Forecasts, and several event driven weather products.

Road Condition and Traffic Information

Current road conditions can be obtained from Caltrans at the following website:

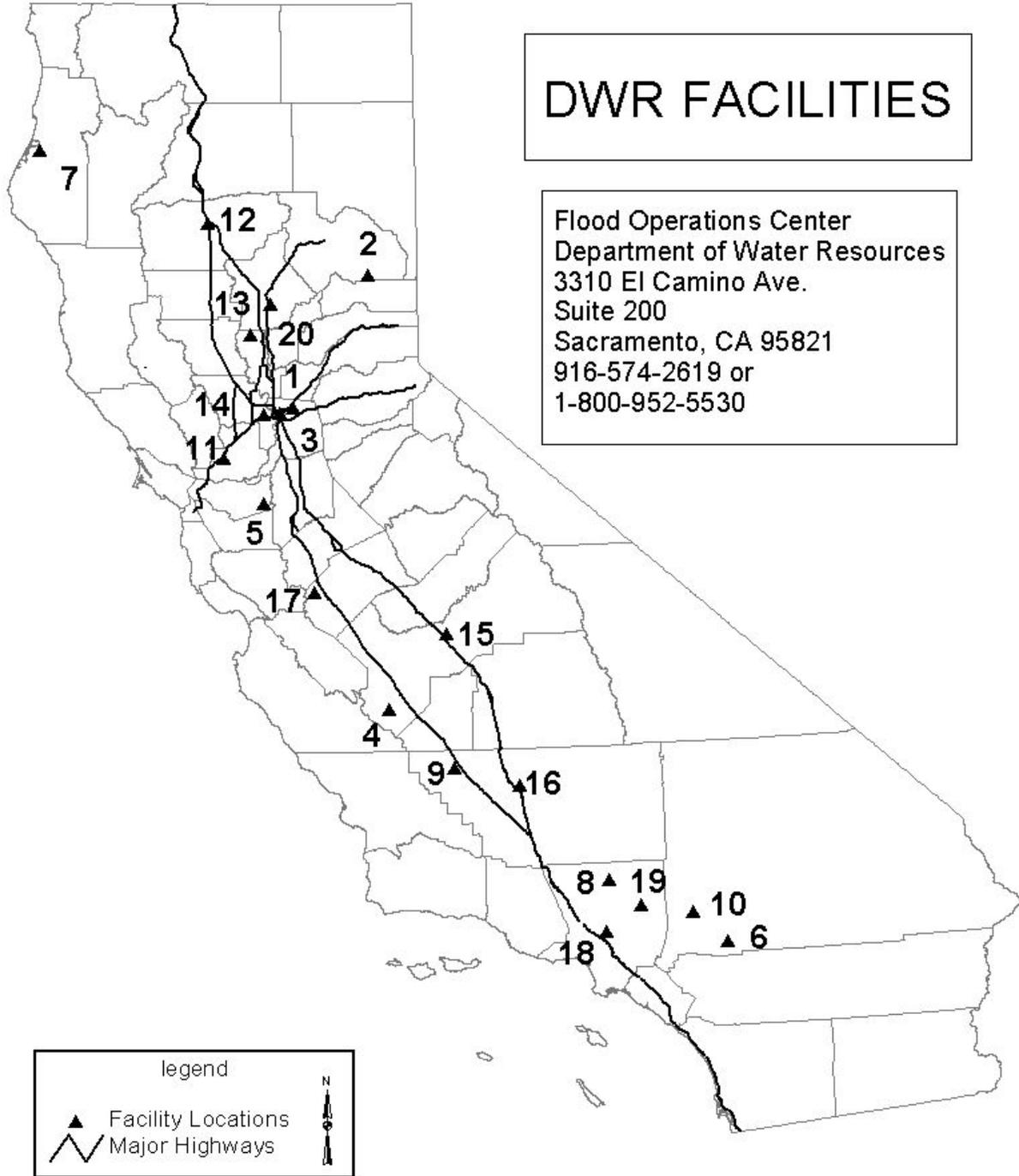
<http://www.dot.ca.gov/hq/roadinfo/>

The California Highway Patrol provides the following traffic incident information page that may be useful for incident planning purposes.

<http://cad.chp.ca.gov/>

APPENDIX B

DWR Facilities Map and Addresses



Field Operations Guide to the DWR Incident Command System

1. Department of Water Resources

Division of Flood Management
Flood Operations Center
3310 El Camino Avenue
Sacramento, CA 95821
(916) 574-2619

2. Beckwourth Field Office

81313 State Highway 70
Beckwourth, CA 96129
(530) 832-5161

3. Central District

3251 "S" Street
Sacramento CA 95816
(916) 227-7561

4. Coalinga O&M Center

24001 Fresno Coalinga Road
Coalinga CA 93210
(209) 827-5451

5. Delta Field Division

5280 Burns Road
Byron, CA 94514
(209) 835-7106

6. Devils Canyon Field Office

6900 Devils Canyon Road
San Bernardino, CA 92407
(661) 944-8760

7. Eureka Satellite Flood Center

302 Startare Drive, Woodley Island
Eureka, CA 95501
(707) 445-6576

8. Lancaster Project Headquarters

3121 East Avenue I
Lancaster, CA 93535
(661) 946-1024

9. Lost Hills Maintenance Sub-center

21139 Highway 46
Lost Hills, CA 93249
(661) 858-5820

10. Mojave Field Office

16001 State Highway 173
Hesperia, CA 92345
(661) 944-8800

11. North Bay Maintenance Sub-center

1750 Cement Hill Road
Fairfield CA 94533
(707) 437-5105

12. Northern District

2440 Main Street
Red Bluff, CA 96080
(530) 529-7300

13. Oroville Field Division

460 Glen Drive
Oroville, CA 95966
(530) 534-2303
LOCAL T3 or CHANNEL 08

14. Sacramento Maintenance Yard

1450 Riverbank Road
West Sacramento, CA 95605
(916) 375-6000

15. San Joaquin District

3374 East Shields Avenue
Fresno, CA 93726
(559) 230-3300

16. San Joaquin Field Division

4201 Sabodan Street
Bakersfield, CA 93313
(661) 858-5500

17. San Luis Field Division

31770 Gonzaga Road
Gustine CA 95322
(209) 827-5100

18. Southern District

770 Fairmont Ave
Suite 102
Glendale, CA 91203
(818) 543-4600

19. Southern Field Division

34534 116th Street East
Pearblossom, CA 93553
(661) 944-8500

20. Sutter Maintenance Yard

P.O. Box 40
6908 Colusa Highway
Sutter CA 95982
(530) 755-0071

Field Operations Guide to the DWR Incident Command System

APPENDIX C

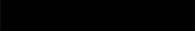
DWR / ICS Map Legend Symbols

All ICS personnel should become familiar with and use the following map legend symbols and corresponding colors when producing incident maps.

ADMINISTRATIVE SYMBOLS – BLUE

	Incident Command Post
	Incident Staging Area
	Helispot
	Telephone
	Cellular Telephone
	Meeting Area
	Wind Direction and Speed
	First Aid Station

ACCESS ROUTE SYMBOLS - BLACK

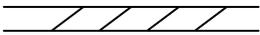
	Unimproved Road
	Improved Road
	Blacktop Road

PROBLEM SYMBOLS – RED

	Levee
	Levee Break
	Boil
	Overtopping
	Subsidence
	Erosion
	Seepage

Field Operations Guide to the DWR Incident Command System

SOLUTION SYMBOLS – GREEN

(A)	(B)	Groups
		Riprap
		Visquine
		Sandbag Wall
		Temporary Levee
		Relief Levee Cut

SUPPLY SYMBOLS – BLACK

	Field Stockpile (Empty Sandbags, Filled Sandbags, Sand, Visquine)
	Empty Sandbags
	Filled Sandbags
	Sand
	Visquine

Field Operations Guide to the DWR Incident Command System

APPENDIX D

Agency Contact List

California Conservation Corps (CCC)

Emergency Branch – Statewide coordination

Bus: (916) 341-3100

After Hrs/Emg: (916) 341-3160

Bus: Fax: (916) 445-1007

California Highway Patrol

Headquarters

Bus: (916) 657-7261

After Hrs/Emg: (916) 861-1300

California National Guard

Staff Duty Officer

Bus: (916) 854-3440 (24-hrs)

Division of Flood Management

State–Federal Flood Operations Center

Bus: (916) 574-2619 (24-hrs)

Bus: Fax: (916) 574-2798

Department of Forestry and Fire Protection (CDF)

Sacramento Command Center

Bus: (916) 845-8680

After Hrs/Emg: (916) 327-3063

Bus Fax: (916) 845-8692

Governor's Office of Emergency Services

State Operations Center / REOC

Bus: (916) 845-8800 (24-hrs)

State Warning Center

Bus: (916) 845-8911 (24-hrs)

Bus: Fax: (916) 845-8910

National Weather Service

California-Nevada River Forecast Center

After Hrs/Emg: (916) 979-3049

APPENDIX D

Agency Contact List

U.S. Army Corps of Engineers

South Pacific Division

Emergency Operations Center

Bus: (415) 977-8080 (24-hrs)

Bus: Fax: (415) 977-8069

U.S. Bureau of Reclamation

Central California Operations Office

Bus: (916) 979-3002 (24-hrs)

Bus: Fax: (916) 979-3080

U.S. Coast Guard

11-th Coast Guard District

Bus: (510) 437-3073 (24-hrs)

Bus: Fax: (415) 399-3554

Note: First responders should have the most recent version of DWR's Directory of Flood Officials and FOC's Emergency Phone Numbers list in their position prior to going into the field. These two telephone information sources provide an extensive listing of emergency phone numbers for Local, County, State, and Federal agencies.

Field Operations Guide to the DWR Incident Command System

APPENDIX E **DWR / ICS Forms**

All forms listed are accessible in the FOCIS Operations database.

DWR / ICS Form No	Included in IAP	Title	Content Responsibility	Purpose
10	Yes	Incident Forecasts	Planning Section	Disseminates weather, tides, water flow forecasts
11	Yes	SEMS Organization Chart	Planning Section	Delineates the activated SEMS organization
201		Incident Briefing	Incident Commander	Briefs the assuming ICT when a detailed IAP has not been developed by the initial responder.
202	Yes	Incident Objectives	Incident Commander	Communicates objectives and issues for an operational period and serves as an introduction to the IAP
203	Yes	Organization Assignment List	Planning Section	Communicates who is filling which position.
204	Yes	Assignment List	Planning Section	Communicates assignments to Divisions/Branches. This sheet is developed from the BDO/ICS 215
205	Yes	Incident Radio Communication Plan	Communications Unit	Used to specify frequencies and tones for communications between Divisions, Branches, Groups and Units.
206	Yes	Medical Plan	Safety Officer	Plan to address injuries, transportation, and hospital locations.
208A		Daily Time Sheet	All Incident Personnel	Provides accurate task and time documentation.
209		Incident Status Summary	Planning Section	A succinctly detailed status sheet intended for briefing higher level managements.
211		Check-in List	All ICS Personnel	Identifies people actively involved in the incident.
213		General Message	Communications Center, staff, etc.	Official correspondence, original to addressee.
214		Unit Activity Log	Each Unit	Log of all pertinent actions taken by units
215		Operational Planning Worksheet	Planning / Ops / Safety	Non-published worksheet developed jointly by the Planning/Intel, Ops, and Safety Officer.
215A	Yes	Safety Analysis and Mitigation Plan	Safety Officer	Evaluates hazards and specify mitigations.
218		Support Vehicle Inventory	Ground Support Unit	Logs all vehicles being used in the incident.
220	Yes	Air Operations Summary	Air Operations	Summarizes aircraft, aircraft assignments, and communications frequencies
221		Demobilization Checkout	Demobilization Unit	Identifies/documents all personnel, vehicles, and equipment that are being removed from the incident.

Field Operations Guide to the DWR Incident Command System

Incident Forecasts	RDs Supported:	Incident Commander	Operational Period								
Weather Forecast:											
Location(s):											
	Hi Stage	Time	Lo Stage	Time	Hi Stage	Time	Lo Stage	Time	Wind Sp/Dir	River Flows	Hi/Lo Temp
This Op Period											
Next Op Period											
Location(s):											
	Hi Stage	Time	Lo Stage	Time	Hi Stage	Time	Lo Stage	Time	Wind Sp/Dir	River Flows	Hi/Lo Temp
This Op Period											
Next Op Period											
Location(s):											
	Hi Stage	Time	Lo Stage	Time	Hi Stage	Time	Lo Stage	Time	Wind Sp/Dir	River Flows	Hi/Lo Temp
This Op Period											
Next Op Period											
Location(s):											
	Hi Stage	Time	Lo Stage	Time	Hi Stage	Time	Lo Stage	Time	Wind Sp/Dir	River Flows	Hi/Lo Temp
This Op Period											
Next Op Period											
Location(s):											
	Hi Stage	Time	Lo Stage	Time	Hi Stage	Time	Lo Stage	Time	Wind Sp/Dir	River Flows	Hi/Lo Temp
This Op Period											
Next Op Period											
Location(s):											
	Hi Stage	Time	Lo Stage	Time	Hi Stage	Time	Lo Stage	Time	Wind Sp/Dir	River Flows	Hi/Lo Temp
This Op Period											
Next Op Period											
Additional notes											
DWR/ICS 10 October 2005	Prepared by:			Approved by:			Sent to:				
	Planning Section			Incident Commandar			Date and time:				

Field Operations Guide to the DWR Incident Command System

SEMS Organization Chart		OPERATIONAL PERIOD
DWR Flood Operations Center		
<input type="checkbox"/> Activated <input type="checkbox"/> Inactive	Director	
	Operations	
	Planning / Intel	
	Logistics	
	Finance/Admin	
Inland Region Operations Center		
<input type="checkbox"/> Activated <input type="checkbox"/> Inactive	Director	
	Operations	
	Planning / Intel	
	Logistics	
	Finance/Admin	
_____ County OES		
<input type="checkbox"/> Activated <input type="checkbox"/> Inactive	Director	
	Operations	
	Planning / Intel	
	Logistics	
	Finance/Admin	
_____ Island ICT		
<input type="checkbox"/> Activated <input type="checkbox"/> Inactive	Incident Command	
	Operations	
	Planning / Intel	
	Logistics	
	Finance/Admin	
DWR/ICS 11 <small>October 2005</small>	Approved by: _____ Incident Commander	Date and Time Approved: _____

Field Operations Guide to the DWR Incident Command System

Incident Briefing	Date & Time	Incident Name	Operational Period	
MAP SKETCH				
ATTACHMENTS (X if attached): <input type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Incident Map <input type="checkbox"/> Other (Please Specify): <input type="checkbox"/> Assignment Lists (ICS 204) <input type="checkbox"/> Safety Analysis (ICS 215A) <input type="checkbox"/> Other (Please Specify):				
DWR/ICS 201 <small>October 2005 pg. 1 of 3</small>	PREPARED BY: <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> Planning Section Chief	DATE & TIME PREPARED: <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>	APPROVED BY: <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> Incident Commander	DATE & TIME APPROVED: <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>

Field Operations Guide to the DWR Incident Command System

Incident Objectives	INCIDENT NAME	OPERATIONAL PERIOD	
OVERALL INCIDENT OBJECTIVE			
OBJECTIVES FOR THIS OPERATIONAL PERIOD:			
WEATHER / FLOW / TIDE FORCAST FOR OPERATIONAL PERIOD:			
GENERAL / SAFETY MESSAGE:			
ATTACHMENTS (X if attached):			
<input type="checkbox"/> Organization List (DWR/ICS 203) <input type="checkbox"/> Medical Plan (DWR/ICS 206) <input type="checkbox"/> <input type="checkbox"/> Assignment Lists (DWR/ICS 204) <input type="checkbox"/> Incident Map <input type="checkbox"/> <input type="checkbox"/> Communication Plan (DWR/ICS 205) <input type="checkbox"/> Phone List <input type="checkbox"/>			
DWR/ICS 202 October 2005	PREPARED BY (Planning Section Chief)	DATE & TIME PREPARED	APPROVED BY (Incident Commander)

Field Operations Guide to the DWR Incident Command System

Organization Assignment List		Incident Name:	Operational Period:
Position	Name	Position	Name
Incident Commander and Staff		Operations Section	
Incident Commander		Chief	
Deputy		Deputy	
Safety Officer		Branch 1 - Division Groups	
Information Officer		Branch Director	
Liaison Officer		Deputy	
Agency Representatives		Division/Group	
Agency	Name	Division/Group	
		Division/Group	
		Division/Group	
Planning Section		Branch 2 - Division Groups	
Chief		Branch Director	
Deputy		Deputy	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Division/Group	
Demobilization Unit		Division/Group	
Technical Specialists:		Branch 3 - Division Groups	
		Branch Director	
		Deputy	
		Division/Group	
Logistics Section		Division/Group	
Chief		Branch 4 - Division Groups	
Deputy		Branch Director	
Support Branch		Deputy	
Director		Division/Group	
Deputy		Division/Group	
Supply Unit		Division/Group	
Facilities Unit		Division/Group	
Ground Support Unit		Division/Group	
Service Branch		Finance/Admin Section	
Director		Chief	
Deputy		Deputy	
Communications Unit		Time Unit	
Medical Unit		Procurement Unit	
Food Unit		Compensation/Claims	
DWR / ICS 203		Date and Time Prepared:	Prepared by (Resources Unit):
October 2005			

Field Operations Guide to the DWR Incident Command System

Assignment List	Incident Name:	Branch	Division	Operational Period:			
Operations Personnel							
Operatons Chief		Other:					
Branch Director							
Division/Group Supervisor							
Air Tactical Supervisor							
Resources Assigned this Period							
Resource Disignator	Leader	# Pers	Trans Need	Drop Off Time	Pick Up Time		
Control Assignment(s)							
Special Insturctions / Safety Message							
Division/Group Communication Summary							
Name:	Cell Number	Communications Notes	Function		Freq	System	Chan
			Command	Local			
				Repeat			
			Support	Local			
				Repeat			
			Div/Group Tactical				
		Ground to Air					
DWR / ICS 204 October 2005		Prepared by	Approved by				
		Resource Unit Leader	Date	Planning Section Chief	Date		

Field Operations Guide to the DWR Incident Command System

Medical Plan	Incident Name:	Operational Period:	
INCIDENT MEDICAL AID STATIONS			
MEDICAL AID STATIONS	LOCATION	PARAMEDICS	
		YES NO	
AMBULANCES			
NAME	ADDRESS	Phone	PARAMEDICS
			YES NO
HOSPITALS			
NAME	ADDRESS	Phone	TRAVEL TIME
			Ground Air?
MEDICAL EMERGENCY PROCEDURES:			
DWR / ICS 206 <small>October 2005</small>	Prepared by	Reviewed by	
	MEDICAL UNIT LEADER DATE	SAFETY OFFICER DATE	

Field Operations Guide to the DWR Incident Command System

SAMPLE

STATE OF CALIFORNIA
 THE RESOURCES AGENCY
 DEPARTMENT OF WATER RESOURCES

DAILY TIME SHEET

NAME Levee Inspection Crew Member

(last name, first name, middle initial)

Personnel No.	<u>4321</u>	Date:	<u>6/3/04</u>
Classification	<u>Water Resources Tech II</u>	Monthly Salary:	<u></u>
Organization	<u>Flood Management</u>	Work Week (2, E or S)	<u>2</u>
Organizational		Alternate Work Sch.	<u>9/8/80</u>
Cost Center No.:	<u>12121</u>	Day Off	<u>Friday</u>
		Work Phone:	<u>574-0000</u>
		Bargaining Unit	<u>11</u>

LOCATION	ACTIVITY	Internal Order or WBS No.	TIME - Military (0000-2400)		
			FROM	TO	HOURS
Office/Field	Regular Job Activity (Record Hrs->)				
Office/Field	Recon work along Jones Tract	F.0122.PI04.100 *	0630	1600	9
Field	Recon work along Trapper Slough	Q.3704.UJTL.110	1600	2030	4.5
(* Employee's regular cost object)					

DESCRIPTION OF ACTIVITY:
Note: If you work at your regular job during the day, you need to record the hours you worked.

Mission No. 8014 - Recon work at Jones Tract, including 2 hours in office preparing for field
 Mission No. 8015 - Recon work at Trapper Slough

State Vehicle Used: _____ Vehicle Number _____ miles _____ start _____ end

Approved By: _____

REMARKS
 208A DWR/ICS
 Rev. 5/3/2004

Field Operations Guide to the DWR Incident Command System

DAILY TIME SHEET (DTS)- INSTRUCTIONS

All information should be printed and clearly legible. Remember, this is used to document your time spent on the emergency for each day.

NAME: last name, first name, middle initial:

Print your last name, first name, and middle initial clearly, exactly as it appears in your Personnel File. Do not use nicknames or AKA's. Include Jr., Sr., I, II, III, etc.

Personnel No.:

It is needed at times to distinguish individuals who have the same or similar names. If you don't know your Personnel No., please use your SSN.

Classification:

Print your job title, e.g., Engineer, W.R.

Organization:

Print the division or office (not unit or branch) that you currently work for on a regular basis.

Organizational Cost Center No.:

Print the organizational cost center number of your regular organization.

Date:

Print the day that the DTS is for, e.g., January 20, 2003. If your shift continues into the next day, do not use another DTS, only if you start a new shift.

Monthly Salary:

Print your gross monthly salary, not your net or take-home pay.

Work Week (2, E or S):

Indicate your Work Week Group. If you are a supervisor, your work week group is S; a manager or CEA, your work week group is E; otherwise your work week group is 2. There are some exceptions, especially in the Utility Craftworker area.

Alternate Work Week Schedule:

If you are on an alternate work schedule, such as 4/40 or 9/8/80, please indicate your work week schedule and day off and attach it to your first DTS.

Phone:

Print your phone number for your regular job.

Location:

Indicate the area or areas where you worked on the day. If you worked at your regular job for part of the day, indicate regular job as the location.

Activity:

Indicate your job activity for the day. For emergency work, indicate the ICS category or description, e.g., Logistics Chief, Planning Section-staff, Operations Section-Strike team member, etc. If you worked at your regular job, indicate "Regular Job"; no further description is required.

Field Operations Guide to the DWR Incident Command System

DAILY TIME SHEET- INSTRUCTIONS (cont.)

Internal Order or WBS No.:

The Finance/Administration Section staff will complete this section for emergency work. If you worked at your regular job, those numbers are not required. If you meet the following criteria: Regular work is funded by the State Water Project, Bond programs or by reimbursable funds (e.g., USBR, CAT III, etc.); then all emergency work will be charged to the emergency. If you do not work on any of those programs/funds, only your overtime will be charged to the emergency and your regular time to your PCC.

Time-Military (0000-2400):

Military time is based on a 24-hour clock. There is no a.m. or p.m. After 12 noon the time goes to 1300 (1:00 p.m.), 1430 (2:30 p.m.), to midnight (2400). The time should be recorded by activity, including travel time. If breakfast, lunch, dinner, or major other break was taken, you should record it as well.

DESCRIPTION OF ACTIVITY:

This applies to emergency work only, not regular job activity. If several activities were performed, a cross-reference by number is preferred. A description of flood work, flood emergency, flood fight is **not** adequate. Refer to the flood inspection manual, flood operations manual or Emergency Procedures for assistance, or ask your section leader. (Examples: strike team leader for 2 CCC crews, flood patrolling on Bear River to Feather River (left and right banks), answer inquiries from residents, local officials, and other emergency operation centers in the Delta, etc.)

If you used a State vehicle, remember to include the vehicle number and daily mileage. If you used any State heavy equipment (dozer, backhoe, etc.), please include the hours used. The cost of using State vehicles during an emergency may be reimbursable.

Approved By:

The Incident Commander, Section Chief, or other person whom you are reporting to should sign the DTS. This person should be concerned with hours and activity description to ensure that it is accurate and adequate.

REMARKS:

This is used for miscellaneous comments by the person preparing or approving the DTS.

Other:

If you are submitting a Travel Expense Claim, please send a final approved copy to the Finance/Administrative Chief.

Operational Planning Worksheet			Incident Name:			Date and Time Prepared:			Operational Period:			<input type="checkbox"/> DRAFT <input type="checkbox"/> FINAL						
Division/Group	Task Assignment		Resource By Type										Overhead	Special Equipment	Supplies	Reporting Location	Requested Arrival Time	
		Req.																
		Have																
		Need																
		Req.																
		Have																
		Need																
		Req.																
		Have																
		Need																
		Req.																
		Have																
		Need																
		Req.																
		Have																
		Need																
		Req.																
		Have																
		Need																
		Req.																
		Have																
		Need																
DWR / ICS 215 October 2005	Total Resources Required														Prepared by (Name and Position): _____ Date _____			
	Total Resources on Hand																	
	Total Resources Needed																	

Safety Analysis and Mitigation Plan <small>DWR/ICS-215A October 2005</small>		Identified Risks										Date & Time	Operational Period
Incident name												Mitigation Actions	
Division/ Group/ Other Location	Work Assignments												
All Risk	Prepared By: (Date & Position)												

<h1 style="margin: 0;">Air Operations Summary</h1>			INCIDENT NAME:				OPERATIONAL PERIOD: FROM: TO:						
DISTRIBUTION: <input type="checkbox"/> Fixed-Wing Bases Helibase													
PERSONNEL AND COMMUNICATIONS:							REMARKS (SPEC. INSTRUCTIONS, SAFETY NOTES,						
	Air Operations Director	Air/Air Frequency	Air/Ground Frequency										
Air Operations Director													
Air Tactical Supervisor													
Air Support Supervisor													
Helicopter Coordinator													
Fixed-Wing Coordinator													
LOCATION/FUNCTION:	ASSIGNMENT:	FIXED-WING:		HELICOPTER:		TIME:		AIRCRAFT ASSIGNED:	OPERATING BASE:				
		NO.	TYPE	NO.	TYPE	Available	Commence						
TOTALS:													
DWR/ICS 220 October 2005		PREPARED BY:			DATE/TIME PREPARED:								

Field Operations Guide to the DWR Incident Command System

Demobilization Check-Out		DWR/ICS 221 <small>October 2005</small>
Incident Name	Date/Time	Demob. No.
Unit/Personnel Released		
Transportation Type/No.		
Actual Release Date/Time	Manifest Yes No	Number _____
	Area/Agency/Region Notified	
Destination:	Name _____	
	Date _____	
Unit Leader Responsible For Collecting Performance Rating:		
Unit/Personnel: You and your resources have been released subject to sign off from the following: Demob Unit Leader Check Appropriate Box []		
<u>Logistics Section</u>		
<input type="checkbox"/>	Supply Unit	_____
<input type="checkbox"/>	Communications Unit	_____
<input type="checkbox"/>	Facilities Unit	_____
<input type="checkbox"/>	Ground Support Unit Leader	_____
<u>Planning Section</u>		
<input type="checkbox"/>	Documentation Unit	_____
<u>Finance/Administration Section</u>		
<input type="checkbox"/>	Time Unit	_____
<u>Other</u>		
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
Remarks:		