



# INCIDENT ACTION PLAN

EMSA Department Operation Center

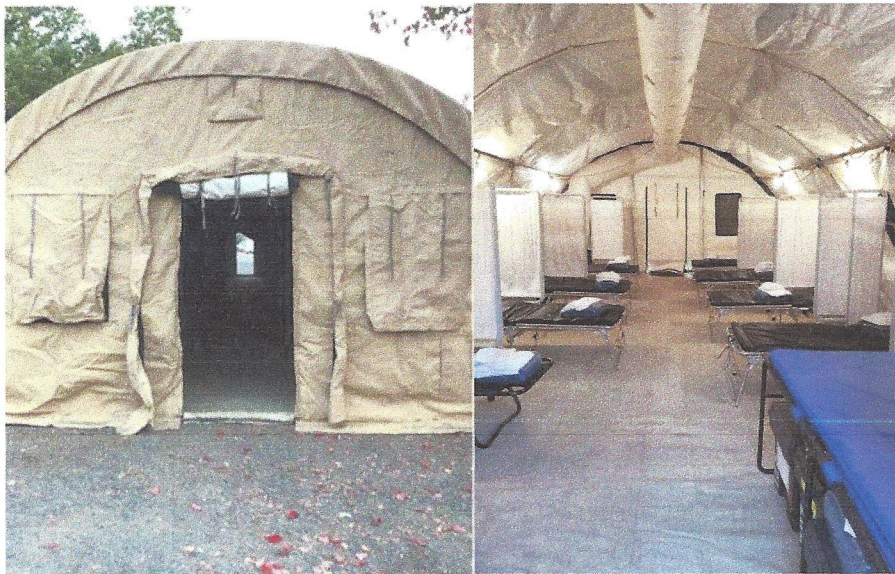
10161 Croydon Rd

Sacramento, CA 95827

IAP #2

Operational Period

0700 PST 11-23-18 to 1900 PST 11-23-18



Markell Pierce

EMSA Departmental Operations



FOR INTERNAL USE ONLY

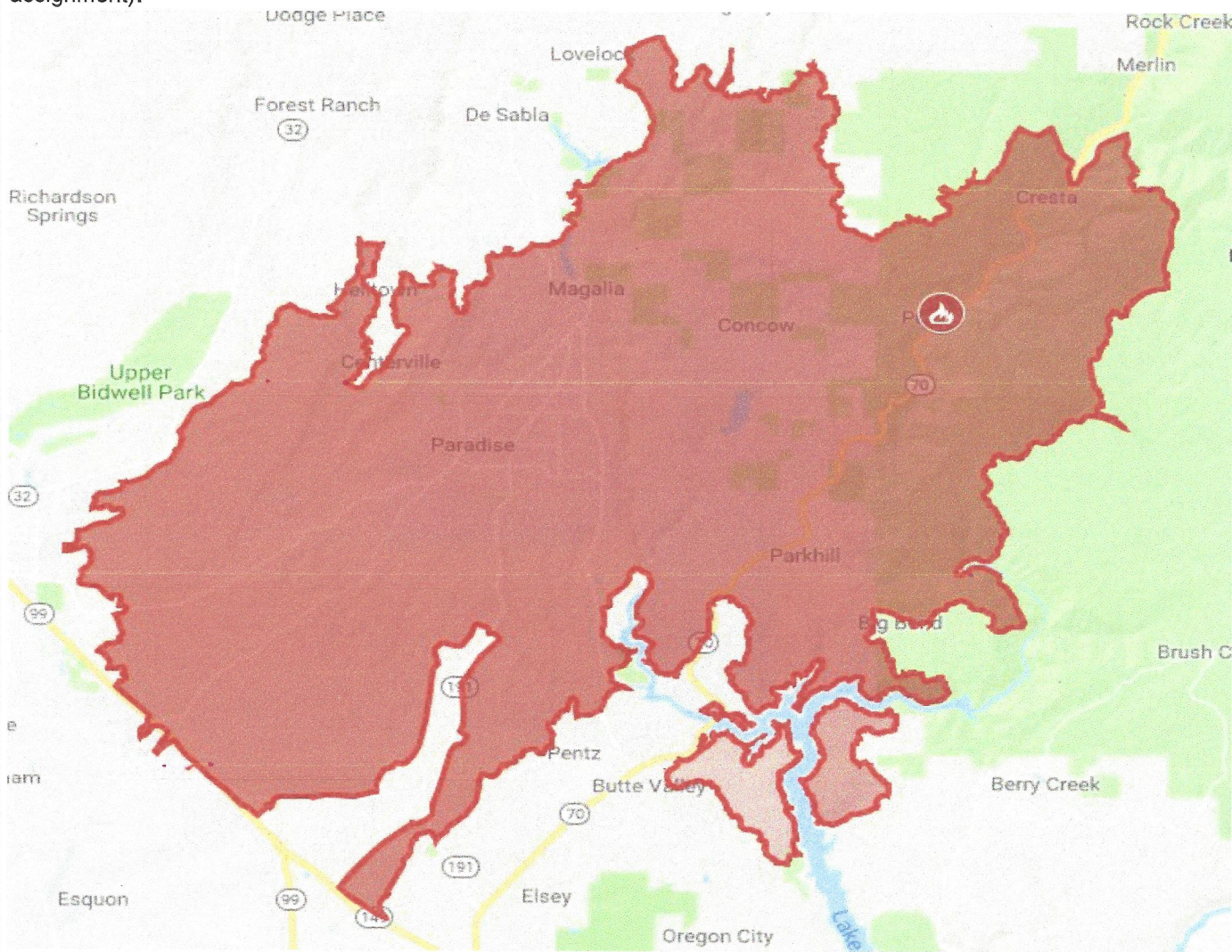
Please do not distribute outside participating agencies



## INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b> 2018 November Wildfires	<b>2. Incident Number:</b> FEMA-4407-DR	<b>3. Date/Time Initiated:</b> Date: 11/23/2018    Time: 0700
---	--	--

**4. Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



**5. Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

- Debris flow concerns will continue over recent burn scar areas.
- Prep shelter sites for conditions.
- Windy with periods of light rain. Winds SE at 25 to 35 mph. Chance of rain 80%. Localized flooding in recent burn areas.

**6. Prepared by:** Name: Mark Olivas    Position/Title: Planning Section Chief    Signature:

Incident: 2018 November Wildfires

Date: November 23, 2018

## **MST – SAFETY MESSAGE**

### **Weather/Environment**

- Watch for wind hazards (slamming open/closed doors, lids, airborne eye hazards, etc.)
- Expect flying dust and debris
- Watch for changes in local air quality, utilize N95 masks or respirators as needed
- Rain – slipping
- Cold – stay warm
- Coordinate with the CCC to obtain and distribution sandbags in areas where flooding is of concern

### **General Work and Working with Equipment**

- Supervisors need to highlight 'area specific' hazard areas in briefings
- Supervisors need to adjust/control operations to limit potential injuries
  - Monitor your personnel
  - Ensure availability to hydrate
  - Rotate personnel as appropriate
- HYDRATE – Before, During, and After – Don't wait until you're thirsty!
- Know your objectives and Plan of Action – or Ask
- Maintain the Chain of Command
- Look out for each other – Awareness
- Use proper lifting and carrying techniques
- Work at a steady pace – No need to rush
- Wear medical or work gloves, goggles, and other safety gear where appropriate
- Ensure practical good housekeeping and cleanliness/use hand sanitizer

### **Driving and Transportation**

- Driving in and around the area will be SLOW at all times
- Follow all speed limits
- Always use a spotter when backing ambulances, trucks, and delivery vehicles
- Evaluate surface conditions and drive with the awareness that there are many people working and walking around the area
- Always look and communicate with loaders/off loaders, etc. before moving vehicles

### **Specific Concerns or Potential Hazards**

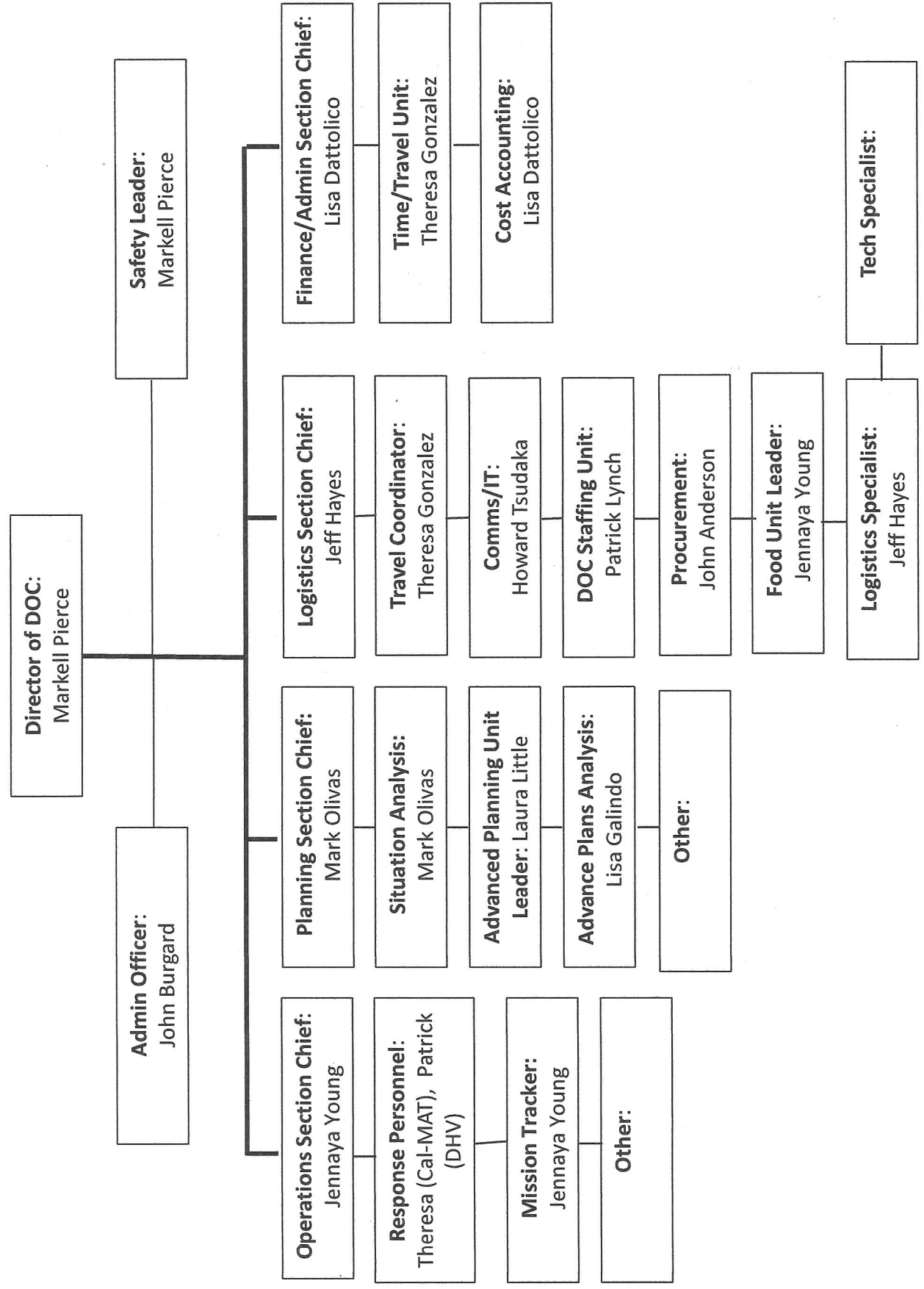
- Safety is the responsibility of every individual assigned to the Mission
- It is the primary importance and should be a primary consideration throughout all aspects of the operation on or off duty
- Safety in a less controlled environment requires added discipline and consistency
- All injuries shall be reported to the Safety Officer either directly or through the Chain of Command
- All injuries shall be reported to the Safety Officer either directly or through the Chain of Command
- Be aware of placement and stacking items

**MST SAFETY OFFICER:** Markell Pierce

## INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b> 2018 November Wildfires	<b>2. Incident Number:</b> FEMA-4407-DR	<b>3. Date/Time Initiated:</b> Date: 11/23/2018     Time: 0700
<b>7. Current and Planned Objectives:</b> <ul style="list-style-type: none"> <li>• Continue to identify additional CAL-MAT members to support the incident and remain on backfill status.</li> <li>• Continue to coordinate travel arrangement/hotel reservations for members.</li> <li>• Continue to coordinate transportation for CAL-MAT members.</li> <li>• Update Situation Report daily.</li> <li>• Develop Incident Action Plan.</li> <li>• Create a working joint unified command group tasked for transition to local entities.</li> <li>• Plan for possible events and assets needed for next 24-36 hours.</li> </ul>		
<b>8. Current and Planned Actions, Strategies, and Tactics:</b>		
Time:	Actions:	
ASAP	Advice to EMSA DOC staff on utilization of IAP	
On Going	Update list of CAL-MAT medical personnel on standby for scheduling	
1330	Send out requested supplies from EMSA DOC to Base of Operations	
On Going	Arrange change in travel and transportation for ill CAL-MAT employee	
<b>6. Prepared by: Name:</b> <u>Mark Olivas</u>	<b>Position/Title:</b> <u>Planning Section Chief</u>	<b>Signature:</b>
ICS 201, Page 3	<b>Date/Time:</b> <u>11-23-18</u>	

**DOC Org Chart.**  
Date: 11/23/2018



# INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b> 2018 November Wildfires	<b>2. Incident Number:</b> FEMA-4407-DR	<b>3. Date/Time Initiated:</b> Date: 11/23/2018    Time: 0700
---	--	--

<b>10. Resource Summary:</b>					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
Pharmaceutical Order		11.22.18 / 1000	11/24	<input type="checkbox"/>	Admin/Fiance Processing order
Wheel chair ramps / Prescription / Medical supplies		11.22.18 / 1000	11/23	<input type="checkbox"/>	In route from EMSA DOC to BoO
Custodial Products / Medical Supplies		11.21.18 / 1200	11/23	<input type="checkbox"/>	In route from EMSA DOC to E. Ave
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

<b>6. Prepared by: Name:</b> Mark Olivas	<b>Position/Title:</b> Planning Section Chief	<b>Signature:</b>
<b>ICS 201, Page 5</b>	<b>Date/Time:</b> 11-23-18	

## INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b> 2018 November Wildfires	<b>2. Operational Period:</b> Date From: 11/23/2018 Time From: 0700	Date To: 11/23/2018 Time To: 1900															
<b>3. Objective(s):</b> <ul style="list-style-type: none"> <li>• Ensure all actions are prioritized for responders and public safety.</li> <li>• Coordinate the strategies and development of individual incident objectives of Cal-Mat Isolation (ISO) Shelter Sites within the scope of this Unified Command Team.</li> <li>• Establish area priorities and assign appropriate resources to incidents based on those priorities.</li> <li>• Ensure continuity of operations of CAL-Mat ISO Sites by establishing single point ordering for disposable and durable supplies.</li> <li>• Ensure accurate tracking of assigned resources.</li> <li>• Identify operational period that Health Medical Task Force will operate under.</li> <li>• Ensure all treatment sites provide for the health and safety of public and responders.</li> <li>• Establish communications / Liaison with local, operational, and regional area.</li> <li>• Develop operational plan based on identified needs.</li> </ul>																	
<b>4. Operational Period Command Emphasis:</b> <ul style="list-style-type: none"> <li>• Identify unmet needs and solutions for access and functional needs for populations.</li> <li>• Support missing person and victim identification.</li> <li>• Coordinate information sharing between agencies.</li> <li>• Establish a recovery framework for Local Assistance Centers and recovery task forces.</li> </ul>																	
<b>General Situational Awareness</b> <ul style="list-style-type: none"> <li>• Be aware of potential security risks and flooding risks at all medical tent locations.</li> <li>• Support missing person and victim identification.</li> </ul>																	
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b>																	
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input checked="" type="checkbox"/> ICS 202</td> <td style="width: 33%;"><input checked="" type="checkbox"/> ICS 206</td> <td style="width: 33%;">Other Attachments:</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 203</td> <td><input checked="" type="checkbox"/> ICS 207</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 204</td> <td><input checked="" type="checkbox"/> ICS 208</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205</td> <td><input checked="" type="checkbox"/> Map/Chart</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205A</td> <td><input checked="" type="checkbox"/> Weather Forecast/Tides/Currents</td> <td><input type="checkbox"/> _____</td> </tr> </table>			<input checked="" type="checkbox"/> ICS 202	<input checked="" type="checkbox"/> ICS 206	Other Attachments:	<input checked="" type="checkbox"/> ICS 203	<input checked="" type="checkbox"/> ICS 207	<input type="checkbox"/> _____	<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 208	<input type="checkbox"/> _____	<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> ICS 202	<input checked="" type="checkbox"/> ICS 206	Other Attachments:															
<input checked="" type="checkbox"/> ICS 203	<input checked="" type="checkbox"/> ICS 207	<input type="checkbox"/> _____															
<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 208	<input type="checkbox"/> _____															
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input type="checkbox"/> _____															
<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____															
<b>7. Prepared by:</b> Name: <u>Mark Olivas</u> Position/Title: <u>Planning Section Chief</u> Signature:																	
<b>8. Approved by Incident Commander:</b> Name: <u>Markell Pierce</u> Signature:																	
ICS 202	IAP Page <u>6</u>	Date/Time: <u>11/23/2018</u>															

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b> 2018 November Wildfires		<b>2. Operational Period:</b> Date From: 11/23/2018 Time From: 11/23/2018		<b>Date To:</b> 0700 <b>Time To:</b> 1900	
<b>3. Incident Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs	Markell Pierce	Chief	Jennaya Young		
	John Burgard	Deputy			
Deputy		Staging Area	DOC		
Safety Officer	Markell Pierce	<b>Branch</b>	Response Personnel		
Public Info. Officer	Jennifer Lim	Branch Director			
Liaison Officer	Kevin Sheehan	Deputy	DHV		Patrick Lynch
<b>4. Agency/Organization Representatives:</b>		Division/Group	CALMAT		Theresa Gonzales
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		<b>Branch</b>			
		Branch Director			
		Deputy			
<b>5. Planning Section:</b>		Division/Group			
Chief	Mark Olivas	Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit	Mark Olivas	Division/Group			
Documentation Unit		<b>Branch</b>			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
Advance Planning	Laura Little	Division/Group			
Action Planning	Lisa Galindo	Division/Group			
		Division/Group			
<b>6. Logistics Section:</b>		Division/Group			
Chief	Jeff Hayes	Division/Group			
Deputy		<b>Air Operations Branch</b>			
<b>Support Branch</b>		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		<b>8. Finance/Administration Section:</b>			
Ground Support Unit		Chief	Lisa Dattolico		
<b>Service Branch</b>		Deputy			
Director		Time Unit	Theresa Gonzales		
Communications Unit		Procurement Unit	John Anderson		
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit	Lisa Dattolico		
<b>9. Prepared by:</b> Name: <u>Mark Olivas</u>		Position/Title: <u>Planning Section Chief</u>		Signature:	
ICS 203	IAP Page <u>7</u>	Date/Time: <u>11-23-18</u>			



## ASSIGNMENT LIST (ICS 204)

<b>1. Incident Name:</b> 2018 November Wildfires		<b>2. Operational Period:</b> Date From: 11/23/2018      Date To: 0700 Time From: 11/23/2018      Time To: 1900		<b>3.</b> <b>Branch:</b>  <b>Division:</b>  <b>Group:</b>  <b>Staging Area:</b>
<b>4. Operations Personnel:</b>				
<u>Name</u>		<u>Contact Number(s)</u>		
Operations Section Chief: Jennaya Young		DOC: 916-759-5515		
Branch Director: Markell Pierce		DOC: 916-384-1448		
Division/Group Supervisor: Markell Pierce		DOC: 916-384-1448		
<b>5. Resources Assigned:</b>				
<b>Resource Identifier</b>	<b>Leader</b>	<b># of Persons</b>	<b>Contact (e.g., phone, pager, radio frequency, etc.)</b>	<b>Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</b>
Logistics Section	Jeff Hayes	7	916-384-1452	EMSA DOC
Planing Section	Mark Olivas	3	916-255-1805	EMSA DOC
Admin/ Finance Section	Lisa Dattolico	2	916-384-1448	EMSA DOC
Operations Section	Jennaya Young	2	916-255-1449	EMSA DOC
Admin Officer	John Burgard	1	916-384-1448 ; 714-847-6000	EMSA DOC
<b>6. Work Assignments:</b>				
<ul style="list-style-type: none"> <li>- Logistics to ensure water tightness of medical tents and determine any needs by end of day.</li> <li>- Operations to confirm location and delivery of flu and TDAP vaccinations by the end of day.</li> <li>- Administrative Officer will confirm availability and location of KP mobile medicine van by end of day.</li> <li>- Time/Travel Unit (Admin/Finance) update flight plans for demobilization.</li> </ul>				
<b>7. Special Instructions:</b>				
<b>8. Communications (radio and/or phone contact numbers needed for this assignment):</b>				
<u>Name/Function</u>		<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>		
/				
/				
/				
/				
<b>9. Prepared by:</b> Name: <u>Mark Olivas</u> Position/Title: <u>Planning Section Chief</u> Signature:				
ICS 204	IAP Page <u>8</u>	Date/Time: <u>11-23-18</u>		

## INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

**1. Incident Name:**  
2018 November Wildfires

**2. Date/Time Prepared:**  
Date: 11/23/2018  
Time: 0700

**3. Operational Period:**  
Date From: 11/23/2018  
Time From: 11/23/2018  
Date To: 0700  
Time To: 1900

**4. Basic Radio Channel Use:**

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	1	Command	MED-3 T13		463.05	141.3	468.05	141.3	A	Main, Calling Repeated

**5. Special Instructions:**

**6. Prepared by (Communications Unit Leader):** Name: Mark Olivas

IAP Page 9

Date/Time: 11-23-18

Signature:

11/23/2018

## COMMUNICATIONS LIST (ICS 205A)

0700-0700

Position Title	Contact Name	Contact Number	Email		
Director of DOC	Markell Pierce	916-384-1448	N/A		
Admin Officer	John Burgard				
Safety Leader	Markell Pierce				
Operations Section Chief	Jennaya Young	916-255-1805	<a href="mailto:operations.emsadoc@emsa.ca.gov">operations.emsadoc@emsa.ca.gov</a>		
Response Personnel	Theresa Gonzales/Patrick Lynch				
Mission Tracker	Jennaya Young	916-255-1805	<a href="mailto:planning.emsadoc@emsa.ca.gov">planning.emsadoc@emsa.ca.gov</a>		
Planning Section Chief	Mark Olivas				
Situation Analysis	Mark Olivas				
Action Plans Analysis	Lisa Galindo				
Advance Plans Lead	Laura Little				
Other	(None)				
Logistics Section Chief	Jeff Hayes				
Travel Coordinator	Theresa Gonzales	916-384-1452	<a href="mailto:logistics.emsadoc@emsa.ca.gov">logistics.emsadoc@emsa.ca.gov</a>		
Comms/IT	Howard Tsudaka				
DOC Staffing	Jennaya Young				
Procurement	John Anderson				
Food Unit Leader	Jennaya Young				
Logistics Specialist	Jeff Hayes				
Tech Specialist	(None)				
Finance/Admin Section Chief	Lisa Dattolico			916-384-1449	<a href="mailto:financeadmin.emsadoc@emsa.ca.gov">financeadmin.emsadoc@emsa.ca.gov</a>
Travel/Time Unit	Theresa Gonzalez				
Cost Accounting	Lisa Dattolico				

EXEC



OPS

PLANS

LOGISTICS

FISCAL -  
ADMIN

## MEDICAL PLAN (ICS 206)

<b>1. Incident Name:</b> 2018 November Wildfires		<b>2. Operational Period:</b> Date From: 11/23/2018 Time From: 11/23/2018		Date To: 0700 Time To: 1900			
<b>3. Medical Aid Stations:</b>							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
CAL-MAT BoO	150 Airport Blvd, Chico, CA 95973	Don Wyatt 209-303-2726	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>4. Transportation (indicate air or ground):</b>							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
First Responder	150 Airport Blvd, Chico, CA 95973	Don Wyatt 209-303-2726	<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS				
DOD Ground FLA	150 Airport Blvd, Chico, CA 95973	Don Wyatt 209-303-2726	<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
<b>5. Hospitals:</b>							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
ENLOE Hospital	1531 Esplanade, Chico, CA 95926		N/A	N/A	<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Special Medical Emergency Procedures:</b>							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
<b>7. Prepared by (Medical Unit Leader):</b> Name: <u>Mark Olivas</u> Signature: <u></u>							
<b>8. Approved by (Safety Officer):</b> Name: <u>Markell Pierce</u> Signature: <u></u>							
ICS 206	IAP Page <u>11</u>	Date/Time: <u>11/23/2018</u>					