City of Moreno Valley
Emergency Operations Training
Emergency Operations I
(SEMS/NIMS/ICS)
COURSE OVERVIEW

- Review the City of Moreno Valley’s roles and responsibilities in emergencies
- Overview and intent of ICS
- Overview and intent of SEMS
- Overview and intent of NI MS
SYSTEM SIMILARITIES

Why are we teaching three systems?

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

INCIDENT COMMAND SYSTEM

NATIONAL INCIDENT MANAGEMENT SYSTEM
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WHY WE HAVE THEM

ICS – Malibu Fire 1970

SEMS – East Bay Hills Fire 1991

ICS – Malibu Fire 1970

NIMS – Attack on U.S 2001
What powers the train.....and who drives it?
Legal Authority:

Moreno Valley Ordinance No. 325

- Provides for preparation and carrying out of plans for the protection of persons and property in the event of an emergency.
- Authorizes emergency rules and regulations.
- Authorizes the requisition of personnel or material of a City department.
PUBLIC EMPLOYEES AND DISASTERS

Disaster Service Worker

California Government Code, Section 3100 declares:

“all public employees are hereby declared to be disaster services workers subject to such disaster activities as may be assigned to them by their superiors or by law”

Important: All City employees are automatically a Disaster Service Worker
WHAT DOES IT MEAN TO BE A DISASTER SERVICE WORKER?

What Will My Role Be?

You may be asked to perform duties that you are not accustomed to such as:

• Sandbagging
• Debris Removal
Registered Disaster Service Worker (DSW) volunteers are persons who have chosen to volunteer their time to assist in a disaster or emergency services agency in carrying out the responsibilities of that agency.
City of Moreno Valley
Pre-Registered DSWs include:

- Community Emergency Response Team’s (CERT)
- Emergency Communications (ACES/ RACES)
- Emergency Response Force
- Police Station Volunteers and Anti-Graffiti Patrol
ROUTINE vs. EXTRAORDINARY EMERGENCY OPERATIONS

Routine
- Normal day-to-day departmental operations.
- Routine daily activities and events.
- Typically single discipline and two or less agencies.

Extraordinary
- Impacts day-to-day departmental operations.
- Significant commitment of City and possibly mutual-aid resources.
- Typically multiple discipline.
DISASTER vs. CATASTROPHIC EMERGENCY OPERATIONS

Disaster
- Impacts day-to-day City operations
- Full commitment of City and mutual-aid resources
- Long term recovery issues

Catastrophic
- Ceases day-to-day City operations
- Full and permanent resource & infrastructure failure
- Limits or cripples ability to respond
- Long term recovery issues
EOC ACTIVATION LEVELS

LEVEL ONE - Management Watch
- Severe Weather Advisory
- Minor Earthquake 4.0 - 4.9
- Terrorism Threat

LEVEL TWO - Limited EOC Staff
- Moderate Earthquake 5.0 to 5.9
- Any Large incident
- Local declared emergency

LEVEL THREE - All EOC Staff
- Major earthquake 6.0 +
- Any Major emergency
EOC ROLES

Coordinates, Manages, Develops and Provides:

- Flow of information
- Alerts and warnings
- Emergency policies
- Continuity of government
- Damage assessment
- Resources
- Care and shelter
- Evacuations
- Search and rescue
- Medical treatment
- Recovery

Moreno Valley Operations Section
EOC POLICY GROUP

During Emergencies:
Formulates EMERGENCY ordinances and policies in support of operations

Day-to-Day Duties:
Establishes policies, ordinances and resolutions to support the City’s role in emergency management

- Mayor and City Council
- EOC Director
- City Attorney
- EOC Section Chiefs, as needed
- EOC Manager
EMERGENCY OPERATIONS
SUPPORT FACILITIES

Moreno Valley may activate and/or support:

- Incident Command Post(s)
- Area Commands
- Care & Shelters
- Animal Shelters
- Evacuation Centers
- Incident Bases
- Staging Areas
- Mobilization Centers
- Disaster Recovery Centers
- Local Assistance Center
- Joint Information Center
ICS 100 & 200

Firescope
INCIDENT COMMAND SYSTEM

- FIRESCOPE was organized after the disastrous 1970 wildland fires in southern California.
- The goal of this group was to create and implement new applications in fire service management, technology and coordination, with an emphasis on incident command and multi-agency coordination.
WHAT IS ICS?

- Proven on-scene, all-hazard concept.
- Used to manage emergency and non-emergency events.
- Works well for both small and large situations.
- Interdisciplinary and organizationally flexible.

Moreno Valley Fire emergency response during disaster drill.
ICS PURPOSES

- Using management best practices, ICS helps to ensure:
  - The **SAFETY** of responders and others.
  - The achievement of tactical objectives.
  - The efficient use of resources.
ICS FEATURES

- Common terminology
- Modular organization
- Management by objectives
- Incident Action Plan (IAP)
- Chain of command and unity of command
- Unified command
- Manageable span of control

- Pre-designated incident facilities
- Resource management
- Information management
- Integrated communications
- Transfer of command
- Accountability
- Deployment
- Demobilization
**COMMON TERMINOLOGY**

- Using common terminology helps to define:
  - Organizational functions.
  - Incident facilities.
  - Resource descriptions.
  - Position titles.
MODULAR ORGANIZATION

- Develops in a top-down, modular fashion.
- Is based on the size and complexity of the incident.
- Incident objectives determine the organizational size.
- Only functions/positions that are necessary will be filled.
- Each element must have a person in charge.
MANAGEMENT BY OBJECTIVES

- ICS is managed by objectives.
- Objectives are communicated throughout the entire ICS organization through the incident planning process.

Basic Business Principles
OVERALL PRI ORIT I ES

- Incident objectives are established based on the following priorities:
  - #1: Life Saving
  - #2: Incident Stabilization
  - #3: Property Preservation
Every incident must have an Incident Action Plan (IAP) that:

- Specifies the incident objectives.
- States the activities to be completed.
- Covers a specified timeframe, called an operational period.
- May be oral or written—except for hazardous materials incidents, which require a written IAP.
ICS ORGANIZATION

INCIDENT COMMANDER OR UNIFIED COMMAND
(Fire, Police, EMS, Public Works)

Information Officer
Safety Officer
Liaison Officer

Operations Section
- Branches
- Divisions/Groups
  - Teams
  - Task Force
  - Single Resources

Planning Section
- Unit
- Branch

Logistics Section
- Unit
- Branch
- Branch

Finance/Administration Section
- Unit
- Unit
- Unit

Activate as Needed
Chain of command is an orderly line of authority within the ranks of the incident management or organization.

- Ensures Safety
- Facilitates Decision Making
UNITY OF COMMAND

Under unity of command, personnel:
- Report to only one supervisor.
- Receive work assignments only from their supervisors.

Don’t confuse Unity of command with Unified Command!
UNIFIED COMMAND

- Enables all responsible agencies to manage an incident together by establishing a common set of incident objectives and strategies.
- Allows Incident Commanders to make joint decisions.
- Maintains unity of command.
Manageable Span of control is:

- The number of individuals or resources that one supervisor can effectively manage during an incident.
- Is between 3 and 7 subordinates.
RESOURCE MANAGEMENT

- Resource management includes processes for:
  - Categorizing resources.
  - Ordering resources.
  - Dispatching resources.
  - Tracking resources.
  - Recovering resources.

It also includes processes for reimbursement for resources.
RESOURCES: TACTICAL SUPPORT

- **Tactical Resources:** Personnel and major items of equipment used in the operation

- **Support Resources:** All other resources required to support the incident (e.g., food, communications equipment, or supplies)
ACCOUNTABILITY

- The following principles must be adhered to:
  - **Check-In.** All responders must check in to receive an assignment.
  - **Incident Action Plan.** Response operations must be coordinated as outlined in the IAP.
  - **Unity of Command.** Each individual will be assigned to only one supervisor.
ACCOUNTABILITY (cont.)

- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as manage all resources under their supervision.

- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.
INCIDENT COMMANDER AND COMMAND STAFF FUNCTIONS

- Incident Commander
- Public Information Officer
- Liaison Officer
- Safety Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Admin Section Chief

Command Staff

General Staff
Depending on the incident, the incident commander will typically be a Chief, Battalion Chief or Lieutenant.

- Implements policy on the incident.
- Oversees all incident activity.
- Accountable to the EOC Director.
- May assign command and general staff.
- Can have one or more Deputy Incident Commanders.

Fire Chief
John Clark

Police Chief
John Anderson
The Incident Commander performs all command and staff responsibilities unless the ICS functions are delegated and assigned.
TRANSFER OF COMMAND

- Command may change when there is a:
  - Increase or decrease in size or complexity.
  - Change in jurisdiction or discipline.

- Transfer of command requires:
  - A briefing for the incoming Incident Commander.
  - Notification to all personnel that a change in command is taking place.
COMMAND STAFF

Advises Incident Commander (IC) on safety issues. Ensures safety of all incident personnel.

Advises IC on media relations. IC approves information that the PIO releases.

Serves as the point of contact for agency representatives that support the incident.

Public Information Officer (PIO)

Safety Officer

Liaison Officer
GENERAL STAFF FUNCTIONS

General staff is assigned at the discretion of the Incident Commander.
Expanding incidents may add supervisory layers as needed.
OPERATIONS SECTION CHIEF

- Develops and implements strategies to carry out incident objectives.
- Organizes, assigns, and supervises tactical resources.
OPERATIONS SECTION

- Directs and coordinates all incident tactical operations.
- Is typically one of the first sections to be assigned.
- Expands from the bottom up.
- Has the most incident resources.
- May have Staging Areas and special organizations.
The following supervisory levels can be added to help manage span of control:

- **Divisions**: Divides an incident geographically.
- **Groups**: Describes functional areas of operation.
- **Branches**: Used when the number of Divisions or Groups exceeds the span of control. Can be either geographical or functional.
OPERATIONS: DIVISIONS

- Divided geographically based on the needs of the incident.
- Labeled using alphabet characters (A, B, C, etc.).
- Managed by a Supervisor.
OPERATIONS: GROUPS

- Established based on the needs of an incident.
- Labeled according to the job that they are assigned.
- Managed by a Supervisor.
- Work wherever their assigned task is needed and are not limited geographically.

Operations Section

Health & Safety Group

Public Works Group
Divisions and Groups:

- Can be used together on an incident.
- Are at an equal level in the organization. One does not supervise the other.

Operations Section

- Division A (East Side)
- Health & Safety Group
- Public Works Group
  - Electric Utilities Specialist
  - Water Sanitation Specialist
OPERATIONS: BRANCHES

- Established if the number of Divisions or Groups exceeds the span of control (3 to 7)
- Have functional or geographical responsibility for major parts of incident operations.
- Managed by a Branch Director.

Operations Section

- Emergency Services Branch
  - Health & Medical Group
  - Shelter & Mass Care Group
- Law Enforcement Branch
  - Perimeter Control Group
  - Investigation Group
- Public Works Branch
  - Debris Removal Group
  - Utility Repair Group
OPERATIONS: TASK FORCES

Task Forces are a combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.

Riverside USAR
California Task Force 6 (CA-TF6)
OPERATIONS: STRIKE TEAMS

Strike Teams are a set number of resources of the same kind and type operating under the direct supervision of a Strike Team Leader.

RivCo Fire Strike Team RVC 6004 A - 2003 Fire Siege
(Strike Team Leader - Battalion Chief Jim Cook)
OPERATIONS: SINGLE RESOURCE

- Single Resources may be:
  - Individuals.
  - A piece of equipment and its personnel complement.
  - A crew or team of individuals with an identified supervisor.

Riverside County Sheriff HDT and Crew
PLANNING SECTION CHIEF

- Gathers, analyzes, and disseminates information and intelligence.
- Manages the planning process.
- Compiles the Incident Action Plan (IAP).
- Manages Technical Specialists.
PLANNING SECTION

- Maintains resource status.
- Maintains and displays situation status.
- Prepares the Incident Action Plan (IAP).
- Develops alternative strategies.
- Provides documentation services.
- Prepares the Demobilization Plan.
- Provides a primary location for Technical Specialists assigned to an incident.
PLANNING : RESOURCES UNIT

- Conducts all check-in activities and maintains the status of all incident resources.
- Plays a significant role in preparing the written Incident Action Plan.
PLANNING: SITUATION UNIT

Planning Section

- Collects and analyzes information on the current situation.
- Prepares situation displays and situation summaries.
- Develops maps and projections.
PLANNING: DOCUMENTATION UNIT

- Provides duplication services, including the written Incident Action Plan.
- Maintains and archives all incident-related documentation.
PLANNING:
DEMOBILIZATION UNIT

Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.
PLANNING: TECHNICAL SPECIALISTS

- Provide special expertise useful in incident management and response.
- May be assigned to work in the Planning Section or in other Sections.
- Examples:
  - Damage assessment,
  - Environmental, GIS,
  - Resource management.
LOGISTICS SECTION

- Responsible for:
  - Communications.
  - Medical support to incident personnel.
  - Food for incident personnel.
  - Supplies.
  - Facilities.
  - Ground support.
- Provides resources and services required to support incident activities.

- Contracts for and purchases goods and services needed at the incident.
The Service Branch may be made up of the following Units:
SERVICE BRANCH: COMMUNICATIONS UNIT

- Prepares the Communication Plan (ICS Form 205).
- Distributes and maintains communications equipment.
- Supervises the Incident Communications Center.
- Ensures adequate communications over the incident.
SERVICE BRANCH: MEDICAL UNIT

- Develops the Medical Plan (ICS Form 206).
- Provides first aid and light medical treatment.
- Prepares procedures for a major medical emergency.
SERVICE BRANCH: FOOD UNIT

- Supplies the food and potable water.
- Obtains equipment and supplies to operate food service facilities.
LOGISTICS: SUPPORT BRANCH

- Assists in determining the type and amount of supplies needed to support the incident.
- Orders, receives, stores, and distributes supplies.
- Services equipment.
- Maintains inventory of supplies and equipment.
SUPPORT BRANCH: FACILITIES UNIT

- Sets up and maintains facilities.
- Provides managers for Base and Camps.
- Provides facility security and maintenance services (sanitation, lighting, cleanup).
SUPPORT BRANCH: GROUND SUPPORT UNIT

- Prepares the Transportation Plan.
- Arranges for, activates, and documents the fueling and maintenance of ground resources.
- Arranges for transportation of personnel, supplies, food, and equipment.
FINANCE/ ADMINISTRATION

SECTION CHIEF

- Is responsible for financial and cost analysis.
- Oversees contract negotiations.
- Tracks personnel and equipment time.
- Processes claims for accidents and injuries.
- Works with Logistics to ensure resources are procured.
FINANCE/ ADMINISTRATION SECTION

- Contract negotiation and monitoring
- Timekeeping
- Cost analysis
- Compensation for injury or damage to property
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<th>Time Unit is responsible for:</th>
<th>Procurement is responsible for:</th>
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<td>incident personnel time recording.</td>
<td>vendor contracts, leases and fiscal agreements.</td>
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<th>Cost Unit is responsible for:</th>
<th>Comp/ Claims is responsible for:</th>
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<td>collecting cost data, providing cost estimates and making cost savings recommendations.</td>
<td>claims-related activities</td>
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PREDESI GNATED I NCI DENT FACI LITES

- Established by the Incident Commander based on the requirements and complexity of the incident.
INCIDENT COMMAND POST

- The location where the Incident Commander oversees all incident operations.
- May change locations during the event.
- Should be positioned close enough to the incident to maintain command but away from hazards.
- Every incident must have some form of an Incident Command Post.
STAGING AREAS

- Temporary locations for available personnel and equipment waiting for assignments.
- Located close enough to the incident for a timely response, but far enough away from hazards.
- May be located with the ICP, Bases, Camps, Helibases, or Helispots.

May be more than one Staging Area
BASE

- Is the location where logistics and administrative functions are coordinated.
- There is only one Base per incident.
- May be located with the Incident Command Post.
- Is established and managed by the Logistics Section. The resources in the Base are always **out of service**.
CAMPS

- Multiple Camps may be used, but not all incidents will have Camps.
- Are temporary locations that are able to provide food, water, sleeping areas, and sanitary services.
- Are designated by geographic location or number.

Incident Base Camp = ICP + Base + Camp
A Helibase is helicopter-centered air operations are conducted. Helibases are generally used on a more long-term basis and include such services as fueling and maintenance.

- Helispots are temporary locations at the incident, where helicopters can safely land and take off. Multiple Helispots may be used.
COMMON RESPONSIBILITIES
Joint Information Center

- Physical location where public information staff collocate.
- Provides the structure for coordinating and disseminating critical information.

Moreno Valley Joint Information Center
MOBILIZATION

- Make sure that you receive a complete deployment briefing.
- Personnel and equipment should respond ONLY when requested or when dispatched by an appropriate authority.

✓ Order & Request #
✓ Assignment
✓ Reporting Date & Time
✓ Reporting Location
✓ Travel Information
✓ Health & Medical Info.
✓ Deployment Period
✓ Logistics
✓ Communications

Just say no to self dispatching
DEPLOYMENT BRIEFING

✓ Descriptive location and response area
✓ Incident check-in location
✓ Specific assignment (e.g., position, team designation, etc.)
✓ Reporting time

✓ Communications instructions (e.g., incident frequencies)
✓ Special support requirements (e.g., facilities, equipment transportation and off-loading, etc.)
✓ Travel arrangements (if needed)

Everyone gets one!
CHECK-IN

- The check-in process helps to:
  - Ensure personnel accountability.
  - Track resources.
  - Prepare personnel for assignments and reassignments.
  - Locate personnel in case of an emergency.
  - Establish personnel time records and payroll documentation.
  - Plan for releasing personnel.
  - Organize the demobilization process.
INITIAL INCIDENT BRIEFING

Make sure that you receive an initial incident briefing.

- Current situation assessment and objectives
- Specific job responsibilities
- Location of work area
- Procedural instructions for obtaining additional resources
- Safety hazards and required safety procedures/Personal Protective Equipment (PPE), as appropriate
KEEP ACCURATE RECORDS

- Print or type all entries.
- Enter dates in month/day/year format.
- Use military 24-hour time.
- Enter date and time on all forms and records.
- Fill in all blanks. Use N/A as appropriate.
- Section Chiefs and above assign a recordkeeper (scribe).
SUPERVISORY RESPONSIBILITIES

If you are a supervisor, you **must**:

- Maintain a daily Unit Log (ICS Form 214) indicating the names of personnel assigned and a listing of the major activities that occurred during the operational periods to which you were assigned.
- Provide briefings to your subordinates, adjacent forces, and replacement personnel.
**DEMOBILIZING**

- Complete all work assignments and required forms/reports.
- Brief replacements, subordinates, and supervisor.
- Evaluate the performance of subordinates.
- Follow incident and agency check-out procedures.
- Provide follow-up contact information.
- Return any incident-issued equipment or other nonexpendable supplies.
- Complete post-incident reports, critiques, evaluations, and medical follow up.
- Complete any administration issues.
- Upon arrival at home, notify the home unit (i.e., whoever is tracking you) of your arrival and ensure your readiness for your next assignment.
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

As a result of events during the 1991 East Bay Hills fire, Senator Petris introduced Senate Bill 1841

- 25 dead & 150 injured
- 10,000 people left homeless
- $1.5 billion in damage
- 3354 homes & 456 apt units destroyed
- 2000 vehicles destroyed
- 1.5 billion in damage

Government Code § 8607 - Emergency Services Act, effective January 1, 1993
SEMS COMPONENTS

- Organizational Levels
- Incident Command System (ICS)
- Inter-Agency Coordination
- California Master Mutual Aid Agreement
ORGANIZATIONAL LEVELS

Field
Operational Area
Local
Regional
State
Coastal Region
Inland Region
Southern Region
FIELD LEVEL

Emergency Response Personnel with Authority to Carry out Tactical Decisions and Activities

Responsible For:

- Establishing Incident Command Post
- Requesting support from the Local Government EOC

The Incident Command System (ICS) is required at the Field Level

Moreno Valley Fire Field Level Response
LOCAL GOVERNMENT LEVEL

City or Special Districts

- Declares a LOCAL emergency when local resources are exhausted.
- Activates the local EOC.
- Supports field activity.
- Requests support from the Operational Area.
- Restores City services.
OPERATIONAL AREA LEVEL

- Includes all jurisdictions within the County
- Coordinates information and resources within the County.
- The Operational Area EOC is the link to the Regional Level EOC.

Riverside County EOC
REGионаL LEVEL

Riverside County is Located in Region VI - the Southern Region

- Region VI is comprised of the southern counties.
- Our Regional EOC (REOC) is located in Los Alamitos.
- REOC Coordinates info/resources among the Operational Areas
- They are the link to State Level.
STATE LEVEL

- The Governor’s Office of Emergency Services (OES) in Sacramento oversees coordination and manages State resources within the various regions.
- State can make a Gubernatorial Declaration
- They are the link to Federal Level

State Operating Center (SOC)
MANAGEMENT SECTION

- Sets policy for the jurisdiction
- Provides for continuity
- Directs the overall emergency response
- Overall coordination and support
- Ultimate accountability

Moreno Valley Management Section
OPERATIONS SECTION

- Provides direct support for next lowest SEMS level
- Coordinates inter-agency response
- Keeps Management informed
- Provides information to all SEMS Functions

Moreno Valley Operations Section
PLANNING SECTION

- Collects / analyzes information
- Develops Situation Reports
- Documentation Services
- Action Planning
- Advance Planning

Moreno Valley Planning Section
LOGISTICS SECTION

- Personnel
- Equipment & Supplies
- Communication Support
- Transportation and Facilities
- Purchasing

Moreno Valley Logistics Section
DEPARTMENT OPERATIONS CENTER (DOC)

- Is discipline specific, e.g. Public Works Dept.
- Coordinates departmental operations in support of field response.
- Coordinates with the EOC.
- Does NOT have command authority over incidents.
Mutual Aid System

Used by cities, counties, special districts, and the state to provide:

- resources
- facilities
- personnel
Multi-Agency Coordination

- Coordinated Decision-Making Between Agencies
- Facilitates Communications and Information Sharing
- Facilitates Priority-Setting for Resource Allocation and Responses.
NATIONAL INCIDENT MANAGEMENT SYSTEM
WHY NIMS?


Requires that:

- Federal preparedness assistance funding for states, territories, local jurisdictions and tribal entities be dependent on NIMS compliance.
WHAT IS NIMS?

- A comprehensive, national approach to incident management
- Applicable at all jurisdictional levels and across disciplines
NI MS INTEGRATION CENTER

- Provides strategic direction and oversight of NI MS
- Serves as Executive Agent for the National Response Plan.
NI MS INTEGRATIONS CENTER RESPONSIBILITIES:

- NI MS National Standard Curriculum
- ICS Training Guidance
- NI MS Capability Assessment
- Resource Management Initiative
National Planning Scenarios
Credentialing
NI MS ICS Courses
IS-700 NI MS Training
IS-800 NRP Training
Universal Task List
Target Capability List
120 Typed Resources
NI MS COMPONENTS

- Command & Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance
COMMAND AND MANAGEMENT

- Incident Command System
- Multi-agency Coordination System
- Public Information System
PREPAREDNESS

- Planning
- Training and Exercises
- Standards and Certification
- Mutual Aid
- Information/Publications

Moreno Valley Community Emergency Response Team (CERT) Training
RESOURCE MANAGEMENT

- Identify and type resources
- Certify and credential personnel
- Inventory, acquire, mobilize, track and recover
OTHER COMPONENTS OF NIMS

- Communications and Information Management
- Supporting Technologies
- Ongoing NI MS Management
SUMMARY

SEMS, NIMS and ICS has important principles that emergency response agencies and government organizations must use in order to properly and effectively respond to emergencies and large-scale disasters.
Questions???

For questions or for more information:

Please Call LeAnn M. Coletta, CEM

Moreno Valley Emergency Operations and Volunteer Services Program at 951.413.3800

or email: movaltc@moval.org