

|   |  |                  |
|---|--|------------------|
| <b>SCOTTS VALLEY FIRE<br/>PROTECTION DISTRICT</b> |  |                  |
| <b>STANDARD<br/>OPERATING<br/>PROCEDURES</b>      | <b>ARTICLE: II</b>                                     | <b>SOP: 2800</b> |
|   | <b>SECTION: 2800 DISASTER OPERATIONS</b>               |                  |
|   | <b>SUBJECT: DISASTER OPERATIONS/<br/>DOCUMENTATION</b> |                  |

**Purpose:** To provide a means to track incident activities and logistical support for historical and cost recovery purposes.


**Scope:** To guide all personnel in the response to disasters and documentation of incident activities and to assure full cost recovery when possible.

**Procedure:**

As outlined by policy and applicable law, all District members are to report for duty as soon as practical and safe during a disaster situation such as an earthquake, major fire, flood, riot or other condition which it is reasonable to assume would require the service of the Scotts Valley Fire Protection District.

Upon reporting for duty, all members shall document on an incident log (ICS 214) all significant activities and assignments. As a minimum, this should include:

- Time reporting for duty.
- Incidents/hazards responded to.
- Significant events.
- Any injuries to District personnel.
- Any damage to District facilities or equipment
- Road closures, bridges out or other infrastructure damage.
- Purchases made or charges incurred.
- Time released.

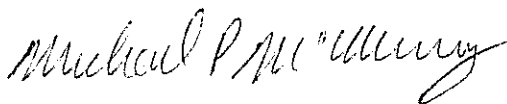
|                          |  |                    |
|--------------------------|--|--------------------|
| <b>DATE:</b><br>08/12/99 | <b>APPROVED:</b><br> | <b>PAGE 1 OF 2</b> |
|--------------------------|--|--------------------|

|   |  |                  |
|---|--|------------------|
| <b>SCOTTS VALLEY FIRE<br/>PROTECTION DISTRICT</b> |  |                  |
| <b>STANDARD<br/>OPERATING<br/>PROCEDURES</b>      | <b>ARTICLE: II</b>                                     | <b>SOP: 2800</b> |
|   | <b>SECTION: 2800 DISASTER OPERATIONS</b>               |                  |
|   | <b>SUBJECT: DISASTER OPERATIONS/<br/>DOCUMENTATION</b> |                  |

Upon release or completion of an operational period, the log will be turned in to the supervisor. All administrative paperwork for hours worked will also be completed.

It shall be the policy of the District to supply logistical support for personnel during such times as determined by the Duty Chief. This will include food, sanitation, water, fuel, supplies and other logistical needs. All receipts and expenses are to be retained and documented.

The District will seek reimbursement for all applicable expenses from the appropriate person or agency.

|                          |   |                    |
|--------------------------|---|--------------------|
| <b>DATE:</b><br>08/12/99 | <b>APPROVED:</b><br> | <b>PAGE 2 OF 2</b> |
|--------------------------|---|--------------------|