



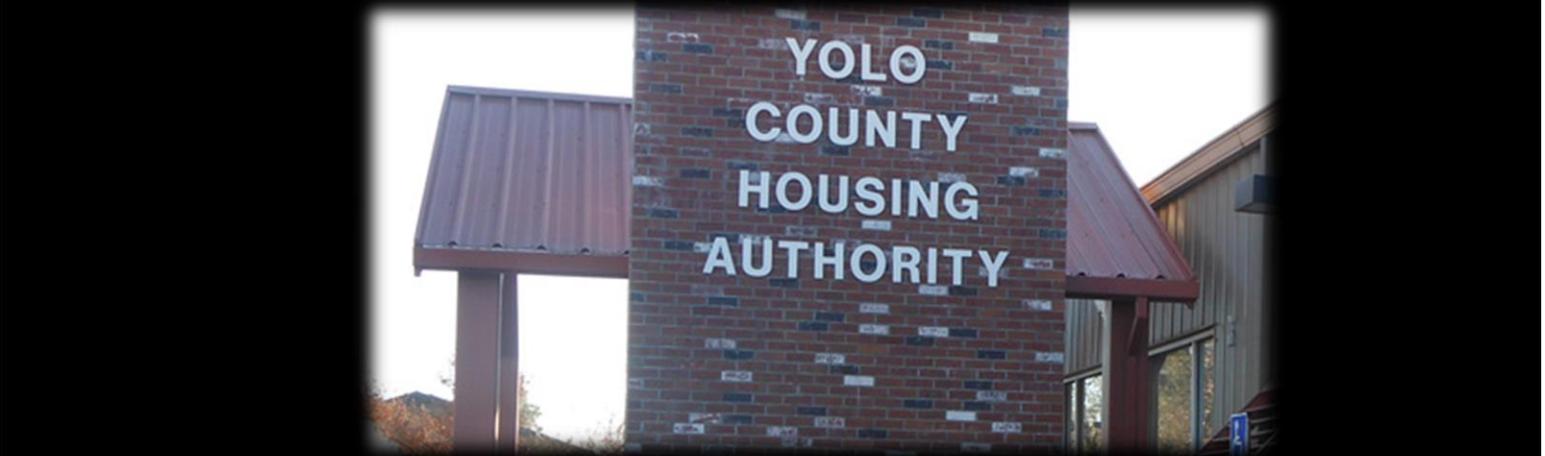
A Support Annex to the Housing
Authority of the County of Yolo
Emergency Operations Plan (EOP) and
the Emergency Support Functions (ESF)
5 & 7

The Housing Authority of the County of Yolo EOC Support Annex

Basic Plan

Version 0.1

Revised: September 2018



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INTRODUCTION

YCH has guidelines in their employee profiles to establish an Emergency Management Organization. In cases of an immediately pending threat to public safety or an actual emergency, the Housing Authority of the County of Yolo (hereinafter, YCH) executes the responsibilities outlined in emergency plans to quickly and efficiently reduce, or "mitigate" that threat. Actions almost always include activation of the EMO for conduct of *emergency management* activities, and working with the affected jurisdiction(s) on the deployment of first responder agencies. The EMO may assemble for work in the Emergency Operations Center and coordinate Operational Area resource support (both incoming and outgoing) to those first responding agencies in the field, and to the affected population. All available local, state and federal resources will be committed, as necessary, to protect lives, property and the environment. This annex outlines the response of the EMO and operation of the EOC during an emergency or disaster response as well as the support provided to that response by YCH.

HOW TO USE THIS ANNEX

This Annex should be used in conjunction with the YCH EOP. It is intended as an operational tool which provides clarity to enhance the YCH EOP.

RELATIONSHIP TO HAZARD-SPECIFIC ANNEXES

The EOC Annex provides the overall structure from which the YCH will operate during a disaster and provides the information needed to carry out the tasks associated with the EOC and its many functions. While the Annex, provides many of the tools, templates, and forms required to run an EOC, more detailed information can be found in the Hazard-Specific Annexes to the YCH EOP. These Annexes contain unique and regulatory response planning details applying to specific hazards. The information contained in this Annex and in the Hazard-Specific Annexes is meant to be complementary and, when used together, provide a complete tool to be used in an EOC activation.

DISCLOSURE EXEMPTIONS

Legislation enacting the California Public Records Act (CPRA) was signed in 1968 with the fundamental precept that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so.

There are two recurring interests justifying most of the exemptions from disclosure. First, several CPRA exemptions are based on recognition of the individual's right to privacy (e.g., privacy in certain personnel, medical or similar records). Second, a number of disclosure exemptions are based on the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

More information can be found at http://ag.ca.gov/publications/summary_public_records_act.pdf.

YCH EMERGENCY MANAGEMENT ORGANIZATION (EMO)

YCH EMERGENCY MANAGEMENT SYSTEM (SEMS) ORGANIZATION

Incident Command in the field coordinates its own logistical support at the Incident Command Post, requesting support through discipline specific mutual aid channels. Support is only requested through the Emergency Operations Center (EOC) when the mutual aid channels do not have the type or numbers of resources needed. The YCH Emergency Management Organization supports its own operations in congruence with those of each jurisdiction. The EMO shares data with each jurisdiction that has housing properties.

Consistent with Standardized Emergency Management System (SEMS), the YCH's Emergency Management Organization develops in a modular fashion, based upon the type and size of the incident:

- The Emergency Management Organization builds from the top down.
- As the need arises, the five separate SEMS functions can be activated, each with several sub-units that may be established as needed.
- The specific organizational structure established for any given incident, i.e., which positions need to be filled in the Emergency Management Organization to "work the incident" is based on the management and resource needs of the incident as determined by the EOC.

The Emergency Management Organization comprises personnel from YCH, city departments, County departments and allied agencies. As YCH is a housing authority, with special considerations from HUD to provide assistance throughout Yolo and Solano Counties, they will be working with the EOC where the affected property is. It is organized around the five functions (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration) of both the SEMS and the National Incident Management System (NIMS). YCH personnel staff the Emergency Management Organization as it is portrayed in the chart at [Figure 1 – YCH EOC Organization](#).

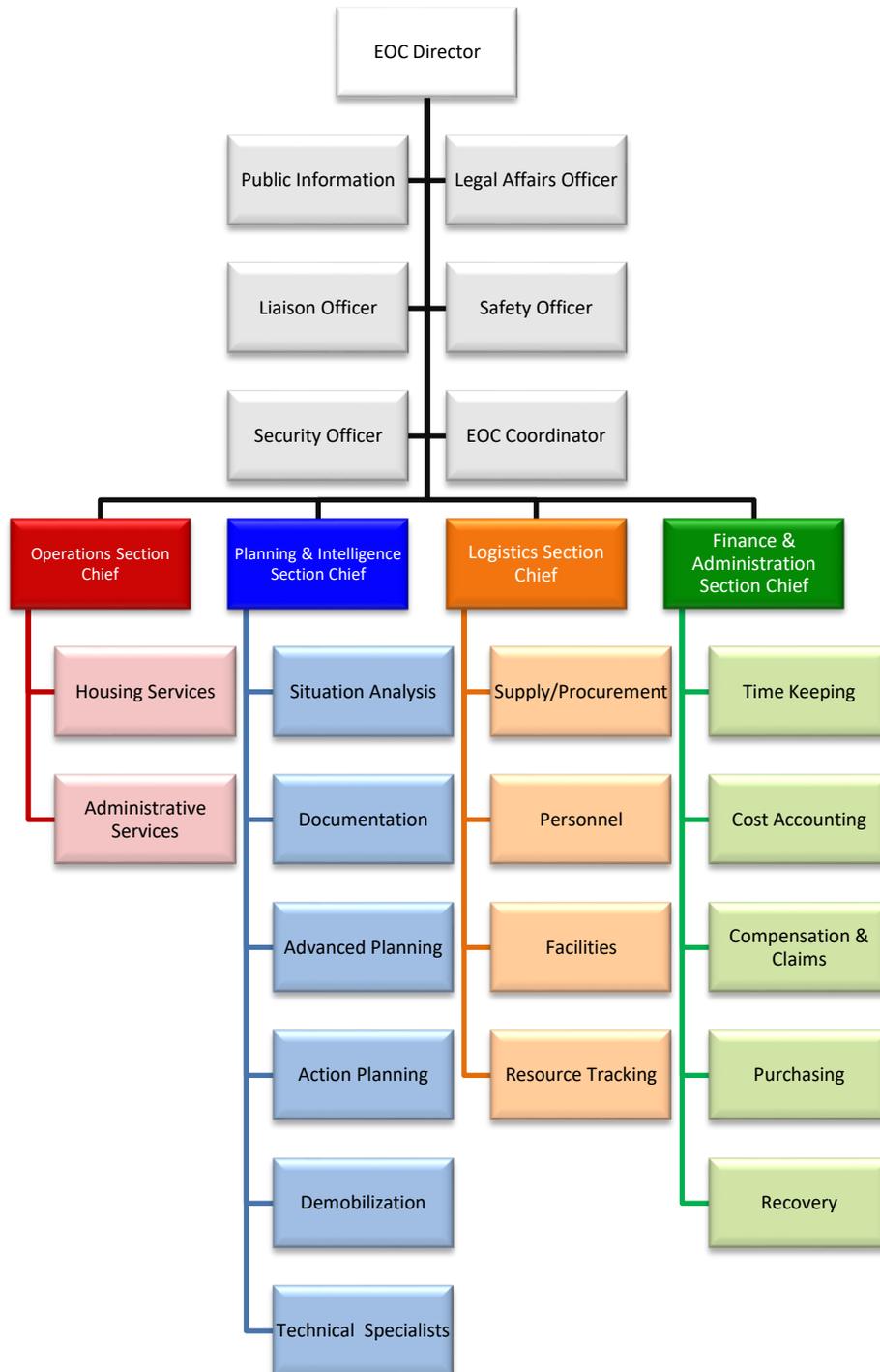


Figure 1 – YCH EOC Organization

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CONCEPT OF OPERATIONS

During a disaster or emergency, the YCH EMO supports field response operations within the jurisdiction(s) where the disaster or emergency is occurring. The EMO operates using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will use the action planning process to identify and implement specific objectives for each operational period.

EMO PURPOSE

In normal times, YCH conducts routine, day-to-day operations. When a major emergency or disaster strikes, the EOC is the location from which centralized emergency management will be performed by the EMO. It facilitates a coordinated response by all the personnel that are assigned emergency management responsibilities. The level of staffing of the EMO will vary according to the needs of the emergency, this can also include a virtual EOC activation in which the functions are coordinated remotely.

The EOC provides a central location for information collection and decision-making, and allows for face-to-face coordination among decision makers. The following emergency management functions are performed in the YCH EOC:

- Managing and coordinating YCH support of field operations
- Receiving and disseminating warning information
- Developing emergency policies and procedures
- Collecting intelligence from and disseminating information to representatives of city, county, state, tribal, and federal agencies
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- Continuing analysis and evaluation of all data pertaining to the emergency situation on YCH properties
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency and requesting resources through the affected jurisdiction
- Maintaining contact and coordination with support with jurisdictional EOCs
- Providing emergency information and instructions to participants in the housing program

EOC FACILITY LOCATION

The Primary EOC is located at the following location:

**Yolo County Housing
147 W. Main St.
Woodland, CA 95695**

The Primary EOC offers the following facilities for use during major emergencies:

- Dedicated operating space
- Extensive telephone and information management capabilities
- Electronic display processing capabilities
- Office support facilities
- Dedicated task work areas
- Adequate parking for personnel
- Adequate restroom/kitchen facilities

The alternate YCH Emergency Operations Center (EOC) is located at the following location(s):

**El Rio Villas Housing Office and Community Room
62 Shams Way
Winters, CA 95694**

Or

**Las Casitas Housing Office and Community Room
685 Lighthouse Drive
West Sacramento, CA 95605**

EMO ACTIVATION POLICY

YCH has adopted the Cal OES criteria, shown in [Figure 2 – SEMS EOC Activations Requirements](#) that identifies the events/situations which may require the EMO to be activated in the EOC.

Shaded areas = not applicable to SEMS levels Situation identified in SEMS Regulations	SEMS LEVELS				
	Field Level	Local Government	Operational Area	Region	State
Emergency involving two or more emergency response agencies § 2407(a)(1)	Use ICS				
Local Emergency Proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local Government EOC Activated §2407(a)(1)	Use ICS	Use SEMS			
Local Government activates EOC and requests Operational Area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Two or more cities within an Operational Area proclaim a local emergency §2409 (f)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
County and one or more cities proclaim a local emergency §2409 (f)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
City, city and county, or county requests Governor’s State of Emergency proclamation §2409 (f)(4)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency for county or two or more cities §2409 (f)(5)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area requests resources from outside it boundaries** §2409 (f)(6)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area receives resource requests from outside it boundaries**§2409 (f)(7)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
An Operational Area EOC is activated §2411 (a)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
A Regional EOC is activated §2413 (a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency §2413 (a)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims and earthquake or volcanic prediction §2413 (a)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC

Figure 2 – SEMS EOC Activation Requirements

This matrix highlights the flow of SEMS activation requirements. Activation of an EOC with a request of support from the Operational Area triggers the activation of an Operational Area EOC which triggers activation of the Regional EOC which, in turn, triggers activation of the State level EOC.

§ Indicates sections in the California Code of Regulations (CCR) Title 19, Division 2, Chapter 1 (SEMS)
 * The EOC is usually activated, but in some circumstances, a local emergency may be proclaimed without the need for EOC activation.
 ** Does not apply for requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA).

EOC COORDINATION WITH GOVERNMENT LEVELS AND THE PRIVATE SECTOR

Responsibility for emergency response is based on statutory authority. The emergency response is coordinated under the SEMS, which provides a flexible adaptable and expandable response organization to address all-hazards of varying magnitude and complexity. In a disaster or emergency, the YCH EOC will work congruently with the jurisdiction where the disaster or emergency is occurring.

- **Command and Control:** During response to minor or moderate events, the YCH may manage the emergency with existing resources. The EOC may not be physically activated under this scenario, but could be activated virtually. Personnel that are part of a field level emergency response will utilize the Incident Command System to manage and direct on-scene operations.
- **Field/Emergency Operations Center Communications and Coordination:** The YCH EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed that which is available from within the jurisdiction. Field Incident Command Posts and the YCH EOC will establish communications with each other when the center is activated. The YCH EOC will transition into Yolo Operational Area Emergency Operations Center (EOC) when necessary.
- **Multi-agency Coordination:** Larger scale emergencies may involve more than one responsible jurisdiction and/or multiple agencies. Management personnel from the responsible jurisdictions form a Unified Command and/or a Multi-Agency Coordination Group. The provision is made for situation assessment, determining resource requirements, establishing a logistical system, and allocating resources. Various EOCs, dispatch centers and other essential facilities such as Department Operations Centers (DOCs) located in or adjacent to the affected area are activated at this time. When its EOC is activated, the YCH may establish a Unified Command with the jurisdiction where the disaster or emergency is occurring.

COORDINATION WITH FIELD RESPONSE LEVEL

Communications and coordination must be established between the EOC and field responders who are responding within jurisdictional boundaries. The YCH EOC Operations Section will coordinate directly with the field responders for their respective discipline.

COORDINATION WITH YOLO OPERATIONAL AREA AND MEMBER JURISDICTIONS

Direct communications and coordination will be established between YCH and any Operational Area member jurisdictions' activated EOC. Additionally, as time permits, communications will be established by the County with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination amongst the jurisdictional EOCs will occur along functional lines such as between the Planning/Intelligence Sections.

COORDINATION WITH LOCAL AGENCIES

The emergency response role of cities, the tribe and special districts is generally focused on restoring their normal services or functional area of responsibility. During disasters, cities, the tribe and some types of local agencies will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments (for instance utilizing

school districts for incidents involving shelters, school facilities, or the children.) If another local agency does not send a representative to the EOC, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the other local agency, when applicable.

COORDINATION WITH STATE AND FEDERAL FIELD RESPONSE

There are some instances where a state or federal agency will have a field response. State agency field responses may result from a flood fight effort, oil spill, and hazardous materials accident on a highway or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, and/or terrorism incidents. When a state agency or federal agency is involved in field operations, coordination may be established with the YCH EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit, or part of a Unified Command. The agency's responsibilities in responding to the incident will determine their location in the organization. Per NIMS, any multi-agency response will require the formation of a Unified Command structure.

COORDINATION WITH VOLUNTEERS AND THE PRIVATE SECTOR

Within the Operational Area, coordination of response activities with non-governmental organizations may occur. Privately-owned utilities, such as PG&E will frequently send representatives to activated EOCs to facilitate coordination of critical facility restoration. The YCH EOC will address volunteer requests from the general public by directing them to the Logistics Section, the Volunteer Coordinator in the EOC or to the OA for support, or the Emergency Volunteer Center (EVC) which may be managed by Hands on Superior California, if activated. Other private sector corporate interests may contact the EOC through the appropriate liaisons to express their interest in assisting in response and recovery operations.

EOC ACTIVATION RESPONSIBILITY

The EOC Director administers and directs the YCH Emergency Management Organization. During an emergency when the EMO is activated or there is the potential for activation, the EOC Director manages and directs all aspects of the local agency response and recovery operations. The Director is responsible for the overall physical set-up, functionality and close-out of the EOC.

EOC ACTIVATION LEVELS

The YCH EMO will be activated according to a graduated, three level system that designates specific staffing and tasks based on the approach or impact of an emergency or disaster. There are many activities that may be occurring prior to the actual activation such as pre-activity monitoring with the Yolo OA OES, coordination amongst local jurisdictions, and development of situational awareness briefings. The levels below can be activated virtually or in the actual EOC.

In addition to the following activation levels, the YCH may find that activation of the EOC is not warranted, yet monitoring of a developing situation is critical. At that time, the **EOC Coordinator** will be the liaison with local emergency operations during business and after duty hours. This individual will be identified to those agencies affected by the developing situation.

There are several activities that the EOC Coordinator will complete in the monitoring phase of an

incident or disaster such as:

- Coordination of YCH offices
- Coordination with affected jurisdictions
- Information and analysis on overall situation (situation report),
- Resource needs or potential needs,
- Briefings to Commission/Yolo OA

The EOC Coordinator will also be the point of contact for YCH during non-duty hours when a Level 1 Activation of the EOC has been initiated.

Level Three EMO Activation: Level Three is a minimum activation, this is usually done virtually and does not actually constitute a physical activation of the EOC. This level may be used for situations which initially only require a few people, e.g., a short duration earthquake warning; winter storm alerts; or public safety monitoring of a low risk, planned event. At a minimum, Level One staffing consists of the EOC Coordinator and EOC Director in an enhanced readiness/monitoring posture, but may select other members of the EMO, such as someone from the Planning and Intelligence Section. Based on the threat or the incident, other coordinators, such as a Public Information Officer representative may also be involved.

Level Two EMO Activation: Level Two activation is normally achieved as an increase from Level One or a decrease from Level Three. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. One person may fulfill more than one SEMS function. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Under a Level Two activation, representatives to the EOC from other agencies or jurisdictions may be required.

Level One EMO Activation: Level One activation involves a complete and full activation with all organizational elements at full staffing. Level Three would normally be the initial activation during any major emergency such as a significant, damage inducing earthquake or widespread flooding.

If EOC activation is warranted, the first EMO staff member to arrive begins set-up procedures. The EOC Director or designee makes all decisions regarding the level and scope of operations. The scope and nature of the emergency, current conditions, and potential concerns dictate the level of EMO operations and staffing requirements.

SECURITY AND ACCESS CONTROL

Once the EMO has been activated and the EOC put into operation, only authorized personnel are permitted in the EOC. Access shall be granted to all personnel identified as EOC or EMO staff or commission members, as well as to other individuals having legitimate business in the EOC. EMO staff and visitors shall be issued identification for EOC access that distinguishes the bearer as a member of the EMO or as a visitor.

COMMUNICATIONS

Communications within the EOC are accomplished using the most expedient and appropriate means possible (usually in person or by phone). The EOC sections have a telephone with all normal connectivity. Regardless of the medium used, pertinent points of all significant communications shall be recorded on the EOC unit/activity log.

EOC REPORTING

Information may be transmitted to staff and other key agencies using any one or more of the following means: situational reporting database, satellite data, telephone, email, Internet or FAX. Regardless of the method of communication, all data should be verified for accuracy prior to transmission. If unconfirmed data must be transmitted, it should be clearly designated as unconfirmed.

Preliminary Reports	Preliminary Reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the emergency.
Situation Reports	<p>A Situation Report (SitRep) is a brief narrative of the emergency situation covering a set period of time and is submitted on a scheduled basis after the submission of any preliminary reports.</p> <p>At the beginning of an emergency, the EOC Director and the Planning Section staff determine the duration of time to be covered by a SitRep and they designate times for other personnel to submit information for inclusion in the SitRep.</p>
Flash Reports	Flash Reports are used for transmitting critical, time-sensitive information outside Preliminary Reports or regularly scheduled SitReps. For example, a Flash Report would be used to report an impending dam failure or receipt of a Federal Declaration of a major disaster. Verbal Flash Reports often precede transmission of written reports.

Figure 3 – Report Definition Chart

DOCUMENTATION

Unit/activity logs are used to record significant events, communications and actions associated with an emergency for a given operational period (shift). Each EOC staff position is responsible for maintaining a unit/activity Log. Special emphasis must be made to document decision support discussions or information.

All copies of reports, SEMS forms, and logs are submitted to the Planning/Intelligence Section at the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts). This documentation is important for both the documentation of the disaster and the financial recovery process.

STATUS BOARDS

Status Boards are erasable boards or digital displays located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, actions taken, river gauge levels etc.

EOC REPORTING SYSTEMS

YCH will use EOC forms to communicate with the jurisdictional EOC's. The forms are located on the YCH network, are available in hard copy in the YCH EOC, and are located in a digital cloud service.

GENERAL EOC BRIEFINGS

The purpose of briefings is to familiarize or update EOC staff on the current emergency situation. Briefings provide an opportunity for the Section Chiefs, the EOC Director and all EOC staff to exchange information on the incident, create and evaluate an Action Plan, and make any revisions deemed necessary to the response strategy and/or priorities. Regular briefings provide a forum away from the high level of activity in the EOC for ensuring that each of the five essential SEMS functions (Management, Operations, Planning, Logistics and Finance) are coordinated and that the EOC staff have the same information from which to base individual and collective actions and decisions.

Incoming Briefings	Purpose:
	<ul style="list-style-type: none">• Section Chiefs are briefed by the EOC Director to obtain an overall perspective on the current situation• Section Chiefs provide a similar briefing to their respective Sections <p>Incoming briefings may include:</p> <ul style="list-style-type: none">• Current situation assessment• Summary of significant actions taken or in process• Any limitations on available communications, personnel, equipment or resources• Weather update, if applicable• Initial incident objectives and priorities• Any directives on specific actions to be taken

Update Briefings	Management and General Staff Briefings	<p>Purpose:</p> <ul style="list-style-type: none"> • Receive updated information • Evaluate the effectiveness of the response strategy • Identify and solve problems • Revise objectives, response strategies and priorities as necessary <p>During the briefing, the EOC Director asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC should be discussed in the group briefing. Function-specific issues and questions should be discussed one-on-one between the EOC Director and the involved Section Chief².</p>	
	Section Briefings	<p>Purpose:</p> <ul style="list-style-type: none"> • Section Chiefs provide their respective staffs with information from the Management & General Staff briefing • Situation status and response objectives, strategies and priorities are reviewed <p>Section Briefings may include:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Responsibilities • Work shifts • Appropriate flow/sharing of information within and between Sections </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Specified actions to be taken • Time of next briefing • Eating and sleeping arrangements, if necessary </td> </tr> </table>	<ul style="list-style-type: none"> • Responsibilities • Work shifts • Appropriate flow/sharing of information within and between Sections
<ul style="list-style-type: none"> • Responsibilities • Work shifts • Appropriate flow/sharing of information within and between Sections 	<ul style="list-style-type: none"> • Specified actions to be taken • Time of next briefing • Eating and sleeping arrangements, if necessary 		
Shift Change Briefing	<p>Purpose:</p> <p>Shift change briefings are a component of the EOC Action Planning Process. At these briefings, the current AP is “handed off,” and a briefing on assignments which have been made for the next operational period are presented. Facilitated by the Planning Section Chief, this briefing is approved by the EOC Director and attended by the General staff as appropriate.</p> <p>Shift change briefings should include the following:</p> <ul style="list-style-type: none"> • Current situation assessment • Current and potential problems • Review of the Action Plan • Weather forecast, if applicable • Time for next scheduled briefing 		

² These briefings do not replace the Action Planning Sessions, which are required for each operational period. At the conclusion of each briefing, the time for the next briefing is set.

Deactivation Briefing	<p>Purpose:</p> <p>Immediately following deactivation of the EOC, the EOC Director, with all EOC staff, conducts a deactivation briefing.</p> <ul style="list-style-type: none"> • Advise all EOC staff of the specific contacts and/or referrals to be made for any incident-related questions or concerns that may arise • Ensure all documentation is gathered from participants • Gather initial feedback for the After Action Report
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Figure 4 - Briefing Definition Chart

EOC DEACTIVATION

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down as conditions warrant. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can be deactivated. The EOC Director, with input from the Section Chiefs, decides when and how to deactivate the EOC.

DEACTIVATION TRIGGERS

Once the emergency response phase has been terminated and system operations are stabilized, the EOC Director may determine that the EOC can be deactivated. Triggers for determining deactivation may include:

- Incident has deescalated to the point of local agency control
- *Response* has been terminated
- *Recovery* operations are underway
- No further agency, OA, state, media or public information dissemination is needed

PROCEDURE FOR DEACTIVATION

The EOC Director will:

- Establish the time period for deactivation
- Advise EOC staff of the actions to be taken, including a timeline
- Identify EOC staff to be on-call if stand down is implemented
- Direct the liaison or other EOC staff to make notifications
- Direct all functional leads to complete any required or necessary documentation

DEACTIVATION NOTIFICATIONS

All internal and external individuals, groups and agencies that were notified of activation will be notified of stand down and/or deactivation. At a minimum, all elected officials, neighboring jurisdictions, and responding city and county agencies will be notified. The person making the notifications documents the date, time, name and contact method for all persons/organizations notified. Notifications will include:

- Date and time of stand down period or deactivation
- A 24-hour contact number for further information

YCH ROLES AND RESPONSIBILITIES

EOC STAFFING

When an emergency threatens or actually occurs, this Support Annex provides guidance, direction and tasks (commonly known as Command and Control) for first responders and the EMO alike to efficiently respond and undertake mitigation operations. The size or scope of an emergency, rather than the type, will largely determine whether or not the EMO will be activated, and to what level.

EOC ACTION PLANNING

INTRODUCTION

The use of Emergency Action Plans (EAP) in YCH provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Identifying priorities and objectives for *response* or *recovery* efforts.
- Documenting incident support priorities and objectives, and the tasks and personnel assignments associated with meeting those objectives.

The AP process involves the EOC Director and Section Chiefs³ along with other EOC staff, as needed, in addition to representatives from the cities, County, special districts, and other supporting agencies.

PLANNING REQUIREMENTS

The *initial* EAP is normally verbal and then is quickly documented and is used to develop the EAP during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated at Level II or I. A written EOC Action Plan is required whenever:

- Two or more jurisdictions/agencies are involved in the response
- The incident extends beyond one operational period
- All EOC functions are fully staffed

Unlike Incident Action Plans (IAP) produced in the field by Incident Command, an EAP can cover an extended period of time and often cover several days. The plan should be regularly reviewed and evaluated throughout its operational period and revised or updated as warranted.

³ For more information on EOC Positions see the EOP Basic for YCH

PLAN ELEMENTS

The elements to be included in the Emergency Action Plan are noted below. The Emergency Action Plan form is located in the **EOC Tools** attachment and may include some of the following:

- Period of time covered by the plan
- Parts of EOC organization that have been activated on an organization chart
- Assignment of primary and support personnel and material resources to specific tasks and locations
- Logistical or technical support to be provided and by whom
- Objectives (specific, measurable, attainable, realistic and time-measured or SMART) to be accomplished
- Priorities for meeting objectives
- Strategy to be utilized to achieve the objectives

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments
- Policy and/or cost constraints
- Any inter-agency considerations

PLANNING RESPONSIBILITIES

Primary responsibility for developing the Emergency Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the Emergency Services Director and the General Staff. The Operations Section, in particular, works closely with the Planning Section during plan development. When indicated, the Planning Section Chief requests specific technical experts to provide input to the plan. The EOC Director approves the plan.

For incidents requiring close coordination with external agencies, (e.g., State field response agencies, special districts, federal responders, etc.), input from those involved agencies should be included in the Emergency Action Plan.

Specific EOC staff responsibilities associated with the Emergency Action Plan⁴ include the following:

Management and General Staff

- Provide general incident objectives and strategy
- Provide direction and overall management
- Ensure incident safety
- Provide information through Liaison and Public Information Officer
- Approve the completed Action Plan

⁴ For further information on the Action Planning process, see the Planning & Intelligence section of this annex

Operations Section Chief

- Determine support for the tactics necessary to achieve objectives
- Determine associated resource requirements
- Communicate Action Plan to EOC staff and Incident Commanders, as appropriate
- Conduct Operations Shift Briefing

Planning Section Chief

- Conduct the Action-Planning meeting
- Establish planning timelines
- Coordinate preparation of the Action Plan
- Manage planning process

Logistics Section Chief

- Establish/confirm procedure for off-incident resource ordering
- Ensure that resource ordering process is in place
- Ensure that Logistics Section is configured to support the Action Plan

Finance Section Chief

- Provide cost assessment of incident objectives
- Ensure that adequate finance approvals are in place for implementation of the Action Plan
- Works with the Management and General staff to determine the need for cost apportionment, cost sharing or state and/or federal reimbursement

MANAGEMENT SECTION

The EOC Director leads the Management Section and is responsible for the overall management of EOC operations to address the impacts of an emergency directly upon the affected property and assessing conditions outside the property, which have the potential for affecting the agency. Additionally, the EOC Director is responsible for directing the creation of the Emergency Action Plan and the overall strategic direction of response. The EOC Director works closely with the Policy Group.

SECTION OBJECTIVES

The Management Section will accomplish the following specific objectives during a disaster/emergency:

- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required
- Exercise overall management responsibility for the coordination between emergency response agencies within the jurisdictional area
- In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC
- Ensure that inter-agency coordination is accomplished effectively
- Ensure that the Emergency Public Information response is appropriate to the event

TOOLS

- Org Chart
- Proclamation Guidelines
- Legal Tools
- OES Master Contact List
- Job Action Sheets
- PIO Toolkit
- Media Intake Form
- EPI/JIC SOP

POLICY GROUP

The Policy Group is available to address the economic, social and political impacts of an emergency. In the YCH EOC, the Policy function is the responsibility of the Commission, key EOC Management staff and the Director and/or their designee. The Policy Group are those key personnel identified that will make major policy decisions for YCH at the recommendation of the EOC. The Policy Group is convened to assist the EOC in addressing major impacts to YCH properties.

MANAGEMENT STAFF

- Assisting the EOC Director are the Management Staff. The Management Staff are responsible for providing direct administrative and executive-level support to the Director, as well as for providing additional emergency support functions such as Public Information, coordination with Elected Officials, and ensuring the safety and well-being of the staff in the EOC. Key skills of the Management Staff include: Authority, Responsibility, Leadership, Global Thinking, and good project management.

When fully activated the EOC Management Staff includes the following:

Public Information Officer (PIO)

The PIO is directly responsible for managing Emergency Public Information activities within the EOC and in support of all YCH Emergency Public Information operations in accordance with Emergency Support Function #15. The PIO may be assisted by additional staff who will conduct assorted Emergency Public Information tasks and duties (Rumor Control and activation of the Joint Information Center) within the EOC or a Joint Information Center (JIC)⁵ if established, or at a field incident command post. There are several tools available to the PIO such as: the Emergency Public Information and Crisis and Emergency Risk Communications Plan and Emergency Public Information Standard Operating Procedures. For additional position information, see the ESF #15 Executive Summary.

Legal Affairs Officer

The Legal Affairs Officer is responsible for providing legal advice and guidance to the Director and the Board on all emergency management issues and concerns examples of the types of legal advice and guidance are: local proclamation development and execution, legal opinions on evacuation and other jurisdictional legal responsibilities. Tools maintained for this position include a drive with samples of legal materials previously used in events throughout California and legal references (such as the CA Emergency Services Act and CA Disaster Assistance Act).

Liaison Officer

The Liaison Officer functions as the primary point of contact for all allied agencies and jurisdictional representatives not directly assigned to the YCH EOC. All agency and jurisdictional representatives will coordinate with the Liaison Officer, as needed. There are tools available to the Liaison Officer such as the Job Action Sheet and Master Contact List.

Safety & Security Officer

The Safety & Security Officer is responsible for ensuring that the EOC is secure when activated, that hazards are identified and mitigated, and that the EOC environment is suitable for conducting operations in a safe and healthful manner such as the following chaplain support, healthy food and adequate breaks within the EOC.

⁵ For more information, see the ESF 15 Annex

OPERATIONS SECTION

SECTION OBJECTIVES

The Operations Section, an element of the EOC General Staff is responsible for coordinating the deployment of response resources in support of field operations. Such coordination activities will normally include:

- Managing operational elements of approved EOC AP's, if any.
- Supporting EOCs throughout the operational Area and field incident command(s) and associated response activities.
- Coordinating and liaising with EOCs in the Operational Area for reporting, action planning and situation reporting.
- Coordinating assets responding to YCH properties.
- Assessing the emergency on agency properties or in nearby jurisdictions that affect or may affect local agency response.
- Working with appropriate branches under the Operations Section.

TOOLS

- Org Chart
- Communications Plan
- Legal Tools
- Discipline Specific Master Contact Lists
- Job Action Sheets
- Discipline specific SOPs
- Media Intake Form
- ESF Status Report Forms

The Operations Section within the YCH EOC is organized by agency department.

An Operations Section Chief will be identified by the EOC Director, depending on the incident.

The Operations Section Chief will activate those departments deemed appropriate. When fully activated, the Operations Section could be comprised of the following branches, with each position being staffed with YCH.

- Housing Services
- Administrative Services

PLANNING & INTELLIGENCE SECTION (ESF 5)

The Planning Section is responsible for directing and managing the creation of a comprehensive situation status report, development of EOC Action Plans for each operational period, and maintenance of all documentation related to the emergency. The Planning Section staff must evaluate the potential economic, social and environmental impacts of the disaster, while managing response to the conditions within the jurisdiction. Additionally, the Planning Section staff must consider whether an emergency in a neighboring jurisdiction could impact their jurisdiction or draw upon resources normally available to the agency.

The Planning Section Chief identifies whether full or partial staffing is required to respond. When fully activated the section may include the positions shown in the organizational chart. The duties assigned to the unfilled position are the responsibility of the Planning Section Chief.

SECTION OBJECTIVES

The Planning Section will accomplish the following specific objectives during a disaster/emergency:

- Display situation status information in the EOC using maps and visual aids
- Ensure accurate recording and documentation of the incident
- Determine reporting schedules for all EOC elements
- Prepare the jurisdiction's Situational Status reports and EOC Action Plans
- Disseminate situation status and EOC Action Reports to other EOC sections, and jurisdictional and tribal departments
- Provide planning support to other sections
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements
- Acquire technical experts for special interest topics of special technical knowledge subjects

TOOLS

- Org Chart
- Planning Process Schedule (Sample)
- Situational Status Form
- Action Planning Meeting Agenda (Sample)
- EOC Planning "P"
- Demobilization Checklist
- After Action Report Template
- Advanced Plan Template
- Job Action Sheets
- Planning Considerations Cheat Sheet
- Situational Status Boards
- EOC Briefing & Reports Cheat Sheet
- EOC Action Plan Template
- Demobilization Plan Template
- Hot Wash Discussion Points
- Sample File Retention Structure

This section will be staffed as directed by the EOC Director to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

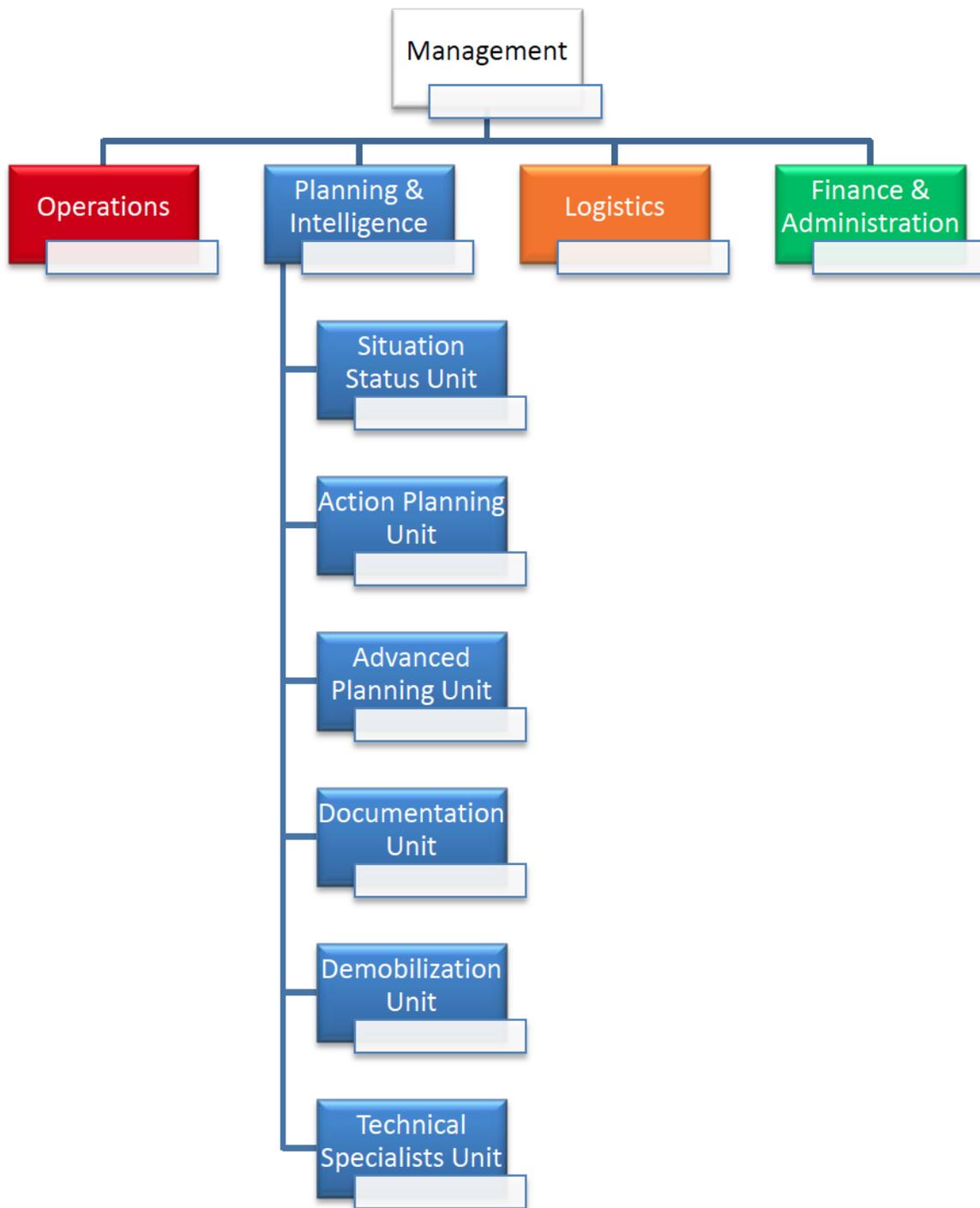


Figure 5 - Planning & Intelligence Organizational Structure

PLANNING PROCESS

The Planning Section staff will maintain the EOC Major Incident Status Board and will develop short-and long-term planning scenarios based upon the situation and its impacts on facilities and operations. Utilizing these planning scenarios, the Planning Section Chief will conduct an Action Planning meeting with the EOC Director, General Staff and appropriate technical experts. The Operations Section Chief reports significant changes to the Planning Section Chief. See the Planning Section Process Schedule in the following SAMPLE:

PLANNING SECTION PLANNING PROCESS SCHEDULE	
0700 – 0800	Shift Change Briefing.
0800 – 0900	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
0900 – 1000	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader, and Technical Specialists).
1000 – 1400	Prepare EOC Action Plan.
1400 – 1600	Finalize EOC Action Plan.
1600	Complete EOC Action Plan.
1600 – 1700	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
1700 – 1800	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists).
1800 – 1900	Finalize Reports (including Situation Status Report for the Operational Area EOC).
1900 – 2000	Shift Change Briefing.
2000 – 2100	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
2100 – 2200	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader, and Technical Specialists).
2200 – 0200	Prepare EOC Action Plan.
0200 – 0400	Finalize EOC Action Plan.
0400	Complete EOC Action Plan.
0400 – 0500	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
0500 – 0600	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists).
0600 – 0700	Finalize Reports (including Situation Status Report for the Operational Area EOC).

Figure 6 – Planning Process SAMPLE/EXAMPLE Schedule

PLANNING CONSIDERATIONS

In developing the Action Plan, a number of issues should be considered, as outlined in the table below. Applicable issues should be addressed in each iteration of the Action Plan.

ISSUE	CONSIDERATIONS	RESPONSIBILITY
Inter-Agency Coordination	<ul style="list-style-type: none"> • Use of resources • Contact information and frequency • Communications methods 	Liaison
Public Information	<ul style="list-style-type: none"> • Constraints on information to be disseminated • Special instructions • Target areas/audiences 	Public Information Officer EOC Director
Safety	<ul style="list-style-type: none"> • Special precautions to be taken • Personal protective gear required 	Safety Officer
Technical Resources	<ul style="list-style-type: none"> • System maps and schematics • Technical expert input 	Planning Section Chief
Operations	<ul style="list-style-type: none"> • Special skills required • Mutual aid needs • Staging Area needs • Progress in resolving major incident objectives 	Operations Section Chief
Policy	<ul style="list-style-type: none"> • Legal/political issues • Fiscal constraints 	EOC Director
Special Needs	<ul style="list-style-type: none"> • Contingency Plans 	Planning Section Chief
Special Resources	<ul style="list-style-type: none"> • Availability of special supplies, personnel and equipment • Transportation support 	Logistics Section Chief
Finance	<ul style="list-style-type: none"> • Federal/State reimbursement; cost sharing/agreements 	Finance Section Chief

Figure 7 – Planning Considerations

PLANNING CYCLE

The Planning Chief, with input from the EOC Director and the Operations Section Chief, establishes the schedule and cycle for action planning. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily. The following graphic describes the planning cycle process for development of the Emergency Action Plan.

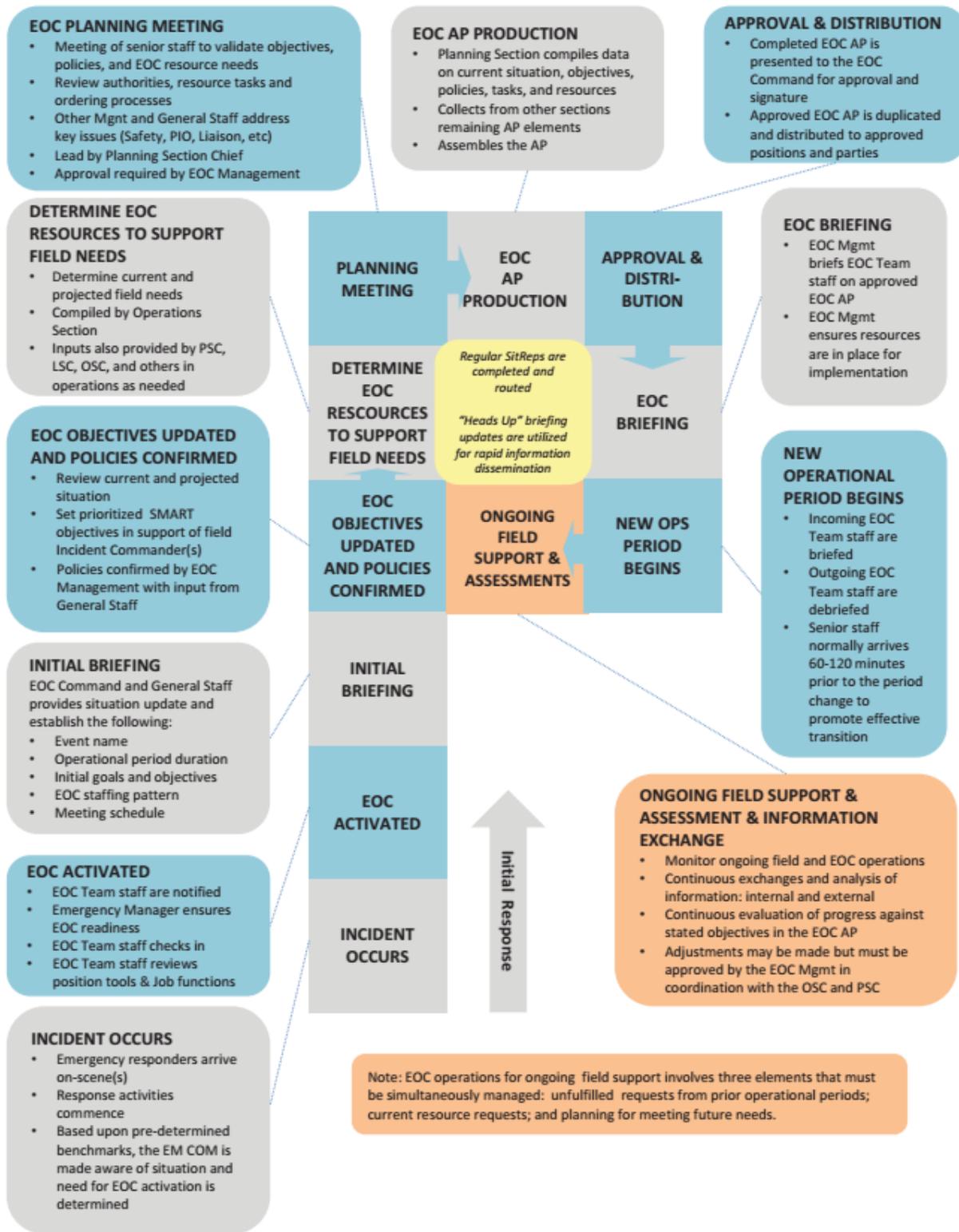


Figure 8 – The Planning Cycle

DOCUMENTATION AND DISTRIBUTION

Written EOC Action Plans will be documented on the Action Planning form. The Planning Section Situation Status function is responsible for:

- Posting a copy of the current Action Plan in the EOC, if operational
- Maintaining a copy of each Action Plan as part of the permanent incident record
- Distributing copies of the current Action Plan to all involved agencies and other personnel as directed by the Planning Section Chief

The Operations Section Chief will ensure that the current EOC Action Plan is distributed to all Operations Section personnel.

LOGISTICS SECTION (ESF 7)

The Logistics Section is responsible for coordinating the provision of a broad assortment of equipment, supplies and services such as maintenance, food services, etc. in support of the Emergency Management Organization and Emergency Operations Center, City and/or County and tribal sites, organizations or activities during a disaster. On occasion, it responds to a request from the field (Incident Command), but most often it supports jurisdictional departments, responding agencies and activities.

When activated, the EOC establishes priorities for resource allocation during the emergency. All jurisdictional resources are considered part of a pool which may be allocated by the EOC to fulfill priority missions.

The Logistics Section Chief identifies whether full or partial staffing is required to respond. When fully activated the section may include the positions shown in the organizational chart. The duties assigned to the unfilled position are the responsibility of the Logistics Section Chief.

SECTION OBJECTIVES

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Ensure repair and maintenance of EOC supporting equipment and resources
- Analyze and identify appropriate sources of resources
- Order, receive, process and store all incident-related resources
- Set-up and maintain incident support facilities (example – feeding, sleeping and sanitation services)
- Work with the Operations - Transportation Unit to move personnel, goods and services where they are needed
- Supply food needs for entire incident including remote sites
- Volunteer Coordination
- Donations Management

TOOLS

- Org Chart
- T-Card System
- Jurisdictional Personnel Lists
- Jurisdictional Asset Lists
- Purchase Cards
- DSW Registration Form
- Job Action Sheets
- Resource Requesting Cheat Sheet
- Resource Request Form
- Jurisdictional Purchasing Policies
- Resource Mgt Cycle Cheat Sheet

The Logistics Section is divided into several branches. Within those branches, the following branches are organized and performed as part of the Logistics Section.

The section will be staffed by Facilities Services, as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs. The Facilities unit will house the IT and Communications staffing for the EOC.

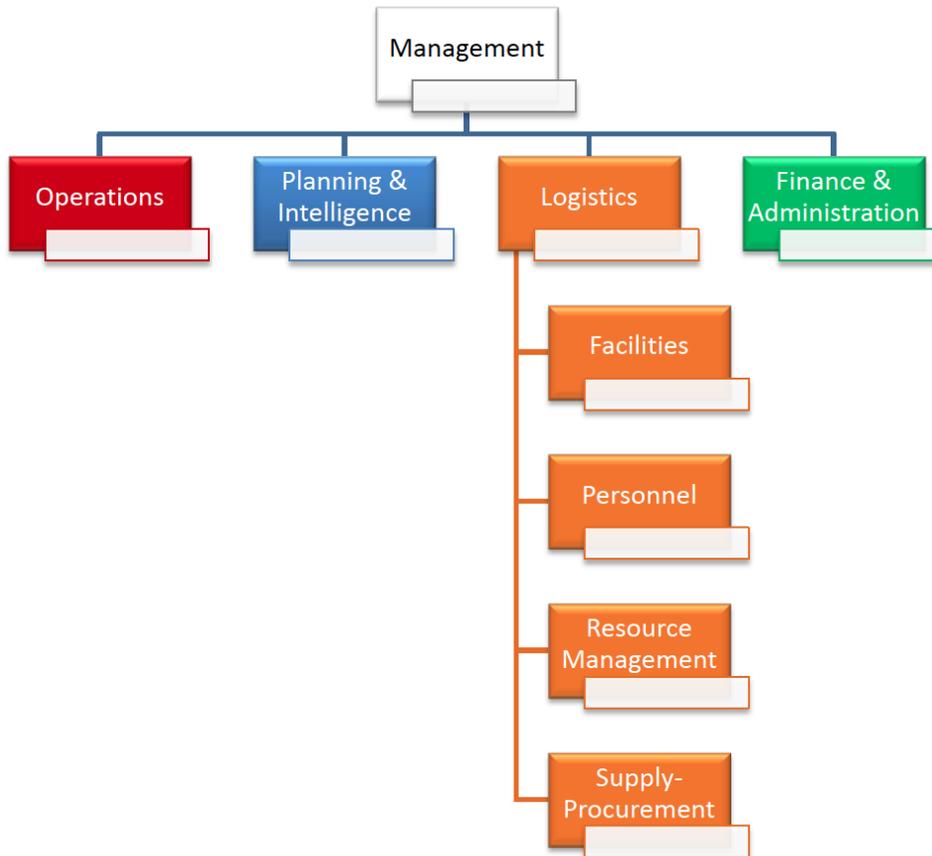


Figure 9 – Logistics Organizational Structure

RESOURCE ORDERING

When fulfilling a resource request, the Logistics Section staff will typically follow the general sequence for locating the resource to fulfill the request:

- Use internal resources first (YCH owned)
- Attempt to borrow the resource
- Look for donated goods/services
- Rent or lease the resource
- As a last resort, buy the resource (if the Logistics Section must resort to purchasing the resource, the Logistics Section Chief will confer with the Finance & Administration Section to ensure the purchase is approved before placing the order, and all purchases will be in accordance with Purchasing guidelines)
- Complete resource request form

Additionally, if the resource is a critical and immediate need, the general sequence may need to be bypassed in order to address immediate concerns. The Logistics Section Chief, Finance & Administration Section Chief and Management (EOC Director) will coordinate to make the determination on the appropriate action.

A visual representation of how Resource Requests (personnel, equipment or technical assistance) are made through one of the following processes:

1. Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area (OA) Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.

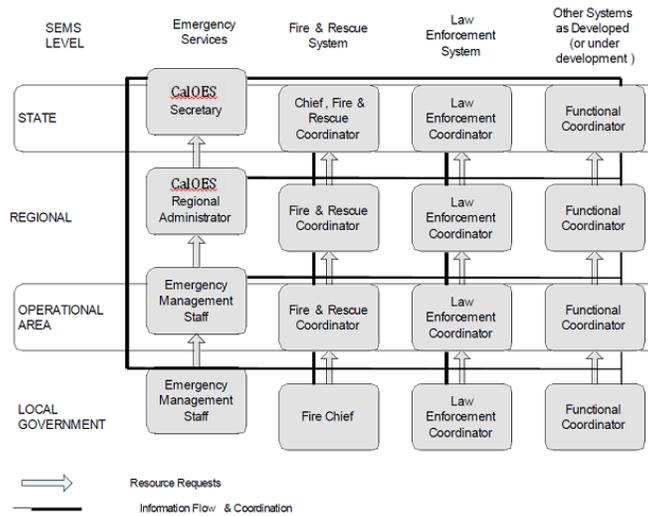


Figure 10 - Mutual Aid System Ordering Process

2. All other resource requests will be made through the logistics function at each level.

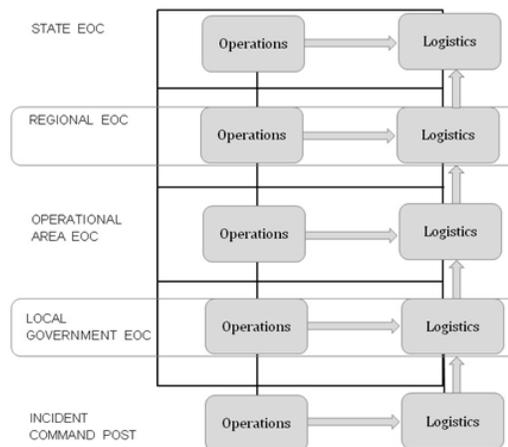


Figure 11 - EOC Ordering Process

RESOURCE TRACKING

After the Logistics Section locates and procures the resources necessary to fulfill the request, the Logistics Section will coordinate with the respective function that the resource was ordered for to ensure the resource was delivered to the appropriate location and has been checked in to the response. The Resource Management Unit will track all resources and display their status via either a status board (manual or digital) or T-card system. Resource tracking will ensure that all resources throughout the duration of the event are accounted for as per the resource management cycle pictured below.

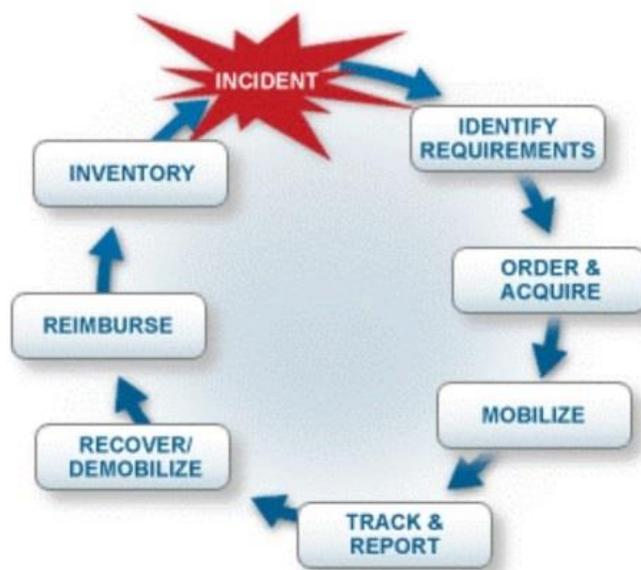


Figure 12 – Resource Management Cycle

VOLUNTEER MANAGEMENT

The Personnel unit also serves as the primary source of volunteer management for YCH. Ongoing, YCH has multiple partnerships with agencies throughout the jurisdiction that provide volunteers to the organization. YCH may initiate mutual aid with neighboring housing authorities as needed for resources (personnel and logistical resources. In addition, YCH may partner with HandsOn Sacramento (this may be a limited resource due to their support for other surrounding regional partners), for volunteer management support in addition pre-identified sources of volunteers. There are also additional volunteer resources through the OA DSW volunteer groups (ELWs, ARES, VERT, etc.⁶). The establishment of a Volunteer Management Center together with the OA may be necessary for coordination purposes⁷.

⁶ See the Yolo Operational Area Disaster Service Worker Volunteer Plan for more information.

⁷ See the Yolo Operational Area Donations & Volunteer Management Annex for more information.

DONATIONS MANAGEMENT

The Supply-Procurement unit also serves as the primary source of donations management (both in-kind and monetary) for YCH. YCH is working with the County of Yolo to develop procedures and protocols to accept and receive in-kind and monetary donations during and emergency or disaster.

FINANCE & ADMINISTRATION SECTION

The Finance Section is responsible for tracking all costs associated with the EOC activation. The Finance Section staff must analyze and identify appropriate costs and ensure that all costs conform to existing emergency operations procedures, ordinance and rules. Additionally, the Finance Section staff must track costs across multiple departments and agencies.

The Planning Section Chief identifies whether full or partial staffing is required to respond. When fully activated the section may include the positions shown in the organizational chart. The duties assigned to the unfilled position are the responsibility of the Planning Section Chief.

SECTION OBJECTIVES

The Finance Section will accomplish the following specific objectives during a disaster/emergency:

- Track all costs and present payments to the Management Section for approval
- Approve emergency purchases and contracts
- Maintain force labor accounting
- Maintain force equipment accounting
- Process claims (workers compensation, injuries to responders, damage to equipment)
- Fiscal Management

TOOLS

- Org Chart
- Employer's Report of Occupational Injury or Illness
- Workers' Compensation Claim Form
- FEMA 90-Forms (Qty 6)
- Disaster Cost Documentation Flow Chart
- Tracking & Allowable Costs Cheat Sheet
- PA Damage Categories Cheat Sheet
- CDAA vs FEMA Comparison
- PA Designation Thresholds
- Job Action Sheets
- DSW Volunteer Claim Submission Instructions
- Accident Investigation Report
- Extra Cost Accounting Forms
- Disaster Cost Accounting File Checklist
- Initial Damage Estimate Form
- PA Process Flow Chart
- Recovery Fact Sheet
- Natl Register of Historic Places – Yolo

The section will be staffed by the Finance Department as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

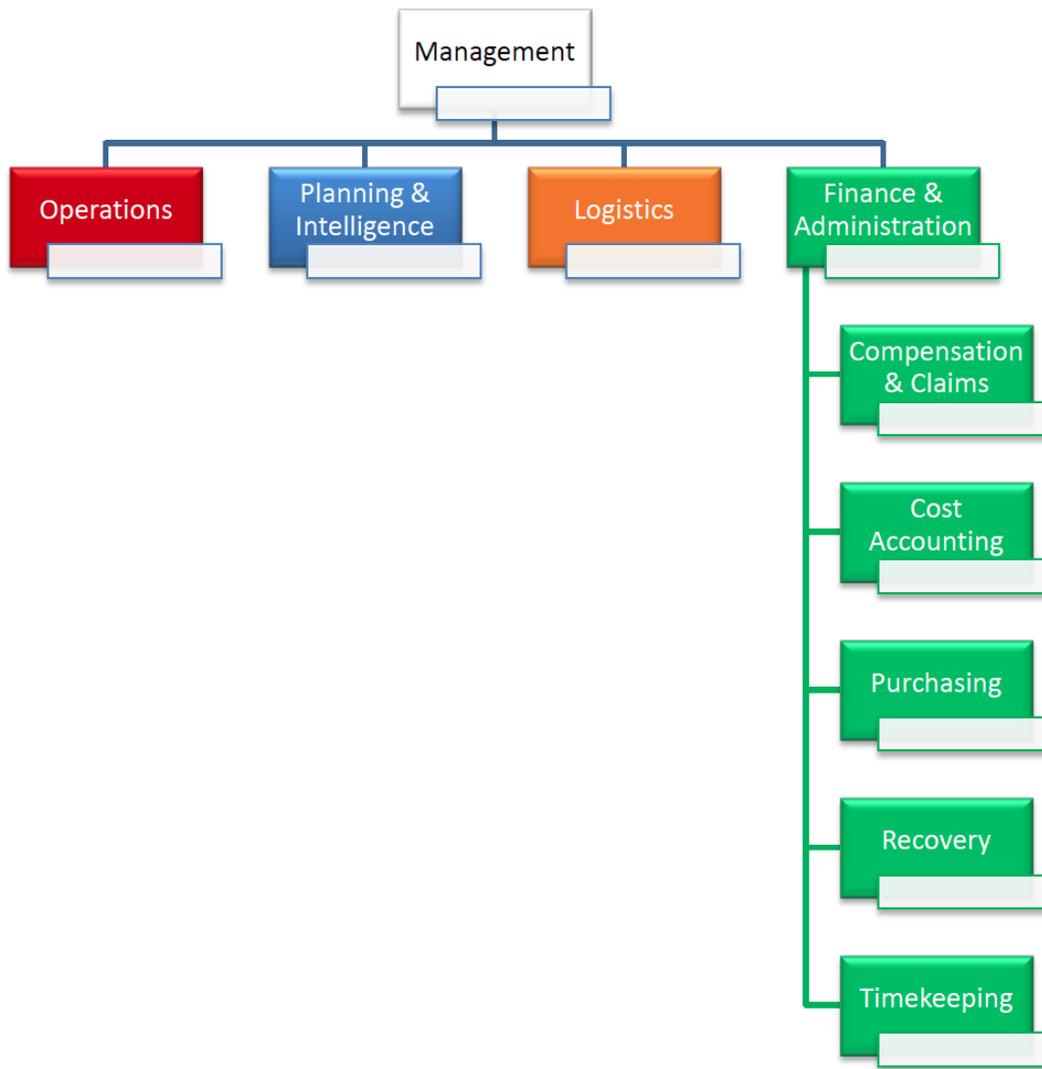


Figure 13 – Finance & Administration Organizational Structure

YCH will respond (fiscally) with the understanding that the response will be funded by the agency and that every effort will be made to access recovery funds (but that those funds are not guaranteed). Generally, in a disaster, if a Governor’s Proclamation is granted to the Yolo Operational Area and/or the agency the state may reimburse eligible costs to the agency at a 75/25 percent cost share. Additionally, if the Governor asks the President to proclaim a major disaster for the area and that request is granted then there may be additional funding reimbursement available. YCH will notify all staff when emergency coding should be used.

YCH EMERGENCY PURCHASING POLICY

The Finance and Administration works closely with the Logistics Section, specifically the Personnel and Supply-Procurement Units to account for all expenditures during the event.

Purchasing procedures will not be waived during an emergency but may be augmented to accomplish any emergency work provided augmentations do not come into violation with standard OMB circulars.

The Recovery unit will advise all F&A staff on any changes needed to policies/procedures/documentation during the event to be better in line to accept recovery funding sources as they become available.

For more information on Recovery refer to the Recovery Framework 2012.

ANNEX MAINTENANCE

YCH will coordinate with the County of Yolo Office of Emergency Services and the various City and tribal departments on any updates and revisions of this Emergency Operations Center Annex.

Those agencies and organizations listed as having anticipated roles and responsibilities under this annex shall inform the Director when they are aware that changes need to be made.

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APPENDIX YCEOC-2: VERSION HISTORY

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented By	Date	Approved By	Approval Date	Description of Change
1	Yolo County Housing CEO	2011	Housing Commission	05/19/201 1	Initial Version
2	Yolo County Housing CEO	2018	Housing Commission	XX/XX/201 8	Revision to CPG 101 Agency Specific Format
3					
4					
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