

State of California
The Resources Agency
DEPARTMENT OF WATER RESOURCES
DIVISION OF FLOOD MANAGEMENT

Guidelines for Flood Fight Specialists and Initial Attack Incident Commanders



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Mary D. Nichols
Secretary for Resources
The Resources Agency

Gray Davis
Governor
State of California

Thomas M. Hannigan
Director
Department of Water
Resources

STATE OF CALIFORNIA
Gray Davis, Governor
THE RESOURCES AGENCY
Mary D. Nichols, Secretary
DEPARTMENT OF WATER RESOURCES
Thomas M. Hannigan, Director

Tom Glover
Deputy Director

Steven W. Verigin
Acting Chief Deputy
Director

Jonas M. Minton
Deputy Director

L. Lucinda Chipponeri
Deputy Director

Peggy Bernardy
Chief Counsel

Division Of Flood Management

Stein Buer Division Chief
Gary L. Hester, Chief..... Hydrology and Flood Operations Office

These guidelines were prepared under the direction of:

Jay S. Punia, Chief..... Flood Operations Branch

By

Rick Burnett, Flood Fight Specialist..... WREA, Specialist

With assistance from

Eric Butler..... Senior Engineer, WR
Sherry Constancio..... Engineer, WR
Terri Wegener Engineer, WR
Kathy Smith..... Office Technician

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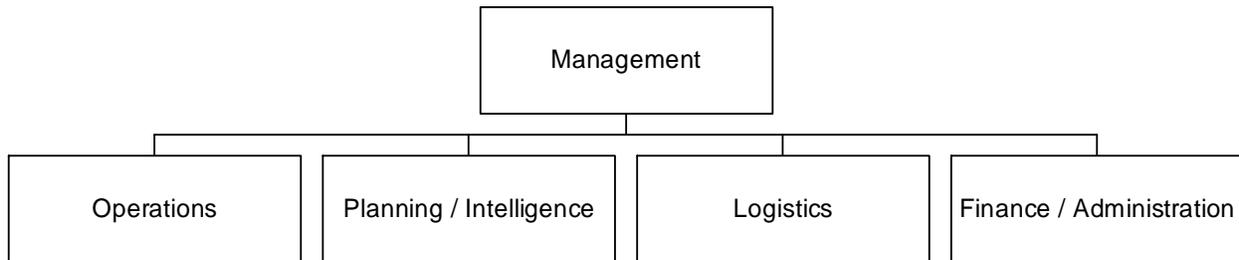
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INTRODUCTION

The Department of Water Resources is responsible for the coordination of flood emergencies using the Standardized Emergency Management System (SEMS). According to SEMS guidelines the Department will activate its Flood Operations Center when certain criteria are met and the Flood Operations Center Director declares a Flood Alert. The FOC Director may then recommend that a Flood Mobilization be declared. The following SEMS functional units will be activated at the FOC.

- Management
- Operations
- Planning / Intelligence
- Logistics
- Finance / Administration

Figure 1: FOC Management Section Organization



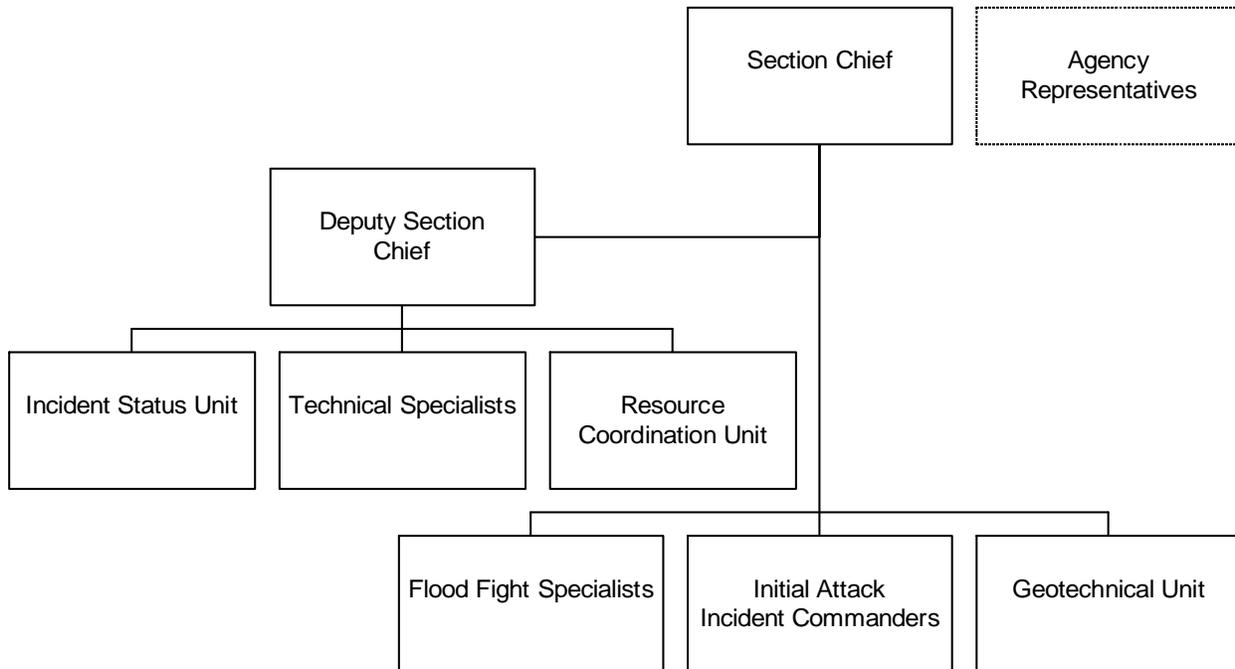
The Operations Section Chief has the authority to assign Flood Fight Specialists to various high water related field investigations. The Flood Fight Specialists are usually assigned to support local efforts, offer technical assistance, and make tactical decisions and recommendations, or direct flood fights if needed. When a significant problem is identified and additional resources are required the Flood Fight Specialist may assume the role of Initial Attack Incident Commander until relieved or reassigned by the FOC.

These guidelines describe the roles of the Flood Fight Specialist and Initial Attack Incident Commander and contains practical information for their use.

OPERATIONS SECTION ROLES AND RESPONSIBILITIES

1. FOC Director
 - a. Directs all units of the FOC and all field personnel.
 - b. Issues the declaration of a Flood Alert to activate the FOC.

Figure 2: FOC Operations Section Organization



2. Operations Section Chief
 - a. Manages all Operations staff in the FOC and field personnel, including the Flood Fight Specialist / Initial Attack Incident Commanders.
 - b. Responsible for overall field coordination and cooperation with other FOC Sections.

Note: Flood fight work crews are ordered by the local agencies through their SEMS operational area. In the event the work crews are needed for DWR maintained levees the Operations Chief will forward requests to the Office of Emergency Services Inland or Coastal Region offices.

3. Lead Flood Fight Specialist

- a. Responsible for field investigations of flood emergency situations and coordination of Flood Fight Specialist / Initial Attack Incident Commander responses.
- b. Reports directly to the Operations Section Chief.

4. Flood Fight Specialist / Initial Attack Incident Commander

- a. Responsible for the investigation of flood-emergency situations in the field.
- b. Assists various local agencies with flood fight activities that include, but are not limited to technical advice, recommendations, and direction of work crews on site.

Note: The Flood Fight Specialist is frequently the first DWR responder at a flood incident. This person must communicate effectively, use good judgment, relate to the public, and display leadership ability. The following pages provide more specific position descriptions and responsibilities.

EQUIPMENT AND MATERIALS CHECKLIST

The following is a list of items needed prior to responding to a flood emergency. This list is a guide – items not listed may be useful or required.

1. Guidelines for Flood Fight Specialists and Initial Attack Incident Commanders
2. Flood Fight Methods Handbook
3. DWR-ICS 420-1 Field Operations Guide
4. DWR Flood Emergency Operations Manual
5. DWR Directory of Flood Officials
6. DWR Telephone Directory
7. Flood Emergency Pocket Contact Card
8. Contact Points, Area/Plate Maps, and Levee Logs
9. Notebook, pencil, pens, etc.
10. 11" x 14" envelopes for daily report filing
11. Form packet: (FOCIS – Field Investigation Reports, Daily Time Sheet) (DWR/ICS Forms 201 through 214) Note: DWR/ICS Form 208a “Time Card” has been replaced by the FOCIS “Daily Time Sheet”.
12. Digital camera
13. Communications: cellular telephone, pager, and portable radio
14. Proper footwear, rain and safety gear, floatation device, and lifeline
15. 12V hand-held light (Q Beam), battery powered flashlight, extra batteries
16. Vehicle mounted measuring device (Nitestar), 100' tape, measuring wheel, hand level, Global Positioning System (GPS)

The Flood Fight Specialist is responsible for these items. All items checked out from the FOC Logistics Section will be returned to the Section when demobilization occurs or when field investigation is complete.

INVESTIGATION PROCEDURES

1. Obtain briefing from the Operations Section Chief or Lead Flood Fight Specialist.
 - a. The briefing should include:
 - (1) Location of problem
 - (2) Type of problem
 - (3) Contact person and phone numbers
 - (4) Travel route and map of the affected area, and a contact point

2. Investigate the Problem

- a. The investigation should determine the following information:
 - (1) Scope of problem
 - (2) Can Local Maintaining Agency correct the problem?
 - (3) Type of assistance requested
 - (4) Recommended corrective method (Temporary Flood Fight Methods, PL 84-99 etc.)

Note: A Field Investigation Report with digital photos should be completed and returned (via Email, FAX, or hand carried) to the Operations Section. Prompt communication with the FOC Operations Section staff is essential.

3. Activation of DWR/ICS Field Operations

- a. Contact local OES.
- b. Maintain detailed records utilizing DWR/ICS Forms 201 through 214.
- c. Request additional DWR personnel to fill ICS positions as needed.
- d. Make the following recommendations to the Operations Section Chief:
 - (1) Strategy (objective)
 - (2) Tactic (method) to be used

- (3) Material and supplies (sandbags, sand, visquine, etc.)
- (4) Equipment
- (5) Special needs (chainsaws, portable toilets, etc.)

Note: The Local Maintaining Agency (LMA) should provide all materials, supplies, and equipment. If LMA resources are exhausted, requests for assistance can be made through DWR Logistics. The LMA is required to replace all material (sandbags, plastic, etc.) provided by DWR as soon as possible. All hand crews will be ordered through the county Operational Area Emergency Operations Center of jurisdiction in conformance with all SEMS procedures.

e. Check In

- (1) All personnel will be checked in at the incident site using DWR/ICS Form 211.

f. Brief Subordinates (Action Plan)

- (1) Discuss the tactics to be used
- (2) Review incident map
- (3) Establish time frame for correcting the problem
- (4) Establish reporting time
- (5) Discuss special weather conditions
 - (a) Local weather conditions
 - (b) Tides in the Sacramento-San Joaquin Delta

g. Additional Assistance

- (1) Identify need for additional assistance by:
 - (a) Personal observation
 - (b) Monitoring work progress

- (c) Reports or requests from crew supervisors

Note: If the incident is escalating beyond the span of control of the Initial Attack Incident Commander, a predetermined Incident Command Team may be deployed.

- h. Brief the Incoming Incident Commander

- (1) Preparation of DWR/ICS 201 Briefing Form

- (a) Map Sketch

- (1) Perimeter
- (2) Location of problem areas
- (3) Resources assigned
- (4) Special information

- (b) Summary of Current Action

- (1) Strategy and tactics used
- (2) Decisions made
- (3) Weather
- (4) Specific problem areas

- (c) Current Organization

- (1) ICS positions filled
- (2) Names of assigned personnel and their positions

- (d) Resources Summary

- (1) Number and type of resources on scene
- (2) Resources ordered and their estimated time of arrival

- (e) Location/Assignment

- (1) Personnel, crew assignments and locations

DWR/ICS ACTIVATION AND RECORD KEEPING

The Incident Command System has specific forms and records to ensure that information is transmitted to the proper person or function. These forms and records also provide documentation to be used for legal, historical, and analytical purposes. The following are general instructions for forms:

1. It is important to have legible forms therefore electronically file, type or print all entries on the form.
2. When entering dates on any form, use the following format: Month/Day/Year and day of week (March 15, 1998, Tuesday).
3. When entering the time on any form, use 24-hour Clock time. For example, 1:00 p.m. will be noted as 1300 hours.
4. In most cases, times must be associated with dates to avoid confusion. All forms and notes should have the date and time.
5. When information is not available at the time of a report, enter N/A.
6. DWR/ICS Forms - Reference DWR-ICS 420 book
 - a. DWR/ICS Form 201
 - If the incident escalates, this form is used to brief the incoming Incident Commander
 - b. DWR/ICS Form 208A
 - Daily Time Sheet
 - c. DWR/ICS Form 209
 - This form is used to update information regarding the progress of the operations.
 - This form will only be prepared at the request of the FOC.
 - d. DWR/ICS Form 211
 - This form is used for recording arrival times of personnel and equipment at the incident site.
 - e. DWR/ICS Form 214
 - This form is used to record detail of incident activity.
 - This form also serves as a permanent record of the incident.

f. Incident File

Electronically file or place hard copies in an 11" x 14" envelope. Label the envelope with the incident name, date(s), and any other designation that will clarify location (i.e. city, county, levee mile, channel mile, maintaining agency, left or right bank, name of stream, etc.). Return file to the Operations Section Chief.

FIELD INVESTIGATION REPORT INSTRUCTIONS

This report should be completed immediately upon return from the field investigation. Electronically file or submit hard copy to the Operations Section Chief. Include digital photographs.

The following are guidelines for Investigation Report completion.

1. An incident number may be assigned immediately or after the initial investigation by the Flood Operations Center. Contact the Flood Operation Center, Operations Section, Deputy Chief.
2. Local Contact: The person reporting the problem.
3. Date and Time
4. Phone and Type: Office and home numbers, cell phone, pager.
5. Watercourse: river, stream, creek, lake, channel, reservoir, etc.
6. Maintaining Agency: Reclamation District, Levee District, City, County, etc.
7. Location:
 - a. City, County, Town, Area
 - b. Levee unit #
 - c. Levee mile
 - d. River mile
 - e. Channel mile
 - f. Latitude (if available)
 - g. Longitude (if available)

Note the nearest landmarks, i.e. cross roads, schools, bridges, etc.

8. Nature of Incident; Give detailed information on specific problems.
9. Recommendations; Temporary flood fight methods, PL 84-99 etc.
10. Actions Taken: Methods used by Locals, State and Federal Agencies.

DAILY TIME SHEET INSTRUCTIONS

All information should be printed and clearly legible. Remember, this is used to document your time for each day spent on the emergency. Completion of the time sheet is described as follows:

1. Name: Last Name, First Name, Middle Initial

Print your last name, first name and middle initial clearly and exactly as it appears on your Attendance Report (DWR 2764). Do not use nicknames or AKA's. Include Jr., Sr., I, II, III, etc.

2. Personnel Number.

Your personnel number is required. It can be obtained from the SAPESS website.

3. Classification

Print your job title, e.g. WR Tech.II, Utility Crafts Worker, Sr. Engineer etc.

4. Home Organization

Print the Division and branch or section that you currently work for on a regular basis (i.e. DFM, Inspection Section)

5. Org. Cost Center No.

Print your organizational cost center number

6. Date

Print the starting date corresponding to the beginning of the operational period that the Daily Time Sheet (DTS) applies to (ie: January 20, 1998)

7. Gross Monthly Salary

Print your gross monthly salary.

8. Work Week Group (2 or 4C)

Indicate your Work Week Group. If you are a supervisor, manager or CEA, then your work week group is 4C; otherwise, your work week group is 2. There are some exceptions, especially in the Civil Maintenance area.

9. Alternate Work Schedule

If you are on an alternate work schedule such as 4/40 or 9/8/80, indicate your schedule.

10. Work Phone

Print your regular job phone number.

11. Work Location

Indicate the area or areas where you worked for the day. If you worked any part of the day at your regular job enter the starting and ending times and the total hours you worked at your regular job on the first line to the right of "Not Required". No further description is required.

12. Activities

Indicate your job activities for the day. For emergency work indicate the ICS category or description (ie: Logistics Chief, Planning / Intelligence Section – staff, Operations Section – Strike Team Member, etc).

13. Internal Order or WBS No.

If you worked at your regular job, this is not required. For all other straight time hours enter the charge number you use at your regular job. For all overtime hours you will be given an emergency WBS number to use.

14. Time - Military (0000-2400)

Military time is based on a 24-hour clock. There is no a.m. or p.m. After 12:00 noon, the time goes to 1300 (1:00 p.m.), 1400 (2:00 p.m.), to midnight (2400). The time should be recorded by activity, including travel time. If breakfast, lunch, dinner or another break was taken, it should be recorded as well.

15. Description of Activity

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

16. Approved By

The Incident Commander, Section Chief, or other person in charge should sign the DTS. This person should be concerned with hours and activity description to insure that it is accurate and adequate.

17. Remarks

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

18. Signature

Sign your name

Note: A sample Daily Time Sheet is shown on the next page.

