

San Joaquin Operational Area – Document Status

PLAN, MANUAL, PROCEDURE UPDATE SCHEDULE

Shading: **Yellow=OES does not revise** **Green=priority**

NAME	REV.	UPDATE FREQ	2006-2007	2007-2008	2008-2009	Staff	LOCATION OF ORIGINAL
BASIC EMERGENCY PLAN							
Basic EOP Plan	08/94	3-yr			Mar		\\Procedures\Basic Plan-MHFP
Annex A - Animal Disease Emergency Plan	12/04	3-yr	Jun			Bentley	\\Procedures\Basic Plan-MHFP\Annex
Annex B - Fire & Rescue	N/A	3-yr					\\Procedures\Basic Plan-MHFP\Annex
Annex C - Communications	11/04	3-yr		Dec		Parissi	\\Procedures\Basic Plan-MHFP\Annex
Annex D - Medical	08/93						SJC EMS Agency
Annex F - Law Enforcement	N/A						To Be Developed
Annex G - Public Works	10/01						To Be Developed
Annex H - Public Health Services	08/05	3-yr			Jun	Rea	Public Health Services – in development
Annex I - Risk Communications	02/04	2-yr		Aug		Rea	\\Procedures\Basic Plan-MHFP\Annex
Annex R - Recovery	09/05	3-yr		Dec		Cockrell	\\Procedures\Basic Plan-MHFP\Annex
OTHER PLANS							
Courthouse Threat Plan	Continuous	Yearly					\\FileMaker Pro server
Dam Failure Plan	08/04	4-yr					\\Procedures\Flood&Dams\Damplan
EOC Support Staff Procedures	04/04	Yearly		Oct			\\Procedures\MACS Procedures\EOC-Support Staff
Hazardous Material Area Plan	04/04	3-yr		Jun			\\Procedures\Haz Mat\Area Plan
OES Staff Operations Procedures	12/01	3-yr		Sep			\\Procedures\MACS Procedures\OES Staff Operations
OES Department Emergency Plan	03/04	Yearly					FileMaker Pro server
R.A.C.E.S. Plan	06/95	3-yr		Feb			\\Procedures\RACES Plan
R.A.C.E.S. Instant Trainer	11/93	5-yr		Feb			RACES Radio Officer
GENERAL DIRECTORIES							
Emergency Phone Directory	Continuous	Quarterly	J/O/J/A	J/O/J/A	J/O/J/A		Database server
EOC Support Staff Database List	09/05	Bi-annual		Oct/Apr	Oct/Apr	Helen/HR	\\Resources\Resource Databases\EOC Staff
Flood Contacts List (OES Disaster Binders)	04/07	Annual	Apr	Oct	Oct	Cockrell	\\Resources\Flood contacts
RACES Staff Database List	Continuous	As needed					\\Resources\Resource Databases\RACES List
Resource Directory	05/99	2-Yr					Purchasing
MACS							
MACS Procedures	04/04	2-yr		Oct		Bentley	\\Procedures\MACS Procedures
MACS-EOC Procedures	01/03	Annual		Oct	Oct	Bentley	\\Procedures\MACS Procedures
MANAGEMENT							
Deputy Area Command Authority				Oct		Cockrell	
EOC Director binder	03/04	2-yr		Oct	Nov	Cockrell	\\Procedures\MACS Procedures\Binders-EOC\Management
Information Officer binder	03/01	2-yr		Oct	Nov	Rea	\\Procedures\MACS Procedures\Binders-EOC\Management
Jurisdiction Representative folder	03/04	2-yr		Oct	Nov		\\Procedures\MACS Procedures\Binders-EOC\Management
PLANS/INTELLIGENCE							
Planning/Intelligence Section Chief binder	08/04	2-yr		Oct		Rea	\\Procedures\MACS Procedures\Binder-EOC\Planning
- Planning/Intelligence Section SOP	08/04	2-yr		Oct		Rea	\\Procedures\MACS Procedures\Binder-EOC\Planning
Advanced Planning Unit Leader binder	10/02	2-yr		Oct		Cockrell	\\Procedures\MACS Procedures\Binder-EOC\Planning
Damage Assessment Unit Leader binder	08/04	2-yr			Nov		\\Procedures\MACS Procedures\Binder-EOC\Planning
- Damage Assessment Unit Leader SOP	08/04	2-yr			Nov		\\Procedures\MACS Procedures\Binder-EOC\Planning
Resource Unit Leader binder	08/04	2-yr			Nov		\\Procedures\MACS Procedures\Binder-EOC\Planning
Situation Unit Leader binder	05/01	2-yr		Oct	Nov	Bentley	\\Procedures\MACS Procedures\Binder-EOC\Planning
- Computer Terminal Operator binder	08/04	2-yr			Nov		\\Procedures\MACS Procedures\Binder-EOC\Planning
LOGISTICS							
Logistics Base Plan	10/03			Oct			\\Procedures\MACS Procedures\Logistics Database
- CYA Base Plan	10/03			Oct		Parissi	\\Procedures\MACS Procedures\Logistics Database
Logistics Section Chief binder	05/04	2-yr		Oct			\\Procedures\MACS Procedures\Binder-EOC\Logistics
Communications Unit Leader binder	08/04	2-yr		Mar			\\Procedures\MACS Procedures\Binder-EOC\Logistics
Communications Manager binder	08/04	2-yr		Mar			\\Procedures\MACS Procedures\Binder-EOC\Logistics
Care & Shelter Manager binder	08/04	2-yr		Oct			\\Procedures\MACS Procedures\Binder-EOC\Logistics
- Care & Shelter Manager SOP	08/04	2-yr		Oct		Herrera	\\Procedures\MACS Procedures\Binder-EOC\Logistics
Supply Unit Leader binder	06/04	2-yr		Oct		Parissi	\\Procedures\MACS Procedures\Binder-EOC\Logistics
- Supply Unit SOP	06/04	2-yr		Oct		Parissi	\\Procedures\MACS Procedures\Binder-EOC\Logistics
Mutual Aid Coordinators							
Building Official binder	08/04	2-yr			May		\\Procedures\MACS Procedures\Binder-EOC\Logistics
- Building Official SOP	08/04	2-yr			May		\\Procedures\MACS Procedures\Binder-EOC\Logistics
Energy Coordinator binder	08/04	2-yr			Jun		\\Procedures\MACS Procedures\Binder-EOC\Logistics
- Energy Coordinator SOP	08/04	2-yr			Jun		\\Procedures\MACS Procedures\Binder-EOC\Logistics
Fire Coordinator binder	08/04	2-yr			Apr		\\Procedures\MACS Procedures\Binder-EOC\Logistics
- Fire Coordinator SOP	08/04	2-yr			Apr		\\Procedures\MACS Procedures\Binder-EOC\Logistics
Law Enforcement Coordinator binder	08/04	2-yr			Jun		\\Procedures\MACS Procedures\Binder-EOC\Logistics
- Law Enforcement Coordinator SOP	08/04	2-yr			Jun		\\Procedures\MACS Procedures\Binder-EOC\Logistics

Fund: G=General Fund, E=EMPG

DIV: A=Administration, O=Operations, H=Hazardous Materials, Blank=Other agency/department