

OCFA Coronavirus Incident Delegation of Authority

Subject: Delegation of Authority for the **Coronavirus (COVID-19) Containment/Mitigation/Recovery Mission**

To: Shane Sherwood, Incident Commander, OCFA Incident Management Team.

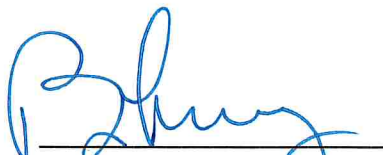
The OCFA Policy Group (Executive Management Team) delegates you the authority to command, manage, and provide leadership for the **COVID-19 Containment/Mitigation/Recovery Mission** within the OCFA boundaries of Orange County, State of California to you as Incident Commander of your Incident Management Team. An Agency Administrator representative will be available to you on a 24/7 basis.

The **COVID-19 Containment/Mitigation/Recovery Mission** is a highly complex incident due to the still evolving conditions on the ground, risk of additional personnel exposure to the virus, the potential negative impact to emergency service delivery, employee family concerns and overall continuity of operations. This situation adds an extreme level of risk and complexity to the management and command of the event. You have and will continue to receive additional information and specific briefings on the complications associated with responder, professional staff, OCFA families and public safety related to the hazardous conditions.

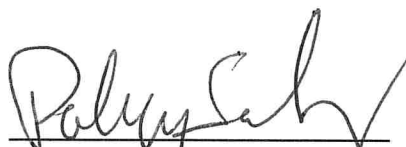
If the **COVID-19 Containment/Mitigation/Recovery Mission** continues to escalate and requires the inclusion of multi-jurisdictions and multi-agency authorities, this incident will be managed under Unified Command. The Unified Command will include delegated partners from yet to be determined agencies. You will be provided the names and introduced to the Unified Commanders at the time of unification of command.

This delegation is being issued to you by the OCFA Policy Group. You've been provided multiple briefings that have provided guidance, direction, priorities, and intent to maximize the probabilities of success. See the following "Leader's Intent" for further guidance.

SIGNATURES OF KEY (Fire Chief & Bureau Deputy Chiefs) POLICY GROUP DESIGNATED AGENCY ADMINISTRATORS:



Brian Fennessy, Fire Chief




Pokey Sanchez, Deputy Chief



Lori Zeller, Deputy Chief

I accept this delegation:



Incident Commander
OCFA IMT

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Our Leader's Intent is a list of what is important to us through the duration of this mission. It is meant to create understanding, develop a Common Operating Picture (COP), successful conditions, and a common end state. The leader's intent will be the center of our daily discussions during this incident.

Task - Objectives

1. Minimize the exposure potential and overall impact to the OCFA workforce from COVID-19.
2. Ensure effective care of any OCFA workforce member infected by COVID-19.
3. Provide timely and accurate information to all OCFA personnel.
4. Forecast potential contingencies and develop/implement mitigation strategies for each phase:
 - a. Containment
 - b. Mitigation
 - c. Recovery
5. Ensure fiscal responsibility

Purpose – Strategic Incident Priorities:

Use this list of priorities to guide your decision-making in the allocation of resources, the expenditure of funds, the execution of tactical operations, and in communicating with those involved and affected by this event.

1. Preserve human life
2. Prevent further harm
3. Meet basic human needs
4. Maintain Governance, Law and Order
5. Provide for human livelihood
6. Restore ecosystems
7. Preserve national ethos

End State & Success Conditions:

Strategic End State

- Employee exposure minimized through good hygiene practices.
- Compassionate care is provided to employees who become ill at work or home without unnecessary exposure to others.
- Critical staffing levels of essential safety staff and non-safety support staff are maintained.
- Preparations and plan in place in the event the County Health Officer orders fire station or multiple fire station closures.

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- Accurate and timely information being provided to Board of Directors, City Managers, OCFA employees and their families.
- Efforts are being supported logistically and financially.
- There is full cooperation and collaboration between the OCFA and County Public Health, the cities and County of Orange, County OES and other allied agencies.

We save as many lives as humanly possible. Any affected area is secured and stabilized. Our Citizens' medical, safety and essential services needs were met quickly. The voice and influence of JPA governance was maintained. Critical Infrastructure remained intact. Economic capacity for long term recovery and growth are underway. Affected employees and their families were reintegrated into their communities with dignity through the recovery processes.

Strategic Lines of Effort

Success Conditions +7 Days

LOE 1 – Medical care of OCFA Employees	Appropriate medical care rendered to OCFA employees infected with COVID-19
LOE 2 – Employee Safety and Security	Proper hygiene and PPE protocols being followed in all OCFA facilities and during responses
LOE 3 – Basic Needs	OCFA has 30-day supply of food, water and necessities for employees assigned to OCFA facilities
LOE 4 –Trust and Governance	Employees have latest information and all OCFA facilities are prepared to operate on 24-hour basis for 90 days; 90-day staffing plan in place; County and city leaders are receiving routine briefings and updates
LOE 5 – Infrastructure Stability	Emergency power available to all OCFA facilities
LOE 6 – Economic Assistance and Development	OCFA families are aware of local, state and federal emergency economic assistance programs

Intent Based Planning:

We feel that planning based on a clear end state and success conditions has the best chance of attainment. It is our expectation that crews, and individuals are involved in the decision process and understand your intent.

Communications:

We expect clear, concise, transparent, and timely communications. Face to face is valuable and when possible, it is preferred. Group texting is also acceptable to keep us informed. Our intent is that incident updates will be sent periodically through the day and as significant events occur. The two Bureau

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Deputy Chiefs will be your primary points of contact for the Policy Group. They will help facilitate all communications with the Policy Group.

Stakeholders & Partnering:

It is important to us that you maintain and strengthen relationships with our partners through open communication. This includes those that are currently affected and those that are potentially affected. Engage partners and local officials in the decision process, including identifications of values at risk, management actions, probabilities of success, and managing risk to responders. Again, include and integrate “downstream” partners in a timely manner as the incident evolves.

Pre-plans:

Pre-plans (COOP) have been developed in advance of this incident occurring. These plans include evacuations and sheltering, infectious exposure protocols for the public and responders, and use of social media in disasters.

Values at Risk

With our employees being the highest values at risk, there will be no limit to the amount of support we give to support and guide your efforts. We encourage you to engage members of the Policy Group at any time to gain a better understanding of the decisions they are making and how they will affect your efforts to make more informed decisions.

Fiscal Considerations

Due to the number of people, logistical support necessary and the diverse methods of protecting our employees being used, it is necessary for you to provide oversight and account for all expenditures related to the Incident. Expenditures will be separated and accounted for by specific efforts and actions on the incident in accordance with each functional responsibility. We will assign a small staff of fiscal and management analysts to support your team with these efforts.