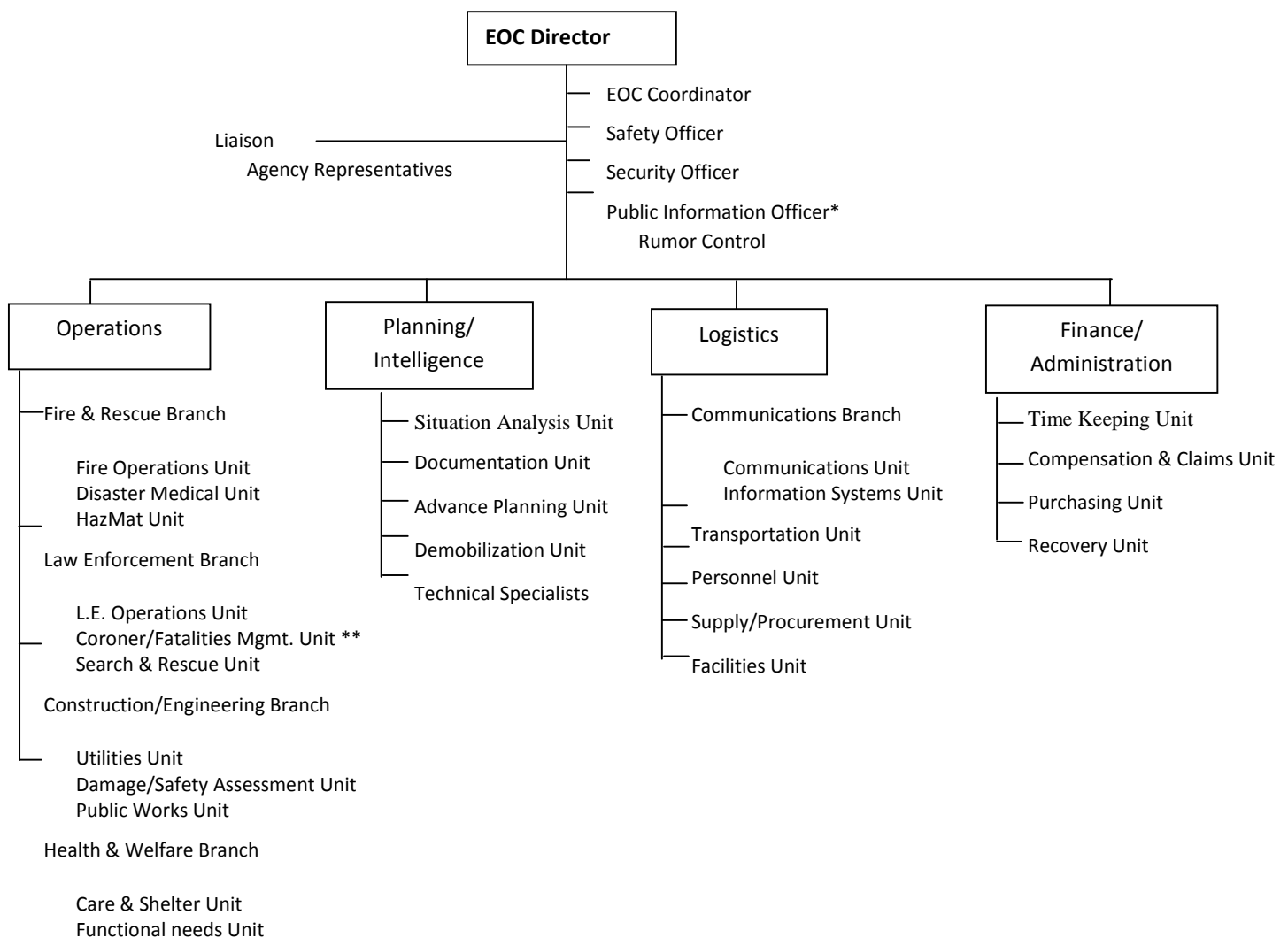




APPENDIX 4 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM EOC POSITION CHECKLISTS

The following checklists are extracted from the state planning guide **SEMS Local Government EOC Position Checklists**. They are based on the generic SEMS operating structure shown below. The EOC Director may alter this generic structure as needed based on operational requirements.





Generic Checklist (For All Positions)

Activation Phase:

- € Check in with the Personnel Unit (in Logistics) upon arrival at the EOC.
- € Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- € Set up your workstation and review your position responsibilities.
- € Establish and maintain a position log which chronologically describes your actions taken during your shift.
- € Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- € Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- € Deactivate your assigned position and close out logs when authorized by the EOC Director.
- € Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- € Be prepared to provide input to the after-action report.
- € If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- € Clean up your work area before you leave.
- € Leave a forwarding phone number where you can be reached.



Management Section

EOC Director

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Establish the appropriate Staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts. Ensure that all agency actions are accomplished within the priorities established.
3. Ensure that Inter-Agency Coordination is accomplished effectively within the EOC.

Activation Phase:

- € Determine appropriate level of activation based on situation as known.
- € Mobilize appropriate personnel for the initial activation of the EOC.
- € Respond immediately to EOC site and determine operational status.
- € Obtain briefing from whatever sources are available.
- € Ensure that the EOC is properly set up and ready for operations.
- € Ensure that an EOC check-in procedure is established immediately.
- € Ensure that an EOC organization and staffing chart is posted and completed.
- € Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - o Operations Section Chief
 - o Logistics Section Chief
 - o Planning/Intelligence Section Chief
 - o Finance/Administration Chief
- € Determine which Management Section positions are required and ensure they are filled as soon as possible.
 - o Liaison Officer
 - o EOC Coordinator
 - o Public Information Branch Coordinator
 - o Safety Officer
 - o Security Officer
- € Ensure that telephone and/or radio communications with Operational Area EOC are established and functioning.
- € Schedule the initial Action Planning meeting.
- € Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies.
- € Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Interagency Coordination Group.



Operational Phase:

- € Monitor general staff activities to ensure that all appropriate actions are being taken.
- € In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- € Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- € Based on current status reports, establish initial strategic objectives for the Town EOC.
- € In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- € Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to Planning/Intelligence Section, "Action Planning Job Aid." Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
- € Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- € Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- € Conduct periodic briefings for elected officials or their representatives.
- € Formally issue Emergency Proclamation for the Town, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- € Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- € Authorize demobilization of sections, branches and units when they are no longer required.
- € Notify the Operational Area EOC, and other appropriate organizations of the planned demobilization, as appropriate.
- € Ensure that any open actions not yet completed will be handled after demobilization.
- € Ensure that all required forms or reports are completed prior to demobilization.
- € Be prepared to provide input to the after action report.
- € Deactivate the Town EOC at the designated time, as appropriate.
- € Proclaim termination of the emergency response and proceed with recovery operations.



EOC Coordinator (ESC)

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Facilitate the overall functioning of the EOC.
2. Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation Phase:

- € Follow generic Activation Phase Checklist.
- € Assist the EOC Director in determining appropriate staffing for the EOC.
- € Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

- € Assist the EOC Director and the General Staff in developing an overall strategic objectives as well as section objectives for the Action Plan.
- € Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- € Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- € Provide overall procedural guidance to General Staff as required.
- € Provide general advice and guidance to the EOC Director as required.
- € Ensure that all notifications are made to the Operational Area EOC.
- € Ensure that all communications with appropriate emergency response agencies is established and maintained.
- € Assist EOC Director in preparing for and conducting briefings with Management Staff, the Town Council, the media, and the general public.
- € Assist the EOC Director and Liaison Officer, in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- € Assist the Liaison Officer with coordination of all EOC visits.
- € Provide assistance with shift change activity as required.

Demobilization Phase:

- € Follow generic Demobilization Phase Checklist.



Public Information Branch Coordinator

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Serve as the coordination point for all media releases.
2. Represent the jurisdiction as the lead Public Information Officer.
3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
4. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.
5. Develop the format for press conferences, in conjunction with the EOC Director.
6. Maintaining a positive relationship with the media representatives.
7. Supervising the Public Information Branch.

Activation Phase:

- € Follow generic Activation Phase Checklists.
- € Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operational Phase:

- € Obtain policy guidance from the EOC Director with regard to media releases.
- € Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- € Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
- € Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.
- € Implement and maintain an overall information release program.
- € Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
- € Maintain up-to-date status boards and other references at the media information center.
- € Provide adequate staff to answer questions from members of the media.
- € Interact with other Town EOC as well as Operational Area EOC PIOs and obtain information relative to public information operations.
- € Develop content for state Emergency Alert System (EAS) releases if available.
- € Monitor EAS releases as necessary.
- € In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- € At the request of the EOC Director, prepare media briefings for members of the Town Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- € Ensure that a rumor control function is established to correct false or erroneous information.
- € Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- € Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.



- € Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- € Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- € Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- € Ensure that file copies are maintained of all information released.
- € Provide copies of all media releases to the EOC Director.
- € Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- € Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

- € Follow generic Demobilization Phase Checklist.



Rumor Control Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Provide staffing for rumor control telephone bank.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Obtain "confirmed" disaster information.
- € Operate a telephone bank for receiving incoming inquiries from the general public.
- € Correct rumors by providing factual information based on confirmed data.
- € Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
- € Refer inquiries from member of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

- € Follow generic Demobilization Phase Checklist.



Liaison Officer

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling requests from other EOCs for EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
5. Ensuring that demobilization is accomplished when directed by the EOC Director.

Activation Phase:

- € Follow generic Activation Phase Checklist.
- € Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

- € Contact Agency Representatives already on-site, ensuring that they:
 - Have signed into the EOC,
 - Understand their assigned functions,
 - Know their work locations,
 - Understand EOC organization and floor plan.
- € Determine if additional representation is required from:
 - Other agencies,
 - Volunteer organizations,
 - Private organizations,
 - Utilities not already represented.
- € In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- € Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- € Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- € With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.
- € Maintain a roster of agency representatives located at the Town EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.



Demobilization Phase:

- € Follow generic Demobilization Phase Checklist
- € Release agency representatives that are no longer required in the Town EOC when authorized by the EOC Director.



Agency Representatives

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

Activation Phase:

- € Follow generic Activation Phase Checklist.
- € Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC.
- € Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- € Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
- € Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- € Contact the Town EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase:

- € Facilitate requests for support or information that your agency can provide.
- € Keep current on the general status of resources and activity associated with your agency.
- € Provide appropriate situation information to the Planning/Intelligence Section.
- € Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- € Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.
- € On a regular basis, inform your agency of the Town EOC priorities and actions that may be of interest.
- € Maintain logs and files associated with your position.

Demobilization Phase:

- € Follow generic Demobilization Phase Checklist.
- € When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- € Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- € Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.



Safety Officer

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)
- € Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- € Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- € Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- € If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- € Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- € Keep the EOC Director advised of unsafe conditions; take action when necessary.
- € Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

- € Follow generic Demobilization Phase Checklist.



Security Officer

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

- € Provide 24-hour security for the EOC.
- € Control personnel access to the EOC in accordance with policies established by the EOC Director.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Determine the current EOC security requirements and arrange for staffing as needed.
- € Determine needs for special access to EOC facilities.
- € Provide executive and V.I.P. security as appropriate and required.
- € Provide recommendations as appropriate to EOC Director.
- € Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Operations Section

Operations Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Overall supervision of the Operations Section.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- € Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- € Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
 - Fire & Rescue
 - Law Enforcement
 - Health and Welfare
 - Construction & Engineering
- € Determine need for Mutual Aid.
- € Request additional personnel for the section as necessary for 24-hour operation.
- € Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- € Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- € Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- € Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- € Establish radio or cell-phone communications with Incident Commander(s) operating in Town, and coordinate accordingly.
- € Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.
- € Based on the situation known or forecasted, determine likely future needs of the Operations Section.



- € Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- € Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- € Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- € Ensure that all section personnel are maintaining their individual position logs.
- € Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).
- € Ensure that all media contacts are referred to the Public Information Branch.
- € Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- € Attend and participate in EOC Director's Action Planning meetings.
- € Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- € Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- € Ensure that the branches coordinate all resource needs through the Logistics Section.
- € Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- € Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- € Brief the EOC Director on all major incidents.
- € Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- € Brief Branch Coordinators periodically on any updated information you may have received.
- € Share status information with other sections as appropriate.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Fire & Rescue Branch Coordinator

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the unincorporated county or contract areas.
2. Assist the EOC Fire & Rescue Branch Coordinator in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain branch status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources in the Town.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Overall supervision of the Fire & Rescue Branch.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - Fire Operations Unit
 - Search & Rescue Unit
 - Disaster Medical Unit
 - Hazmat Unit
- € If the mutual aid system is activated, coordinate use of Town fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
- € Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- € Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- € Ensure that Branch and Unit position logs and other files are maintained.
- € Maintain current status on Fire & Rescue missions being conducted in the Town.
- € Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operational periodically or as requested during the operational period.
- € On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms if available.
- € Refer all contacts with the media to the Public Information Branch.
- € Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- € Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- € Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.



Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Fire Operations Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire / Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event.
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other appropriate files.
- € Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire & Rescue Branch at the Field Level.
- € Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Branch at the Field Level.
- € Assess the impact of the disaster/event on the Town Fire Department's operational capability.
- € Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
- € Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- € Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- € If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- € In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- € Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- € Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- € Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP or DOC.
- € Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- € Follow generic Demobilization Phase Checklist.



Disaster Medical Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities within the affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the disaster Medical Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain position logs and other necessary files.
- € Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- € Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances.
- € Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- € Determine status and availability of specialized treatment such as burn centers.
- € Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- € Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- € Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.
- € Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- € Inform the Fire & Rescue Branch Coordinator of all significant events.
- € Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Search & Rescue Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain position log and other appropriate files.
- € Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- € Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- € Mobilize and deploy available search and rescue teams to locations within the jurisdiction, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
- € Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- € Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area; specifically larger jurisdictions who have organized USAR teams.
- € Coordinate with the Law Enforcement Branch to determine availability of search dog units.
- € Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- € Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- € Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
- € Ensure that each team leader develops a safety plan for each assigned mission.
- € Monitor and track the progress and status of each search and rescue team.
- € Ensure that team leaders report all significant events.
- € Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- € Inform the Fire & Rescue Branch Coordinator of all significant events.
- € Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.



Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Hazmat Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the jurisdiction.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Request assistance from and / or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Hazmat Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other appropriate files.
- € Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- € Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- € Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the Hazmat Mutual Aid System and established priorities.
- € Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.
- € Work closely with the Logistics Section to determine the status and availability of Hazmat Response Teams in the Operational Area.
- € Coordinate with construction and engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- € Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- € Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- € Monitor and track the progress and status of each HazMat team.
- € Ensure that Hazmat Team Leaders report all significant events.
- € Assist in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, if not addressed at the ICP or DOC.
- € Inform the Fire & Rescue Branch Coordinator of all significant events.
- € Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Law Enforcement Branch Coordinator

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the Town.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Based on the situation, activate the necessary Units within the Law Enforcement Branch:
 - o Law Enforcement Operations Unit
 - o Coroner Unit
- € Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the .
- € Provide an initial situation report to the Operations Section Chief.
- € Based on the initial EOC strategic objectives. Prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- € Ensure that Branch and Unit position logs and other appropriate files are maintained.
- € Maintain current status on Law Enforcement missions being conducted in the Town.
- € Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operational periodically or as requested during the operational period.
- € On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available).
- € Refer all contacts with the media to the Public Information Branch.
- € Determine need for Law Enforcement Mutual Aid.
- € Determine need for Coroner's Mutual Aid.
- € Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- € Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- € Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Law Enforcement Operations Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate requests for Law Enforcement Mutual Aid Resources through the Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the law enforcement operations unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other appropriate files.
- € Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.
- € Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.
- € Assess the impact of the disaster/event on the Police Department's operational capability.
- € Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- € If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- € If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- € In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- € Coordinate major evacuation activity with the Fire Operations Branch, as required.
- € Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- € Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.
- € Reinforce the use of proper procedures for media contacts.
- € Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- € Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator.



Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Coroner Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. At the direction of the Sheriff / Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster / event.
2. At the direction of the Sheriff / Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.
3. Supervision of the Coroner Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other appropriate files.
- € Ensure that locations where fatalities are discovered are secured.
- € Ensure that fatality collection points are established and secured as necessary.
- € Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff / Coroner.
- € Request Coroner's Mutual Aid through the Sheriff / Coroner at the Operational Area EOC as required.
- € Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc..
- € Coordinate with the Search & Rescue Unit To determine location and number of extricated fatalities.
- € Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff / Coroner.
- € Assist the Sheriff / Coroner with identification of remains and notification of next of kin as required.
- € In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and / or disturbed as a result of the disaster.
- € Keep the Law Enforcement Branch Coordinator informed of Coroners Unit activities on a regular basis.
- € Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff / Coroner prior to release).**
- € Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Construction / Engineering Branch Coordinator

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the Town.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Based on the situation, activate the necessary units within the Construction/Engineering Branch:
 - o Utilities Unit
 - o Damage/Safety Assessment Unit
 - o Public Works Unit
- € Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- € Provide an initial situation report to the Operations Section Chief.
- € Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- € Ensure that branch and unit position logs and other necessary files are maintained.
- € Maintain current status on all construction/engineering activities.
- € Ensure that damage and safety assessments are being carried out for both public and private facilities.
- € Request mutual aid as required through the Operational Area Publics Works Mutual Aid Coordinator.
- € Determine and document the status of transportation routes into and within affected areas.
- € Coordinate debris removal services as required.
- € Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- € Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
- € Refer all contacts with the media to the Public Information Branch.
- € Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- € Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- € Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.



Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Utilities Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assess the status of utilities; provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the Town EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Establish and maintain communications with the utility providers for the Town.
- € Determine the extent of damage to utility systems in the Town.
- € Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Town EOC.
- € Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- € Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- € Keep the Public Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- € Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
- € Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
- € Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Damage/Safety Assessment Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the disaster is winter storm, flood, or earthquake related, ensure that dam inspection teams have been dispatched.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Initiate requests for Engineers from the Operational Area, to inspect structures and/or facilities.
6. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- € Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- € Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- € Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- € Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- € Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- € Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- € Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Public Works Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- € Assist other Operation Section Branches by providing construction equipment and operators as necessary.
- € Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
- € Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
- € Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
- € Supervise the Public Works Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- € Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- € As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assists with utility restoration, and build temporary emergency structures as required.
- € Work closely with the Logistics Section to provide support and materiel as required.
- € Keep the Construction/Engineering Branch Coordinator informed of unit status.
- € Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Health and Welfare Branch Coordinator

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Safeguard the public health of citizens by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims.
3. Supervise the Health and Welfare Branch.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a Health and Welfare Unit position logs and other necessary files.
- € Ensure that all potable water supplies remain safe, and free from contaminants.
- € Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- € Ensure that a vector control plan is established and implemented for the affected area(s).
- € Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch Operational periodically during the operations period or as requested.
- € Complete and maintain the Care & Shelter Status Reports (utilizing RIMS forms if available).
- € Ensure that the Public Health Branch is available to assist the Coroner Unit in mitigating managing mass fatality situations.
- € Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.
- € Prepare objectives for the Health and Welfare Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- € Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Care & Shelter Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the Town.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain your position log and other necessary files.
- € Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- € Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- € Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.
- € Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- € In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- € Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- € Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).
- € Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Public Health Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assess the status and availability of potable water within the jurisdiction
2. Assess the status of the sanitation system within the jurisdiction.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected disaster area(s) within the jurisdiction.
5. Supervise the Public Health Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.
- € If systems are damaged, request assistance from County Public Health to assess drinking water quality and potential health risks from ruptured sewer / sanitation systems.
- € Develop a distribution system for drinking water throughout the Town as required.
- € Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- € Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.
- € Determine the need for vector control, and coordinate with County Public Health for Vector control services as required.
- € Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.
- € Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Planning/Intelligence Section

Planning/Intelligence Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
 - a. Collecting, analyzing, and displaying situation information,
 - b. Preparing periodic Situation Reports,
 - c. Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
 - d. Conducting Advance Planning activities and report,
 - e. Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
6. Supervise the Planning/Intelligence Section.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- € Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:
 - Situation Analysis Unit
 - Advance Planning Unit
 - Documentation Unit
 - Technical Services Unit
- € Request additional personnel for the section as necessary to maintain a 24-hour operation.
- € Establish contact with the Operational Area EOC when activated, and coordinate Situation Status Reports with their Planning/Intelligence Section.
- € Meet with Operations Section Chief; obtain and review any major incident reports.
- € Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
- € Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- € Keep the EOC Director informed of significant events.
- € Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- € Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- € Ensure that The Situation Analysis Unit is maintaining current information for the situation status report.



- € Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence (Utilize RIMS forms if available).
- € Ensure that a situation status report is produced and distributed to EOC Sections and Operational Area EOC at least once, prior to the end of the operational period.
- € Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- € Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- € Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- € Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- € Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- € Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- € Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- € Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- € Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- € Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
- € Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Situation Analysis Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed utilizing RIMS forms, for dissemination to EOC staff and also to the Operational Area EOC.
4. Ensure that an EOC Action Plan is developed (utilizing RIMS form) for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.
- € Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

- € Ensure position logs and other necessary files are maintained.
- € Oversee the collection and analysis of all event/or disaster related information.
- € Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- € Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.
- € Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.
- € Prepare a situation summary for the EOC Action Planning meeting.
- € Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- € Convene and facilitate the Action Planning meeting following the meeting process guidelines.
- € In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc
- € Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
- € Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Documentation Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
5. Assist the EOC Coordinator in the preparation and distribution of the After-action Report.
6. Supervise the Documentation Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Maintain a position log.
- € Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- € Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- € Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- € Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- € Keep extra copies of reports and plans available for special distribution as required.
- € Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Advance Planning Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Maintain a position log.
- € Monitor the current situation report to include recent updates.
- € Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.
- € Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- € Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- € Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Technical Services Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Provide technical observations and recommendations to the Town EOC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Services Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Maintain a position log and other necessary files.
- € Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- € Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- € Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Demobilization Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Monitor the current situation report to include recent updates.
- € Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
- € Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.
- € Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.
- € Finalize the Demobilization Plan for approval by the EOC Director.
- € Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- € Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Logistics Section

Logistics Section Chief

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the Town.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- € Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
 - Communications Branch
 - Personnel Unit
 - Transportation Unit
 - Facilities Unit
 - Supply/Procurement Unit
 - Resource Status Unit
- € Mobilize sufficient section staffing for 24 hour operations.
- € Establish communications with the Logistics Section at the Operational Area EOC if activated.
- € Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- € Meet with the EOC Director and General Staff and identify immediate resource needs.
- € Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- € Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- € Provide periodic Section Status Reports to the EOC Director.
- € Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.



Operational Phase:

- € Ensure that Logistic Section position logs and other necessary files are maintained.
- € Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- € Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- € Attend and participate in EOC Action Planning meetings.
- € Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- € Ensure that transportation requirements, in support of response operations, are met.
- € Ensure that all requests for facilities and facility support are addressed.
- € Ensure that all Town resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- € Provide section staff with information updates as required.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Communications Branch Coordinator

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the Town EOC. Ensure that a communications link is established with the Operational Area EOC.
3. Determine specific computer requirements for all EOC positions.
4. Implement RIMS if available, for internal information management to include message and e-mail systems.
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the communications branch.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Based on the situation, activate the necessary units within the Communications Branch:
 - Communications Unit
 - Information Systems Unit
- € Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

- € Ensure that communication branch position logs and other necessary files are maintained.
- € Keep all sections informed of the status of communications systems, particularly those that are being restored.
- € Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- € Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- € Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- € Ensure that RIMS Communications links, if available, are established with the Operational Area EOC.
- € Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- € Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- € Ensure that technical personnel are available for communications equipment maintenance and repair.
- € Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- € Keep the Logistics Section Chief informed of the status of communications systems.
- € Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- € Refer all contacts with the media to the Public Information Branch.



Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Communications Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Install, activate, and maintain telephone and radio systems for the EOC.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign Amateur Radio Operators as needed to augment primary communications networks.
5. Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- € Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- € Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- € Coordinate with Pacific Bell Telephone Company in the Town to obtain portable telephone banks, as necessary.
- € Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Information Systems Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Install, activate, and maintain information systems for the EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.
4. Supervise the Information Systems Unit.

Activation Phase:

- € Follow generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Continually monitor and test RIMS if available, and ensure automated information links with the Operational Area EOC are maintained.
- € Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- € Develop instructional guidance for use of computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.
- € Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Transportation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the Town.
- € Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.
- € Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- € Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- € Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Personnel Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain personal log and other necessary files.
- € In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- € Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, to include volunteers, receive a current situation and safety briefing upon check-in.
- € Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- € Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.
- € Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- € Maintain a status board or other reference to keep track of incoming personnel resources.
- € Coordinate with the Liaison Officer and Security Officer to ensure access, identification, and proper direction for responding personnel upon arrival at the EOC.
- € Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- € To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- € In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- € Arrange for child care services for EOC personnel as required.
- € Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- € Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Supply/Procurement Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance /Administration Section.
3. Coordinate delivery of supplies and materiel as required.
4. Supervise the Supply/Procurement Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Determine if requested types and quantities of supplies and materiel are available in Town inventory.
- € Determine procurement spending limits with the Purchasing Unit in Finance/ Administration. Obtain a list of pre-designated emergency purchase orders as required.
- € Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- € In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- € Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- € Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- € Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.
- € If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- € Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.
- € In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- € Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- € Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Facilities Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
3. Supervise the facilities unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- € Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- € Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- € If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- € Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- € Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- € As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- € Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Resource Status Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Status Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Coordinate closely with all units in the Logistics Section particularly Supply/
- € Procurement, personnel, and transportation.
- € As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- € Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- € Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- € An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- € Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Finance/Administration Section

Finance/Administration Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all Town emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all Town employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
11. Supervise the Finance/Administration Section.

Activation Phase:

- € Follow the generic Activation Phase Checklist.
- € Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- € Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:
 - Time Keeping Unit
 - Compensation & Claims Unit
 - Purchasing Unit
 - Recovery Unit
- € Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- € Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- € Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- € In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- € Notify the EOC Director when the Finance/Administration Section is operational.
- € Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.



Operational Phase:

- € Ensure that Finance/Administration position logs and other necessary files are maintained.
- € Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- € Participate in all Action Planning meetings.
- € Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- € Keep the EOC Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
- € Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- € Ensure that the Time Keeping Unit tracks and records all agency staff time.
- € In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- € Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.
- € Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.
- € Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- € Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Time Keeping Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.
3. Supervise the time keeping unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain position logs and other necessary files.
- € Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with Town policy.
- € Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- € Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- € Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
- € Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Compensation and Claims Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Oversee the investigation of injuries and property / equipment damage claims involving the Town, arising out of the event or disaster.
2. Complete all forms required by worker's compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain a position log and other necessary files.
- € Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- € Investigate all injury and damage claims as soon as possible.
- € Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with Town Policy & Procedures.
- € Coordinate with the Safety Officer regarding the mitigation of hazards.
- € Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
- € Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Purchasing Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain position logs and other necessary files.
- € Review the Town's emergency purchasing procedures.
- € Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
- € Ensure that all contracts identify the scope of work and specific site locations.
- € Negotiate rental rates not already established, or purchase price with vendors as required.
- € Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- € Finalize all agreements and contracts, as required.
- € Complete final processing and send documents to Budget and Payroll for payment.
- € Verify costs data in the pre-established vendor contracts and/or agreements.
- € In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- € Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



Recovery Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or Cal EMA
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and all recovery operations.

Activation Phase:

- € Follow the generic Activation Phase Checklist.

Operational Phase:

- € Establish and maintain position log and other necessary files.
- € In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
- € Obtain information from the Resources Status Unit regarding equipment use times.
- € Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- € Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
- € Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
- € Act as the liaison for the EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.
- € Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
- € Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
- € Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and Town Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the Town.
- € Organize and prepare records for final audit.
- € Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

- € Follow the generic Demobilization Phase Checklist.



RESOURCE LIST

C-O-N-F-I-D-E-N-T-I-A-L

NOT FOR PUBLIC VIEW

(For EOC General Staff & Management Team ONLY)



SUBJECT HEADINGS

- Air Conditioning/Refrigeration
- Airports
- Barricades
- Bee Control
- Board-Up Service
- Boats
- Building Inspections
- Building Materials & Supplies
- Buildings, Stationary & Temporary
- Business Records
- Campgrounds
- Chambers of Commerce
- Communications
- Compressors
- Computers
- Concrete
- Construction Contractors
- Construction Equipment & Supplies – Rent & Lease
- Containers
- Courier Services
- Demolition Contractors
- Electrical Contractors
- Electronic Equipment
- Environmental/Haz Mat Consultants
- Explosives
- Fax Service
- Fencing Contractors/Materials
- Film/Video Production & Services
- Fire & Water Damage Restoration
- Fire Extinguishers
- Fire Protection Services
- Fuel
- Garbage/Trash & Rubbish Disposal
- Generators
- Glass
- Government Resources
- Hardware
- Hauling/Trailers
- Heating Contractors
- Hotels & Other Lodging Accommodations
- Ice
- Law Enforcement Services
- Lighting
- Linen Supply Service
- Locks & Locksmiths
- Lumber
- Manpower, Temporary
- Maps
- Markets
- Media
- Medical Services & Supplies
- Mental Health Services
- Mortuary Services
- Moving Services
- Non-Profit Organizations
- Offices & Supplies
- Parking Area Maintenance & Marking
- Parks
- Pest Control
- Photography
- Pipes & Pipelines
- Print, Copy & Duplicating Services
- Pumps
- Rental Service Stores
- Restaurants & Supplies
- Safety Equipment & Clothing
- Sand & Gravel
- Sandbags
- Saws
- Scaffolding & Aerial Lifts
- Schools
- Security (Private) Services
- Septic/Sewer Contractors & Cleaners
- Sharpening Service
- Shelter (Human) Supplies
- Sound Systems
- Storage/Warehousing
- Sweeping Service – Power
- Television/Cable Service
- Toilets, Portable
- Tools
- Towing, Automotive
- Tractors
- Translators & Interpreters
- Transportation
- Tree Services
- Utilities
- Water – Bottled & Bulk
- Water Hauling
- Water Purification & Filtration Equipment
- Weed Control Service
- Welding



AIR CONDITIONING/ REFRIGERATION

Accurate Heating & Air

Apple Valley
961-7455
Contractor; Repair

Allbridge Electric Heating & Air Conditioning

Apple Valley
242-5442
Contractor

Apple Air

Apple Valley
242-5442
Equipment-Room Units-Sales & Service

April Air

Hesperia
949-1995
Refrigeration Equipment-
Commercial-Sales & Service

B R Tinsley Inc

18165 Hwy 18, Apple Valley
242-3684
Contractor; Coolers-
Evaporative-Sales & Service

BCS Mechanical

Hesperia
948-4436
Refrigeration Equipment-
Commercial-Sales & Service

Comfy Air

Hesperia
956-1585
Refrigeration Equipment-
Commercial-Sales & Service

Desert Heating & Air Conditioning

Apple Valley
240-6290
Contractor; Repair

Diamond Aire

Apple Valley
961-7059
Contractor; Repair

F H A Service

12175 Pawnee, Apple Valley
247-5126
Contractor

Holman Air Conditioning & Heating

21962 Hwy 18, Apple Valley
247-3924
Contractor; Equipment-Room
Units-Sales & Service;
Coolers-Evaporative-Sales & Service

J M & J Plumbing & Heating Air Conditioning

Apple Valley
242-5519
Contractor; Repair; Coolers-
Evaporative-Sales & Service

Milhd Air Conditioning

Apple Valley
240-1341
Contractor

Pol-Air Inc

Victorville
241-1067
Refrigeration Equipment-
Commercial-Sales & Service

Reliable Heating & Air Conditioning

Apple Valley
247-5095
Contractor

Service Plus Refrigeration A/C & Equipment Repair

22775 Colony, Apple Valley
559-0380
Refrigeration Equipment-
Commercial-Sales & Service

AIRPORTS

Apple Valley Airport

21600 Corwin, Apple Valley
247-2371

Hesperia Airport

Hesperia
948-1177

Southern California Logistical Airport (SCLA)

Victorville
342-1900

BARRICADES

Hi-Way Safety Inc

Chino
800-228-1701

Tops N Barricades

Hesperia
949-5991

BEE CONTROL

Green, David

247-5566

Kelleher, Tom

Apple Valley
247-5619

Monroe, Joe

Apple Valley
240-5648

BOARD-UP SERVICE

ABC Glass & Screens

Victorville
245-8355
Glass Board-Up Service

Envirozone

Hesperia
244-0008
Glass Board-Up Service

Vern's Mobile Glass Inc

Victorville
241-0994
Glass Board-Up Service

BOATS

B & B Cycles/Bombardier

Sea-Doo
Victorville
241-7387
Dealer



Barstow Motorcycle Center
Barstow
256-4090
Dealer

Duffy Electrical Boat Co
Adelanto
246-1211
Dealer

Hi Desert Kawasaki Cycle Center
Victorville
241-2028
Dealer

Schwarzenbach's Apple Valley Marine
24021 Hwy 18, Apple Valley
247-8037
Dealer

Silverwood Lake Marina
Summit Valley
389-2299
Renting & Leasing

Silverwood Sea-Doo Rentals
Summit Valley
389-0057
Renting & Leasing

T-N-T Motorsports
Hesperia
949-3842
Dealer

BUILDING INSPECTIONS

Building Industry Association
Victorville
951-2453

Building Inspector, The
Victorville
241-5800

First Safety Home Inspection
12658 Tonikan, Apple Valley
240-2839

Hawkins, Les

Apple Valley
961-7215

HBI Home & Building Inspections
949-2160

HouseMaster Home Inspection Service
Spring Valley Lake
843-9139

BUILDING MATERIALS & SUPPLIES

A & L Builders Supply
Victorville
245-3717

Anderson True Value Lumber & Hardware
Phelan
868-3335

Barr Lumber Company
22092 Hwy 18, Apple Valley
247-7204

Ellis Truss Company & Wall Panels
Hesperia
244-8566

Endura Steel Inc.
Hesperia
244-5456

H & E Do It Yourself Center
Hesperia
949-5389

H & E Do It Yourself Center
Victorville
241-6660

High Desert Truss & Supply
Hesperia
244-7996

Lowe's – Store #1001
Victorville
949-9565

M F G West
Adelanto
246-4042

Murrill, Ronald
Hesperia
949-2212

Valley Hardware & Building Supply
Lucerne Valley
248-6622

Victor Valley Roofing
Hesperia
948-7277

Westside Building Material
Hesperia
244-5484

BUILDINGS, STATIONARY & TEMPORARY

Affordable Sheds
Hesperia
244-9063
Portable

Aussie Steel Buildings
Phelan
947-6559
Metal

Coleman, W & J
16220 Monache, Apple Vly
242-8323
Sheds

Crew Construction
Hesperia
948-0143
Metal

Dudley Steel Buildings
17177 Navajo, Apple Valley
240-3299
Metal

Dunagan Construction
Adelanto
246-6426
Metal

EMH Construction
Adelanto
985-3131
Metal

Forbes Steel Buildings



Phelan
868-5811
Pre-Cut, Prefabricated,
Modular

Gold West Mobile Home Sales

Victorville
241-7009
Mobile Homes-Dealer

High Desert Housing Ltd

Victorville
241-6468
Mobile Homes-Dealer

Kamper's Korner

Victorville
241-7351
Motor Homes

M & L Keith & Associates

Hesperia
244-1315
Metal

M & L Keith & Associates

Victorville
843-5716
Metal

Manufactured Home Center

22241 Nisqually, Apple Vly
240-0077
Mobile Homes-Dealer

Max Steel Buildings

Adelanto
246-9196
Metal, Pre-Cut,
Prefabricated, Modular

Peterson's Lumber & Sawmill

Hesperia
244-3949
Portable

Prince Mobile Homes Inc

Victorville
241-7482
Mobile Homes-Dealer

Range R V Center

Hesperia
949-4090
Motor Homes

Rollman, J.

Pinon Hills
868-6149
Metal

Shed World Inc

Oak Hills
244-5263
Portable

Tuff Shed Inc

22311 Bear Valley, Apple Vly
240-1072
Sheds

Victor Valley Fabricators

14075 Joshua, Apple Valley
247-8852
Metal

W W Nelson Comp Inc

Hesperia
956-3181
Metal

BUSINESS RECORDS

Archive Management Svcs

800-660-2724
Storage; Destruction

Iron Mountain

800-899-4766
Storage

Shred-It

800-697-4733
Destruction

Sure-Shred

888-500-3707
Destruction

CAMPGROUNDS

Adelanto RV Park

Adelanto
246-7775
Campground & RV Park

Hesperia Lake Park & Campground

Hesperia
244-5951
Camp

Kampgrounds of America KOA

Victorville
245-6867
Campground & RV Park

CHAMBERS OF COMMERCE

Adelanto Chamber

Adelanto
246-5711

Apple Valley Chamber

17852 Hwy 18, Apple Valley
242-2753

Barstow Chamber

Barstow
256-8617

Helendale Chamber

Helendale
952-2231

Hesperia Chamber

Hesperia
244-2135

Hispanic Chamber

Victorville
241-6661

Lucerne Valley Chamber

Lucerne Valley
248-7215

Phelan Chamber

Phelan
868-3291

Victor Valley African American Chamber

Victorville
952-9152

Victorville Chamber

Victorville
245-6506

Wrightwood Chamber

Wrightwood
249-4320

COMMUNICATIONS

Advanced Micro



Technologies

Victorville
241-8357
Telephone Parts & Service

Apple Valley Communications

21805 Hwy 18, Apple Valley
247-2668
FAX: 247-0087
Telecommunication Equip &
Systems, Telephone Parts &
Service

Cell Comm

Victorville
951-5222
Radio Equipment/ Systems

Cingular Wireless PCS Store

Victorville
243-9706
Telephone Communications
Svc

Civil Air Patrol

Victorville
246-5142
Ham Radio Communications

Clinton Communications

Spring Valley Lake
843-3399
Telephone Parts & Service

CommDown

Communications
Apple Valley
946-6080
Telecommunication Equip &
Systems

ComSerCo

Victorville
245-8462
Radio Equipment/ Systems,
Telecommunication Equip &
Systems

CSC Communications

Victorville
843-3581
Telecommunication Equip &
Systems, Telephone Parts &
Service

Digital Technologies

Victorville
241-1621
Telecommunication Equip &
Systems/ Service & Repair

Goldstone Deep Space Communications

Barstow
255-8000

Hi-Desert Communications

Victorville
243-2332

Radio Equipment/ Systems High Desert CB

Hesperia
947-9917
Radio Equipment/ Systems

Inland Empire Communications

Victorville
241-7741
Service

Johnson, D

Apple Valley
946-4000
Telecommunication Equip &
Systems

Loma Information Systems Inc

Victorville
245-5493
Telecommunication Equip &
Systems

Mobile Telesys Inc

Victorville
843-9661
Telephone Communications
Service

Nextel Communications

Victorville
243-2332
Public Safety Call Center:
888-639-0020
Cellular & Wireless Phones &
Service

N R Systems

Hesperia
956-1204

Telecommunication Equip &
Systems/ Service & Repair

Pro Maxim Communications

Victorville
843-5880
Telecommunication Equip &
Systems/ Service & Repair

Siecom Networks LLC

Hesperia
949-2340
Telecommunication Equip &
Systems/ Service & Repair

Spectrasite Broadcast Towers Inc

Spring Valley Lake
381-8750
Service

Stan's Telephone Installation Repair Service

Apple Valley
247-4320
Telecommunication Equip &
Systems, Telephone Parts &
Service

Sun Start Communications

11659 Itoya Vista, Apple Vly
961-9025
Telephone Parts & Service

Tel-Craft Communications

Victorville
955-7870
Telecommunication Equip &
Systems, Telephone
Communications Service,
Telephone Parts & Service

Telepro Systems

Victorville
243-7466
Telecommunication Equip &
Systems

Tri Town Voice & Data Networks Inc

20361 Ottawa, #2, Apple Vly
240-7877
Telecommunication Equip &
Systems/ Service & Repair

Verizon

Victorville



800-483-7988
Utility-Customer Relations
Department

Verizon Phonemart

Victorville
243-0200
Telecommunication Equip &
Systems

Volt Information Sciences

Victorville
245-1264
Telecommunication Equip &
Systems/ Service & Repair

COMPRESSORS

Harbor Freight Tools

Hesperia
949-0558

Inquipco

Las Vegas, NV
800-598-3465
Rentals

Western Outdoor Power Equipment

Victorville
245-2861

COMPUTERS

Aaron's Sales & Lease Ownership

Victorville
952-9955
Rent & Lease

Accell

Hesperia
244-0580
Installation

Apple Valley Stationers

18152 Hwy 18, Apple Valley
242-3531
Service & Repair

California Software Svcs

19360 Seneca, Apple Valley
242-4957
Service & Repair

Compunet Solutions

Apple Valley
242-2229
Service & Repair

Double J Internet

Apple Valley
956-5787
Service & Repair

Rent-A-Center

Victorville
241-2222, 241-1322
Rent & Lease

Sunrise Computing

Lucerne Valley
248-1000
Service & Repair

T K Computer Repair Svc

18387 Hwy 18, Apple Valley
946-5415
Service & Repair

Traylor's Electronics

22110 Hwy 18, Apple Valley
240-5703
Service & Repair

CONCRETE

A & L Builders Supply

Victorville
245-3717
Blocks & Shapes

A-1 Backhoe-Skip & Dump Truck Service

Victorville
245-7875
Break, Cut, Saw, Etc.

Agcon Inc

Oro Grande
245-6546
Ready Mixed

Apple Valley Construction Co Inc

9312 Deep Creek, Apple Vly
247-4810
Break, Cut, Saw, Etc.

Asboth Concrete

Apple Valley
961-1704
Contractor

Bonato Concrete Inc

11657 Itoya Vista, Apple Vly
247-2478
Contractor

Carreira William

Hesperia
948-3962
Break, Cut, Saw, Etc.

Cherokee Construction

Hesperia
956-7604
Break, Cut, Saw, Etc.

Conco Construction

Apple Valley
247-8814
Contractor

Creative Concrete

Apple Valley
247-7595
Contractor

Cutting Edge Concrete Services Inc

13600 Hitt Rd, Apple Valley
247-8801
Break, Cut, Saw, Etc.

Elliott's Concrete Cutting & Coring

Apple Valley
242-7062
Break, Cut, Saw, Etc.

Hager C

Oak Hills
949-8324
Ready Mixed

Hi Grade Materials Co

Hesperia
244-9325
Aggregates; Ready Mixed

High Desert Concrete Pumping

Hesperia
947-2999
Concrete Pumping Service

Jack's Concrete Cutting & Removal

Hesperia
948-3046
Break, Cut, Saw, Etc.



Kelley's Concrete Cutting & Breaking

Apple Valley
247-2106
Break, Cut, Saw, Etc.

Lourenco Concrete Pumping

Hesperia
949-6023
Concrete Pumping Service

Martinez Pascual H

Apple Valley
247-5790
Contractor

Olvera's Concrete

Victorville
245-1542
Break, Cut, Saw, Etc.

Philistine Concrete

Hesperia
949-1265
Break, Cut, Saw, Etc.

Robertson's Ready Mix

Adelanto
888-255-1447
Concrete Pumping Service;
Ready Mixed

Roth D

Hesperia
244-5029
Concrete Pumping Service

Rutledge David

Apple Valley
247-4573
Contractor

Service Rock Products

Victorville
245-7997
Ready Mixed

Smitty's Concrete Pumping Service

Hesperia
949-0606
Concrete Pumping
Equipment & Service

Sonora Equipment Rental Inc

Hesperia

949-2269
Break, Cut, Saw, Etc.

Sumiden Wire Product Corp

Victorville
246-6091
Prestressed Concrete

Sunrise Concrete Pumping

Hesperia
947-9800
Concrete Pumping Service

Synertech

Adelanto
246-3330
Concrete Products

Westside Building Material Corp

Hesperia
244-5484
Blocks & Shapes

Whalen Construction

Apple Valley
247-3373
Contractor

CONSTRUCTION CONTRACTORS

A-1 Backhoe – Skip & Dump Truck Service

Victorville
245-7875
Backhoe; Dealers & Service

Ability Signs & Crane Service

Hesperia
244-0809
Crane

Action Backhoe & Grading

Oak Hills
949-6535
Backhoe, Excavation

Adams, Fred A

Apple Valley
240-4376
Masonry

Advanced Plumbing

Hesperia

949-4909
Backhoe

Allfence

12205 Central, Apple Valley
961-3362
Masonry

Apple Valley Construction Co Inc

9312 Deep Creek, Apple Vly
247-4810
Backhoe; Excavation, Drilling
& Boring

Arrowhead Rockdrill Co Inc

Barstow
255-8990
Dealers & Service

Aviation Environmental Services Inc

Victorville
951-1923
Dealers & Service

Barstow Pump & Drilling

Barstow
253-4905
Drilling & Boring

Beattie Asphalt Paving

Hesperia
949-1230
Paving

Beinschroth, A J & Sons

18794 Sentenac, Apple Vly
242-2101
Masonry

Bertram, Charles R

Hesperia
244-6794
Paving

Blackmore's Masonry Construction

Hesperia
244-3971
Masonry

Bledsoe Grading Inc

Oak Hills
949-4020
Excavation



**Cal Customized
Professional Landscape**

Hesperia
244-2718
Backhoe; Excavation

Caplinger Construction Inc

Hesperia
948-7801
Grading

Carlson Masonry

Construction
Apple Valley
242-0138
Masonry

Commercial Scaffolding Inc

Victorville
955-5938
Scaffolding & Aerial Lifts

Conexdrill Co Inc

Oak Hills
244-6047
Drilling & Boring

Cooley Construction Inc

Victorville
245-1377
Paving, Excavation

David Montoya Paving

Hesperia
949-1144
Paving

Deloss Crane & Rigging

Victorville
241-1066
Crane

Desert Empire Drilling

Barstow
253-5637
Drilling & Boring

DiVencenzo Construction

Apple Valley
247-8838
Masonry

Don Parker Masonry

Victorville
241-0866
Masonry

Don's Grading

Hesperia
948-1439
Excavation

**Dump Truck Tractor
Hauling Services**

Victorville
951-7599
Backhoe

**Eagle Water Well Drilling &
Pump Service**

Newberry Springs
257-3553
Drilling & Boring

**Earthworks Trucks &
Equipment**

Hesperia
949-7708
Dealers & Service

Fagan Baylift Equipment

Hesperia
949-4222
Forklifts-Sales & Rental

Gee Backhoe Service

Apple Valley
247-0161
Backhoe; Excavation

**Gosselin Masonry
Company**

22420 Cholena, Apple Valley
247-8666
Masonry

**Green Equipment & Tool
Co**

Hesperia
949-0355
Dealers & Service

Gutierrez Construction

Hesperia
956-1252
Paving

Gutierrez Masonry

Hesperia
244-9880
Masonry

H W Masonry

Adelanto
246-3846
Masonry

HCS Cutler Construction

Supplies Inc
Victorville
951-5055
Dealers & Service

Hesperia Equipment Repair

Hesperia
244-4522
Dealers & Service

Hi Desert Drillers Inc.

Apple Valley
946-2695
Drilling & Boring

**Howard's Hoe & Dump
Truck Service**

20239 Hinton Dr, Apple Vly
247-5579
Backhoe

**Hub Construction Supplies
& Equipment**

Hesperia
948-2339
Dealers & Service

Independent Well Drilling

Apple Valley
247-9882
Drilling & Boring

Inquipco

Las Vegas, NV
702-644-1700
Crane

**J & J Hoist & Crane &
Industrial Services**

Hesperia
244-9365
Crane

**J O Reid Equipment
Rentals Inc**

Apple Valley
247-8082
Excavation

**Jake's Crane Rigging &
Transport International**

Las Vegas, NV
800-553-5253
Crane

JDL Enterprises

Helendale



952-3313

Masonry

Joshua Grading & Excavating

Baldy Mesa

949-5867

Excavation

KAT Equipment Leasing Inc

Hesperia

949-2924

Crane

Kenny's Masonry

Apple Valley

240-1870

Masonry

Kordyak, Michael

Hesperia

244-0581

Framing

Langille, K

Phelan

868-3360

Excavation

Long, William L, Construction Backhoe & Dozer Service

Hesperia

244-7506

Grading, Excavation

M B M Tractor Service

Hesperia

947-6798

Backhoe

McAllister, H F Grading

Apple Valley

242-8811 or

240-6185

Excavation

McDougall's Pump Svc Inc

Newberry Springs

248-3344

Drilling & Boring

Medrano's Paving Co

Hesperia

244-5331

Paving

Mojave Equipment Co Inc

Victorville

243-3116

Paving

Nutty Bolts Screws & Fasteners

Hesperia

948-2658

Dealers & Service

Partin, Ray

25122 Little Teepee, Apple

Vly

240-3848

Paving

Reed's Tractor

Phelan

868-5341

Excavation

Robertson's Ready Mix

Adelanto

888-255-1447

Cement-Retail

Scott Mark Tractor Trenching Service

Hesperia

949-3362

Excavation

Solomon's Excavation

Lucerne Valley

248-6454

Excavation

Sully-Miller Contracting

Victorville

241-3384

Paving

Sydner James F

Apple Valley

242-2565

Backhoe

Tops N Barricades

Hesperia

949-5991

Shoring

Wallis, Randall, N Water Well Drilling & Pump Svc

Barstow

800-726-3979

Drilling & Boring

Westech Industries Inc

21834 Bear Valley, Apple Vly

961-8488

Excavation

Westside Building Material Corp

Hesperia

244-5484

Dealers & Service

Yeghoian, Robert R., Company Inc

12191 Pawnee, Apple Valley

247-8741

Grading, Paving, Excavation

Yucca Crane

21566 Viento, Apple Valley

247-2887

Crane; Dealers & Service

CONSTRUCTION EQUIPMENT & SUPPLIES – RENT & LEASE

Accent Fence Co

21888 Bear Valley, Apple Vly

247-7213

Advance Disposal Company

Hesperia

244-9773

Apex Rentals

Hesperia

244-9349

Apple Valley Construction Co Inc

9312 Deep Creek, Apple Vly

247-4810

Don Enlow Water Truck

Apple Valley

242-2567

Gold Star Equipment Rentals

21834 Bear Valley

Apple Valley

247-3687

Heavy Equipment, Lighting



JC Rentals

Hesperia
244-7707

Johnson Rental Service

Hesperia
947-0967
Lighting

Kat Equipment Leasing Inc

Hesperia
949-2924

KJ Heavy Equipment

Phelan
868-2323

Mojave Equipment Co Inc

Victorville
243-3116
Excavation

R P Water Truck Services

Victorville
241-5323

Ricks Equipment

Apple Valley
961-7764

Sonora Equipment Rental Inc

Hesperia
949-2269

CONTAINERS

A Allied Storage Containers Inc

888-807-3888
Cargo & Freight

A Royal Wolf Portable Storage

800-447-7223
Cargo & Freight

American Portable Storage

800-838-4006
Cargo & Freight

A-Mobile Mini

800-234-5669
Cargo & Freight

B Stephen Cooperage Inc

Ontario
877-591-3786

Barrels & Drums

JS Container Inc

800-383-2812
Cargo & Freight

Trico Drum Sales Inc

Adelanto
246-0512
Barrels & Drums

U-Store-It

18690 Hwy 18, Apple Valley
242-5604
Boxes

COURIER SERVICE

D & J Delivery Service

Hesperia
948-2355

ICBM

Hesperia
949-2258
Messenger Service

KTR Inc

Victorville
243-1200

On-Time Delivery Service

Hesperia
947-6565

Paul's Delivery Service Inc

Lucerne Valley
248-3311

DEMOLITION CONTRACTORS

Apple Valley Construction Co Inc

9312 Deep Creek, Apple Vly
247-4810

Cutting Edge Concrete Services Inc

13600 Hitt, Apple Valley
247-8801

Earth Development

Phelan
868-5512

Hi Desert Construction

Apple Valley
247-4170

Kelley's Concrete Cutting & Breaking

Apple Valley
247-2106

ELECTRICAL CONTRACTORS

ABC Electric

Apple Valley
242-2684
Contractor

Allbright Electric Heating & Air Conditioning

Apple Valley
240-2276
Contractor

Arbor Del

Apple Valley
240-1680
Contractor

Bromley Electric

Apple Valley
247-3731
Contractor

Cherry Electric

Apple Valley
240-3245
Contractor

Choice Electric

Apple Valley
946-4016
Contractor

Energized Substation Maintenance

13467 Nomwaket, Apple Vly
247-2365
Electrical Power Systems-
Testing & Maintenance

Home Electrician

10990 Neola Court, Apple Vly
247-7002
Contractor

Jones Electric

Apple Valley
247-5609



Contractor

PTL Electric

14475 Havasu, Apple Valley
242-4884
Contractor; Service & Repair

Sharky Electric Inc

Apple Valley
247-7005
Contractor

Standard Electric Works

22000 Hwy 18, Apple Valley
247-8909
Electric Motors-Dealers &
Repair

Vance Electric

Apple Valley
247-8760
Contractor

ELECTRONIC EQUIPMENT

Atco Technology Inc

13560 Tonikan, Apple Valley
247-5500
Equipment & Surplus-
Wholesale & Mfrs

Digital Telemetry Systems

13580 Nomwaket, Apple Vly
247-9512
Equipment & Surplus-New &
Used

ENVIRONMENTAL/ HAZ MAT CONSULTANTS

*Contact should also be
made with AVFPD
Hazardous Materials Team*

A Sensitive Environment

877-301-1936
Asbestos Abatement

AAA Asbestos Testing for Demo & Remodeling Permit Profile

877-301-1936
Asbestos Inspection

Affordable Air Conditioning & Heating Service

Hesperia
947-1146
Air Cleaning & Purifying
Equipment

April Air

Hesperia
949-1995
Air Cleaning & Purifying
Equipment

Aviation Environmental Servicees Inc

Victorville
951-1923
Consultant

BCS Mechanical

Hesperia
948-4436
Air Cleaning & Purifying
Equipment

Brickley Environmental Inc

San Bernardino
800-530-3366
Asbestos Abatement; Lead
Detection & Removal

C & A Tripp Associates

Apple Valley
247-4753
Air Cleaning & Purifying
Equipment

Chem-Trec

800-424-9300
24 hour service

Circle Mountain Biological Consultants

Wrightwood
249-4948
Environmental

Crime Scene Steri-Clean

Alta Loma
909-481-2285
Biohazard Cleanup

Dadson

Silver Lakes
955-0003
Chemical Cleaning-Industrial

Environmental Asbestos & Lead Klean-Up

Mira Loma
909-685-5314
Asbestos Abatement

J & B Environmental Inc

Phelan
868-3801
Consultant

M & M Environmental Safety Services

Victorville
951-0700
Environmental

Mojave Desert Air Quality Management District

Victorville
245-1661
Government-Air Quality
Control

Montgomery Watson Americas

Victorville
246-3101
Consultant

Nieves F

Victorville
956-1666
Haz Mat

Rainbow Cleaning Systems

Apple Valley
946-6088
Air Cleaning & Purifying
Equipment

Tri State Environmental

Hesperia
956-0024
Consultant

EXPLOSIVES

Austin Powder Co

Victorville
951-3392

FAX SERVICE

Aim Mail Center



20162 Hwy 18, Apple Valley
242-7300
Transmission Service

Apple Valley Stationers
18152 Hwy 18, Apple Valley
242-3531
Equipment & Systems-
Service & Repair

Copierworks

Apple Valley
240-9446
Equipment & Systems-
Service & Repair

**Desert Stationers-Office
Plus**

Victorville
241-7111
Equipment & Systems

Hayes Photocopier

13839 Pioneer, Apple Valley
240-2895
Equipment & Systems-
Service & Repair

Image Source

Victorville
241-8044
Equipment & Systems

Mail Call

20811 Bear Valley, Apple Vly
240-0060
Transmission Service

**Type-Set-Go Printing &
Graphics**

22749 Hwy 18, Apple Valley
240-1361
Transmission Service

FENCING CONTRACTORS/ MATERIALS

Accent Fence Co

21888 Bear Valley, Apple Vly
247-7213
Contractor & Materials

**All American Fence
Erectors**

Hesperia

948-2428
Contractor & Materials

Allfence

12205 Central, Apple Valley
961-3362
Contractor

Best Fence Company

Hesperia
947-7565
Contractor; Repair

**Carlson Masonry
Construction**

Apple Valley
242-0138
Contractor

**Custom Iron Works
Specialist**

Victorville
843-5232
Contractor

**David's Ornamental
Welding**

Hesperia
956-7689
Materials

Dillman, Hal

Hesperia
244-7220
Contractor

Don Parker Masonry

Victorville
241-0866
Contractor

Family Fence

Apple Valley
240-6939
Contractor

H W Masonry

Adelanto
246-3846
Contractor

K & L Fencing

Hesperia
244-1375
Contractor

Marsano Welding

22164 Ottawa, Apple Valley

961-2293
Contractor

Perris Fence & Supply Inc

Yucca Valley
365-1151
Materials

**Peterson's Lumber &
Sawmill**

Hesperia
244-3949
Materials

Sunset Gate & Door Co

Hesperia
947-4565
Contractor

V & L Powdercoating

22163 Powhatan, Apple Vly
240-6635
Materials

Walker Fence Co

Hesperia
244-4882
Contractor

Wiese McBeth & Watkins

Victorville
245-5836
Contractor

Wild West Fence

Lucerne Valley
248-2112
Contractor

FILM/VIDEO PRODUCTION & SERVICES

Novoa Entertainment

Hesperia
947-7464
Film; Production Services

Presser Thomas H

Hesperia
947-3001
Production Services

RAQ Systems

Hesperia
244-0438



Equipment-Sales & Rentals

Rodeo Video

Victorville

245-2616

Equipment-Sales & Rentals

Transfers Unlimited

19031 Hwy 18, Apple Valley

242-5444

Production Services

Video Doctor

Hesperia

949-3122

Equipment-Sales & Rentals

West Coast Production

News

Silver Lakes

843-9688

Film

FIRE & WATER DAMAGE RESTORATION

A & J Carpet Cleaning

Hesperia

948-8171

A Clean Pro

Victorville

245-5556

A-1 Carpet Care

Victorville

800-442-5326

Ace Carpet Cleaning

Hesperia

244-3158

Lloyd Painting Company

Hesperia

949-2798

Mallard Carpet Care

Silver Lakes

952-3825

**Purofirst Fire & Water
Restoration**

13600 Pawnee, Apple Valley

961-1885 or 961-8980

**ServiceMaster of the Victor
Valley**

Hesperia

948-1506

Seven Star Construction

Hesperia

949-8000

United Restoration

Victorville

381-8868

FIRE EXTINGUISHERS

Fire Protection Concepts

Apple Valley

247-0858

Hi Desert Fire Protection

Services Inc

Hesperia

947-7336

M & D Fire Equip Co

13641 John Glenn, Apple Vly

240-7929

South West Fire Protection

Apple Valley

240-5176

Stoody Industrial &

Welding

Victorville

530-0765

FIRE PROTECTION SERVICES

**Apple Valley Fire
Protection District (AVFPD)**

22400 Headquarters Drive,

Apple Vly

247-7618

FAX: 247-3895

Dispatch: 245-5311

AVFPD Station #332

18857 Hwy 18, Apple Valley

242-3252

AVFPD Station #334

12143 Kiowa, Apple Valley

247-0162

AVFPD Station #335

21860 Tussing Ranch, Apple

Vly

247-9666

AVFPD Station #336

19235 Yucca Loma, Apple

Vly

961-8942

Barstow Fire District

Barstow

256-2254

FAX: 256-5314

Bureau of Land

Management

18809 Central, Apple Valley

240-8541

FAX: 240-8598

Dispatch: 909-383-5654

**California Department of
Forestry**

243-8100

FAX: 909-881-6970

Dispatch: 909-881-6900

**California State Fire
Marshal**

Sacramento

916-653-7147

Daggett Fire Department

Daggett

254-2415

FAX: 254-2415

Dispatch: 909-881-6900

Fort Irwin Fire Department

386-1419

Hesperia Fire Department

Hesperia

947-1600

FAX: 244-9174

Dispatch: 245-5311

**Marine Corps Logistics
Base**

Barstow

577-3300

**Newberry Springs Fire
Department**

Newberry Springs

257-4342

FAX: 257-4314



Dispatch: 245-5311

San Bernardino County Fire Department

San Bernardino
909-387-5974
FAX: 909-387-5542
Dispatch: 909-881-6900
Or 909-356-3805

San Bernardino County Fire Marshal/Haz Mat

San Bernardino
909-387-4631
Dispatch: 909-356-3805

US Forest Service

909-866-3437
FAX: 909-866-2867
Dispatch: 909-383-5654

Victorville Fire Department

Victorville
955-5225
FAX: 955-7098
Dispatch: 245-5311

Yermo Fire Department

Yermo
254-2331
FAX: 254-3267
Dispatch: 245-5311

FUEL

Airgas

Hesperia
244-1606
Gas-Industrial, Medical-
Cylinder & Bulk

American Biofuels

Adelanto
246-4698
Diesel

Apex Rentals

Hesperia
244-9349
Propane

Apple Valley Chevron

17937 Hwy 18, Apple Valley
242-2197
Service Station-Gas

Apple Valley Mobil

22488 Hwy 18, Apple Valley
240-3885
Service Station-Gas

Apple Valley Ultramar

21898 Hwy 18, Apple Valley
247-4876
Service Station-Gas

Beck Oil Inc

Victorville
245-4191
Diesel

California Tool & Welding Supply

Victorville
245-2402
Gas-Industrial, Medical-
Cylinder & Bulk

Chevron Stations Inc

19180 Bear Valley, Apple Vly
247-2937
Service Station-Gas

FerrellGas

18768 Hwy 18, Apple Valley
946-2136
Propane

Gold Star Equipment Rentals

21834 Bear Valley, Apple Vly
247-3687
Propane

Goodspeed Auto Fueling

Hesperia
947-7540 or 947-7164
Petroleum Products

High Desert Fuel

22506 Bear Valley, Apple Vly
247-0311
Fuel Supplies

K N R Automotive Repair

20307 Bear Valley, Apple Vly
240-3928
Propane

K N R II

21650 Hwy 18, Apple Valley
240-5212
Propane

Kelly Gas

Adelanto
246-3714
Propane

Newton Petroleum Enterp

Hesperia
949-0362
Petroleum Products

Proflame Gas Co

Hesperia
244-2113
Propane

Proflame Inc

Adelanto
246-6200
Propane

Silver Valley Propane

Lucerne Valley
248-2226
Propane

Stoody Industrial & Welding

Victorville
530-0765
Gas-Industrial, Medical-
Cylinder & Bulk

Thomas Gas Co

Lucerne Valley
248-3356
Propane

U S A Station No 237

Victorville
243-9703
Petroleum Products

U-Haul

Victorville
245-0196
Propane

Ultramar Depot No 6

17838 Wika, Apple Valley
946-4003
Gasoline-Retail

GARBAGE/TRASH & RUBBISH DISPOSAL



Emergency Operations Plan

Appendix 5 Resource List

A-AAA-ACME-Same Day- Seven Day-Appliance- Discount-Repair

19963 Rancherias, Apple Vly
242-3075
Disposal Equipment-
Household-Dealers

Advance Disposal Co Inc

Hesperia
244-9773
Collection & Hauling;
Containers

AVCO Disposal Inc

Victorville
243-3967 or 245-8607
Collection & Hauling;
Containers
FAX: 245-4708
E-mail: burrtec@burrtec.com

Desert Disposal

Barstow
256-2730
Trash Removal

Dump Truck Tractor Hauling Service

Victorville
951-7599
Rubbish Containers &
Hauling

Earth Development

Phelan
868-5512
Collection

On Time & Ready Rubbish & Discard Removal

Hesperia
947-3031
Collection & Hauling;
Containers

San Bernardino County Landfill

Victorville
800-722-8004

Sun Country Disposal Co

Phelan
868-4232
Trash Removal

GENERATORS

A G Engineering Inc.

Rancho Cucamonga
909-944-8504
Commercial & Industrial

Advanced Generators Inc

Victorville
961-0281
Electric Repair & Service

Alternate Energy Mgmt Svc (Stephen Mounce)

20061 Rimrock Rd East,
Apple Vly
242-1595
Alternative Energy Mgmt
Systems

Apex Rentals

Hesperia
244-1731
Rentals

Associated Power

San Bernardino
909-881-1571
Commercial & Industrial

B & B Cycles

Victorville
241-7387
Electric Repair & Service

PCH Mower & Solar

Hesperia
949-0505
Commercial & Industrial

Standard Electric Works

22000 Hwy 18, Apple Valley
247-8909
Electric Repair & Service

United Rentals

Hesperia
947-4810
Electric Repair & Service

Western Outdoor Power Equipment Co Inc

Victorville
245-2861
Electric Repair & Service

GLASS

Doctor Glass

Victorville
241-8339
Repair

AFG Industries Inc

Victorville
241-2237
Wholesale

Ace Glass Co

Apple Valley
247-5659
Wholesale

Vern's Mobile Glass Inc

Victorville
241-0994
Wholesale

GOVERNMENT RESOURCES

Adelanto, Town of

246-2300
FAX: 246-8421

Apple Valley, Town of

14955 Dale Evans Parkway
240-7000
FAX: 247-3885

Barstow, Town of

256-3531
FAX: 256-4472

BNSF Railway (Barstow)

FAX: 255-7810

CA: Army National Guard (Armory)

17988 Hwy 18, Apple Vly
242-4370
FAX: 413-473-7382

CA: Assemblyman Dennis Mountjoy

916-319-2059 (Sac)
240-1782 (AV)
FAX: 916-319-2159 (Sac)

CA: Contractors State Licensing Board

800-343-8389

CA: Dept of Transportation (Cal-Trans)



Emergency Operations Plan

Appendix 5 Resource List

241-2321 (AV)
252-2314 (Barstow)
249-3277 (Cajon)

**CA: Governor Arnold
Schwarzenegger**

916-445-2841
FAX: 916-445-4633
E-mail:
governor@governor.ca.gov

CA: Homeland Security

916-324-8908
**CA: OES-Individual &
Public Assistance
Program; Hazard Mitigation**
916-845-8100

**CA: OES-Information &
Public Affairs**

916-262-1843
**CA: OES-Southern Region
(Los Alamitos)**
562-795-2900
FAX: 562-795-2877

CA: OES-Warning Center

916-262-1621
**CA: Water Quality Control
Board**
241-6583 (VV)

**California Integrated
Seismic Network**
ShakeMap:
<http://earthquake.usgs.gov/shakemap>

Civil Air Patrol

246-5142
**FED: Center for Disease
Control (CDC)**
888-232-3228
www.cdc.gov

**FED: Congressman Jerry
Lewis**

202-225-5861 (DC)
1-800-233-1700 (Redlands)
FAX: 202-225-6498 (DC)
FAX: 909-335-9155
(Redlands)

FED: Dept of Defense

703-545-6700
www.defenselink.mil

FED: Dept of Energy

202-401-0404
www.doe.gov

FED: Dept of Fish & Game

245-9981
**FED: Dept of Health and
Human Services (DHHS) –
Office of Emergency
Preparation**
202-566-1600
www.ndms/dhhs.gov

**FED: Dept of Homeland
Security**

202-456-1414
(White House operator)

**FED: Dept of Justice-
Community Resource
Associates**

202-399-9908
www.usdoj.gov

**FED: Dept of
Transportation (DOT) –
Office of Intelligence &
Security**

202-366-6525
www.dot.gov

**FED: FEMA – Government
Affairs**

202-646-4300
www.fema.gov

**FED: EPA – Office of
Emergency Response**

202-566-0200
www.epa.gov

FED: FBI

951-7119 (VV)
310-477-6565

**FED: FEMA
Hazardous Materials
Information Center**

800-467-4922
www.hazmat.dot.gov

**FED: Highway
Administration (FTA)**

202-366-1524
www.fhwa.dot.gov

**FED: National Flood
Insurance Policy**

800-427-4661
**FED: Office of Pipeline
Safety**

202-366-4831
www.ops.dot.gov

**FED: Radiological
Monitoring and
Assessment Center
(FRMAC)**

702-295-3521
www.nv.doe.gov/programs/frmac

**FED: Railroad
Administration**

247-6808 (AV)
**FED: Senator Barbara
Boxer**
202-224-3553 (DC)
909-888-8525 (San
Bernardino)
FAX: 909-888-8613 (SB)

**FED: Senator Dianne
Feinstein**
202-224-3841 (DC)
310-914-7300 (LA)
FAX: 202-228-3954 (DC)

**Hesperia Recreation &
Parks District**

244-5488
Hesperia, Town of
947-1024
FAX: 947-2881
PIO: 760-947-1020

HOPE Coalition America
888-388-4673
www.operationhope.org
FEMA emergency economic
volunteer response program

**Mojave Desert Air Quality
Management District**
245-1661
FAX: 241-3492



**Mojave Desert and
Mountain Solid Waste**
241-5361 (VV)

National Weather Service
www.wrh.noaa.gov

SBC: Coroner
909-356-3805
FAX: 909-387-2989
24-Hour: 909-356-3805

SBC: Fairgrounds
951-2200
FAX: 951-2419

SBC: Health
909-387-6219
24-Hour: 909-356-3805

SBC: Office of Aging
(provides list of non-ambulatory residents)

**SBC: Office of Emergency
Svcs (OES)**
909-356-3998 (Rialto)
FAX: 909-356-3965
24-Hour: 909-356-3805

SBC: Public Works
909-387-2857
After-Hours: 909-356-3805

SBC: ECS/RACES
909-356-3938

SBC: Solid Waste System
909-386-8701

**SBC: Supervisor Bill
Postmus**
909-387-4830 (SB)
843-2760 (VV)
FAX: 843-2768 or
909-387-3029

**SBC: Transportation/ Flood
Control**
909-387-2623 (SB)
247-8208 (AV)
24-Hour: 909-356-3805

U S Geological Survey
650-329-4390

**Victor Valley Wastewater
Reclamation Authority**
246-8638

Victorville, Town of
955-5000
FAX: 245-7243
EPO: 955-5232

HARDWARE

Ace Hardware
Lucerne Valley
248-6101
Retail

**Anderson True Value
Lumber & Hardware**
21041 Bear Valley, Apple Vly
240-9951
Retail

Barr Lumber Co
22092 Highway 18
Apple Valley
247-7204
Retail

H & E Do It Yourself Ctr
Hesperia
949-5389
Retail

H & E Do It Yourself Ctr
Victorville
241-6660
Retail

Home Depot Inc
Victorville
955-2999
Retail

**Nutty Bolts Screws &
Fasteners**
Hesperia
948-2658
Retail

Stone's Hardware
Hesperia
244-9448
Retail

T A Tools
Hesperia
949-7843
Retail

**Valley Hardware & Building
Supply**

Lucerne Valley
248-6622
Retail

HAULING/TRAILERS

A & B Hitches & Mufflers
Hesperia
244-3550
Trailer Hitches; Trailers-
Equipment & Parts

A-1 We Haul-U-Store
Hesperia
947-8026

**Advanced Performance
Muffler Service**
Hesperia
948-4588
Trailer Hitches; Trailers-Utility

**Apple Valley Utility Trailer
Parts**
22175 Powhatan, #B, Apple
Vly
247-2544
Trailers-Equipment & Parts

**ASAP Water Office &
Storage Container Units**
Hesperia
244-9188
Trailers-Rent & Lease

Aztek Trailers
Hesperia
948-0777
Trailers-Utility

**Brycar-Desert Auto &
Muffler-Draw-Title Hitch &
Accessory Warehouse**
Hesperia
244-7183
Trailer Hitches; Trailers-
Equipment & Parts

Carson Trailer
Hesperia
948-4420
Trailers-Utility

Creech Steve
Apple Valley
247-7100



Dump Truck Tractor Hauling Service

Victorville
951-7599

Gene's Auto Parts

Hesperia
244-0208
Trailer Hitches

Gold Star Equipment Rentals

21834 Bear Valley, Apple Vly
247-3687
Trailers-Rent & Lease

Graham Trucking

Victorville
245-5560

Holbrook Shop & Mfg

Hesperia
244-3550
Trailer Hitches

Howard's Muffler Service

Victorville
245-5831
Trailer Hitches

Kamper's Korner

Victorville
241-7351
Trailer Hitches

Lawrence Robert

Hesperia
949-7731

Lucerne Valley Trailer

Lucerne Valley
248-2574
Trailers-Rent & Lease

Range RV Center

Hesperia
949-4090
Trailer Hitches

RJ Manufacturing

Apple Valley
240-0669
Trailers-Utility

RV Supply Center

Hesperia
949-1222
Trailers-Equipment & Parts

U-Haul Co-Independent Dealers

21576 Waalew, Apple Valley
240-1525
Trailers-Rent & Lease

U-Haul Co-Independent Dealers

20307 Bear Valley, Apple Vly
240-6538
Trailers-Rent & Lease

U-Haul Co-Independent Dealers

21650 Hwy 18, Apple Valley
961-2237
Trailers-Rent & Lease

U-Haul Co-Independent Dealers

22075 Hwy 18, Apple Valley
961-8703
Trailers-Rent & Lease

United Rentals

Hesperia
947-4810
Trailers-Rent & Lease

HAZARDOUS MATERIALS/ ENVIRONMENTAL CONSULTANTS

*See "Environmental/
Hazardous Materials
Consultants"*

HEATING CONTRACTORS

Accurate Heating & Air

Apple Valley
961-7455

A-Efficient Air Conditioning

Apple Valley
947-4473

Allbright Electric Heating & Air Conditioning

Apple Valley
240-2276

B R Tinsley Inc

18165 Hwy 18, Apple Valley
242-3684

Desert Heating & Air Conditioning

Apple Valley
240-6290

Diamond Aire

Apple Valley
961-7059

Econo-West Inc

Apple Valley
240-6910

F H A Services

12175 Pawnee, Apple Valley
247-5126

Holman Air Conditioning & Heating

21962 Hwy 18, Apple Valley
247-3924

J M & J Plumbing & Heating Air Conditioning

Apple Valley
242-5519

HOTELS & OTHER LODGING ACCOMMODATIONS

Apple Valley Lodge

19599 Hwy 18, Apple Valley
242-5658

Apple Valley Motel

21255 Hwy 18, Apple Valley
247-7455

Best Western Green Tree Inn

Victorville
245-3461

Budget Inn

Victorville
241-8010

Comfort Suites

Victorville
245-6777

Days Inn Suites



Hesperia
948-0600

Econo Lodge
Hesperia
949-1515

Economy Inn
Victorville
241-0075

E-Z 8 Motel
Victorville
241-7516

Hesperia Country Club Inn
Hesperia
244-3701

Holiday Inn Express
Hesperia
244-7674

Howard Johnson Express Inn
Victorville
243-7700

Motel 6
Victorville
243-0666

Ramada Inn
Victorville
245-6565

Red Roof Inn
Victorville
241-1577

Super 8 Motel
Hesperia
949-3231

ICE

Also available at all AVFPD stations

All Nu Ice Co
22233 Powhatan, Apple Vly
247-0070
Ice; Dry Ice

Kar Ice Service
Barstow
256-2648
Ice

LAW ENFORCEMENT SERVICES

Also see "Security (Private) Services"

Adelanto Police Department
Adelanto
246-1000

Apple Valley Police Department
14931 Dale Evans Parkway,
Apple Vly
240-7400

Barstow Police Department
Barstow
256-2211

Barstow Sheriff Station
Barstow
256-4838

California Army National Guard
17988 Hwy 18, Apple Valley
242-2509

California Highway Patrol
Victorville
241-1186
FAX: 241-6409
Road Information:
800-427-7623

California Highway Patrol
Barstow
256-1727

Federal Bureau of Investigations
Victorville
951-7119 or 310-477-6565

Hesperia Police Department
Hesperia
947-1500

Lucerne Valley Sheriff Station
Lucerne Valley
248-7328

Marine Corps Logistics Base Military Police
Barstow
577-666

Phelan Sheriff Station
Phelan
249-3212

San Bernardino County Sheriff
San Bernardino
(909) 387-3545
PIO: 909-387-3700

Victor Valley Sheriff Station
Victorville
243-8720

Victorville Police Department
Victorville
241-2911

Wrightwood Sheriff Station
Wrightwood
249-3212

LIGHTING

A Sky Tracker
800-300-6966
Searchlights

Cherry Electric
Apple Valley
240-3245
Lighting Fixtures-Repair & Maintenance

Franz Electric
Hesperia
244-4513
Lighting Fixtures-Repair & Maintenance

Golden Lighting Ltd
Hesperia
244-5183
Lighting Fixtures-Supplies & Parts

Raines Electric
Victorville
952-1091
Lighting Fixtures-Repair & Maintenance



Emergency Operations Plan

Appendix 5 Resource List

Rexel Calcon
Victorville
241-6201
Light Bulbs & Tubes

LINEN SUPPLY SERVICE

Aramark Uniform Services
San Bernardino
800-888-1286

**Aztec Uniform & Towel
Rental Inc**
800-499-2227

Braun Linen Service
800-245-1269

**Mission Linen & Uniform
Service**
Lancaster
909-947-2040

Prudential Overall Supply
Victorville
951-8440

LOCKS & LOCKSMITHS

Arrow Locksmithing
Apple Valley
247-3348

Budget Lock & Key
Apple Valley
242-0708

Desert Door Service
Apple Valley
961-1507

Mel's Lock & Key
Apple Valley
242-1182

Precision Lock & Safe
21754 Bear Valley, Apple Vly
247-1288

LUMBER

Barr Lumber Co
22092 Hwy 18, Apple Valley

247-7204
Retail

H & E Do It Yourself Center
Victorville
241-6660
Retail

**Peterson's Lumber &
Sawmill**
Hesperia
244-3949
Retail

**Valley Hardware & Building
Supply**
Lucerne Valley
248-6622
Retail

MANPOWER, TEMPORARY

**Adelanto Correctional
Facility**
Adelanto
246-3328

Labor Ready
Hesperia
948-4226

Manpower Staffing Svcs
Victorville
245-8221

PSS Staffing
19035 Hwy 18, #220, Apple
Vly
242-4483
FAX: 242-4823

Select Personnel Svcs Inc.
Victorville
245-1460
FAX: 245-8209

Tempo-Temporary Svcs
Victorville
245-6548

**Victor Valley Personnel
Services**
Victorville
245-6548

**Employment Development
Dept**
Victorville
241-5147
FAX: 241-2843

United Personnel Services
21615 Taos, Apple Valley
247-4399
FAX: 247-8901

MAPS

**Apple Valley Blueprint &
Supply Co**
18375 Hwy 18, Apple Valley
242-2702

Lifestyle Store The
Hesperia
948-3333

MARKETS

7-Eleven Food Store
17979 Hwy 18, Apple Valley
242-8110
Convenience Store

7-Eleven Food Store
21718 Bear Valley, Apple Vly
247-9202
Convenience Store

99 Cent Mart
20240 Hwy 18, Apple Valley
242-7574
Convenience Store

Albertson's Food & Drug
20261 Hwy 18, Apple Valley
242-3660
Grocery Store

Big Jake Supplies
Lucerne Valley
248-2148
Wholesale

Food 4 Less
20801 Bear Valley, Apple Vly
247-4990
Grocery Store

Joe's Market
13663 Navajo, Apple Valley



240-7232
Market

John's Beer & Wine Market
20339 Bear Valley, Apple Vly
240-9180
Market

John's Market
18855 Hwy 18, Apple Valley
242-6811
Market

Kiowa Market
12165 Kiowa, Apple Valley
247-1541
Market

Knoll's Market
16025 Kamana, Apple Valley
946-0888
Market

La Zacataecana Market
21937 Hwy 18, Apple Valley
240-5029
Market

Lucerne Valley Market
Lucerne Valley
248-7311
Market

Michael's Ultramar
13601 Apple Valley, Apple
Vly
961-1544
Market

Oshio Mart
Lucerne Valley
248-6171
Market

Pic N Pump
21270 Bear Valley, Apple Vly
247-3551
Market

Ralphs Grocery Company
20220 Hwy 18, Apple Valley
946-3064
Grocery Store

Smart & Final
Hesperia
245-1835 or 775-7620
24-hour: 323-869-6220

Wholesale Grocer
(customer information sheet
in Logistics binder)

Stater Bros Market
21602 Bear Valley, Apple Vly
240-3124
Grocery Store

MEDIA

Apple Valley News
Newspaper
244-0021

Charter Communications
Television
Victorville
866-499-8080
FAX: 241-7659
J. Miller: 843-3049

Clear Channel
Radio
Victorville
241-1313
FAX: 241-0205
Hotlines:
KZXY – 955-1357
KATJ – 245-2434

Daily Press
Newspaper
Victorville
241-7744
FAX: 241-1860
After-Hours: 951-6230

Desert Dispatch
Newspaper
Barstow
256-2257

Highway Country
Radio
Barstow
256-1073

**Infinity Broadcasting Corp.
(KFROG)**
Radio
Hesperia
244-2000
FAX: 244-1198

KABC – Channel 7

Television
Los Angeles
323-668-2800
FAX: 310-557-3200
www.abc7.com

KCAL – Channel 9
Television
Los Angeles
323-467-9999
FAX: 323-464-2526
www.kcal.com

KCBS – Channel 2
Television
Los Angeles
323-460-3000
FAX: 323-460-3733
www.channel2000.com

KCOP – Channel 13
Television
Los Angeles
323-883-9802
FAX: 323-850-1265
www.upn13.com

KFI (KACE)
Radio
Los Angeles
213-385-0101
FAX: 213-385-7076

KHIZ-TV 64
Television
Victorville
241-5888
FAX: 241-0056

KICS USA
Radio
Adelanto
246-3866

KIQQ AM-FM
Radio
Barstow
255-2636

KMEX (Spanish)
Television
Los Angeles
310-216-3434
FAX: 310-348-3493
www.kmex.com

KNBC – Channel 4



Town of Apple Valley

Television
Burbank
818-840-4444
FAX: 818-840-3535
www.nbc4la.com

KTTLA – Channel 5
Television
Los Angeles
323-460-5501
FAX: 323-460-5333
www.ktla.com

KTTV – Channel 11
Television
Los Angeles
310-584-2000
FAX: 310-584-2024
www.fox11la.com

KVEA (Spanish)
Television
Glendale
818-502-5747
FAX: 818-502-5864
www.kvea.com

Radio Mexico
Radio
Victorville
955-8722
FAX: 955-5751

Route 66 Radio
Radio
Victorville
951-7966

Senior News
Newspaper
Apple Valley
242-2783
FAX: 242-1596

Sun, The
Newspaper
Victorville
843-355
FAX: 843-1059

Sun, The
Newspaper
San Bernardino
909-889-9666

MEDICAL SERVICES

& SUPPLIES

A ACLS Advanced Air Ambulance
800-633-3590
Ambulance Service – Air

AAAEMS – Accredited Air Ambulance Emergency Medical Services and Worldwide Medical Transport Inc
800-558-5387
Ambulance Service – Air

Ambulatory Surgical Centers
Victorville
951-5162
Hospital

American Medical Response
Victorville
952-7416
FAX: 245-1683
Ambulance Service

American Red Cross
Victorville
245-6511
Blood Bank

Apple Valley Surgery Center
18122 Hwy 18, Apple Valley
946-1170
Hospital

Apria Healthcare
Victorville
241-4488
Oxygen

Blood Bank of San Bernardino and Riverside Counties
Hesperia
949-6344
Blood Bank
FAX: 949-1126

California Tool & Welding Supply
Victorville
245-2402

Oxygen

Community Hospice of Victor Valley
16192 Siskiyou, Apple Valley
946-4730
Hospice

Community Hospital of San Bernardino
San Bernardino
909-877-6333
Hospital

Desert Medical Equipment
13630 Pawnee, Apple Valley
247-2903
Medical Equipment & Supplies; Wheelchairs & Scooters

Desert Valley Hospital
Victorville
241-8000
Hospital

Family Practice Associates
15863 Kasota, Apple Valley
946-1100
Clinic

Fibermedix
Victorville
241-7581
Medical Equipment & Supplies-Repair

Gambro Healthcare
16049 Kamana, Apple Valley
242-8311
Clinic

Health Link Transportation
Hesperia
949-2273
Non-Emergency Ground Transport

Jones & Jones Medical Associate's Inc
18660 Hwy 18, Apple Valley
946-2112
Clinic

Liberty Ambulance
Ridgecrest
375-6565
Ambulance Service

**Lloyds Pharmacy**

Hesperia
948-3784
Wheelchairs & Scooters

**Loma Linda University
Behavioral Medical Center**

1710 Barton Road, Redlands
909-558-9200
Hospital

**Loma Linda University
Children's Hospital**
11234 Anderson, Loma Linda
800-825-5437
Hospital

**Loma Linda University
Community Medical Center**
25333 Barton, Loma Linda
909-558-6000
Hospital

**Loma Linda University
Medical Center**
11234 Anderson
Loma Linda
909-558-4000
Hospital

Longs Drugs
20180 Hwy 18, Apple Valley
946-3335
Pharmacy

**Med Event Medical
Services**
Devore
909-880-2979
Ambulance Service

**Med-Cab Non-Emergency
Medical Transportation**
Victorville
951-3594
Ambulance Service; Non-
Emergency Ground
Transport

Mercy Air
Rialto
909-357-9006
Ambulance Service – Air
Dispatch: 888-499-9495
FAX: 909-829-7026

Option One

Victorville
951-9006
Oxygen

Pacific Pulmonary Services
Hesperia
956-1450
Oxygen

**Prim Med Pharmacy
Services Inc**
18182 Hwy 18, Apple Valley
242-3998
Pharmacy

Quick Medical Supplies
15940 Quantico, Apple Valley
946-1414
Medical Equipment &
Supplies

Rancho Drugs
17798 Hwy 18, Apple Valley
242-4900
Pharmacy

Rite Aid Pharmacies
Apple Valley
247-1840
Pharmacy

**Santa Fe Family Health No
2**
18182 Hwy 18, Apple Valley
242-1234
Clinic

**St. Bernardine Medical
Center**
San Bernardino
909-883-8711
Hospital

**St. Mary Choice Medical
Group**
18564 Hwy 18, Apple Valley
242-7777
Clinic

St. Mary Medical Center
18300 Hwy 18, Apple Valley
242-2311
Hospital

Star Care Non-Emergency
15485 Blackfoot, Apple Vly
961-8114

Non-Emergency Ground
Transport

**Valley Medical & Dental
Supply Inc**
Hesperia
962-9953
Medical Equipment &
Supplies

Value Medical Supplies
Adelanto
246-8179
Medical Equipment &
Supplies

V-Care Medical Supplies
Victorville
843-3749
Medical Equipment &
Supplies

**Veterans-Department of
Veterans Affairs Medical
Center**
11201 Benton
Loma Linda
909-825-7084
Hospital

**Victor Valley Community
Hospital**
Victorville
245-8691
Hospital

MENTAL HEALTH SERVICES

**Behavioral Health
Consultants Inc**
Victorville
843-0506

**Desert Behavioral Health A
Family Counseling Corp**
16195 Siskiyou, Apple Valley
946-2070

**Family Service Agency of
San Bernardino**
Victorville
843-9953

Fitter & Associates
Victorville



243-2482

Oasis Counseling Center
Victorville
245-9446

Voll Carole A MFT
20770 Hwy 18, Apple Valley
240-0537

MORTUARY SERVICES

AAA Low Cost Caskets
Montclair
909-625-3490
Caskets

**Alternative Funeral
Services**
Victorville
241-1990
Directors, Equipment &
Supplies; Cremation

**Desert View Memorial Park
& Mortuary**
Victorville
949-0326
Homes & Directors;
Cremation

**Dudley Apple Valley
Mortuary**
16095 Tuscola, Apple Valley
242-5009
Homes & Directors;
Cremation

Hall High Desert Mortuary
Victorville
951-2605
Homes & Directors

Infinity Caskets
Hesperia
244-6414
Caskets; Homes & Directors

Kern Hesperia Mortuary
Hesperia
244-9313
Homes & Directors

Kern Memorial Chapel
Victorville
245-9361

Homes & Directors

**Loewen Group
International Inc**
Victorville
843-7950
Homes & Directors

Mead Mortuary
Barstow
256-5671
Homes & Directors

Sunset Hills Memorial Park
24000 Waalew, Apple Valley
247-0155
Directors, Equipment &
Supplies; Cremation

**Victor Valley Memorial Park
& Crematorium**
Victorville
245-4291
Cremation

Victor Valley Mortuary Inc
Victorville
245-8164
Homes & Directors;
Cremation

MOVING SERVICES

**Apple Valley Transfer &
Storage**
21284 Corwin, Apple Valley
247-4878
Movers

Atlas Van Lines Agent
21284 Corwin, Apple Valley
247-4878
Movers

**Barstow Transfer &
Storage Co**
Barstow
253-7212
Movers

**Hesperia Transfer &
Storage Co**
Hesperia
244-5431
Movers

Hi Desert Moving Co

Apple Valley
242-8989
Movers

**Hi Desert Transfer &
Storage Inc**
Hesperia
244-0089
Movers

Isaac Moving Service
Victorville
245-9353
Movers

Penske Truck Rental
Apple Valley
961-1040
Moving Equipment Rental

Penske Truck Rental
Victorville
245-7736
Moving Equipment Rental

U-Store It
18690 Hwy 18, Apple Valley
242-5604
Moving Equipment Rental

U-Store It
22075 Hwy 18, Apple Vly
247-8040
Moving Equipment Rental

NON-PROFIT ORGANIZATIONS

American Red Cross
Victorville
245-6511
FAX: 245-3180
E-mail:
help@archighdesert.org

**Apple Valley Moose Lodge,
#1810**
24955 Hwy 18, Apple Valley
247-2305

**Apple Valley Senior
Citizens Club**
13188 Central, Apple Valley
247-3155

**Assistance League of
Victor Valley**



Emergency Operations Plan

Appendix 5 Resource List

21812 Hwy 18, Apple Valley
961-2468

CDC Victorville

Victorville
243-2931
Disabled Services

Desert Communities United Way

Victorville
245-2213
FAX: 245-2590

Helping Hands for the Blind

Victorville
955-6500

High Desert Homeless Services

Victorville
245-5991 or 245-7513

Jess Ranch Master Association The

19280 Jess Ranch Parkway,
Apple Vly
961-1456

Rolling Start Inc

Victorville
843-7959
Disabled Services

Salvation Army

Victorville
245-2545

Victor Valley Community Services Council

Victorville
243-9646

Volunteer Center of Victor Valley

Victorville
245-8592

OFFICES & SUPPLIES

Apple Valley Stationers

18152 Hwy 18, Apple Valley
242-3531
Furniture & Equipment-
Dealer; Supplies

B & E Copy Centers

Victorville
245-0281
Supplies

Desert Stationers-Office Plus

Hesperia
244-1400
Furniture & Equipment-
Dealer; Supplies

Desert Stationers-Office Plus

Victorville
241-7111
Furniture & Equipment-
Dealer; Supplies

First Class Postal

Victorville
947-8393
Supplies

High Desert Rubber Stamp

Hesperia
948-0082
Supplies

Jim's Office Furniture

Hesperia
949-6677
Furniture & Equipment-
Dealer

OfficeMax

Victorville
951-8281
Furniture & Equipment-
Dealer; Supplies

Staples Store, The

Victorville
955-2288
Supplies

PARKING AREA MAINTENANCE & MARKING

Cooley Construction Inc

Victorville
245-1377

Hi Desert Sweepers

Hesperia
244-9380

Medrano's Paving Co

Hesperia
244-5331

Ragains Sweeping Service

Apple Valley
247-0878

Yeghoian Robert R Company Inc

12191 Pawnee, Apple Valley
247-8741

PARKS

Brewster Park

21024 Otoe, Apple Valley
240-7000 Ext 7884

Corwin Park

18575 Corwin, Apple Valley
240-7000 Ext 7884

Ferrarese Park

13073 Mesquite, Apple Vly
240-7000 Ext 7884

Hesperia Lake Park & Campground

Hesperia
244-5951

Horseman's Center

22727 Hwy 18, Apple Valley
240-7000 Ext 7884

James A. Woody Community Center Park

13467 Navajo, Apple Valley
240-7000 Ext 7884

Lions Park

Highway 18 b/w Flathead &
Dale Evans Parkway, Apple
Vly
240-7000 Ext 7884

Mendel Park

21860 Tussing Ranch, Apple
Vly
240-7000 Ext 7884

Mojave Narrows Regional Park

Victorville
245-2226

Norm Schmidt Park



14053 Tuweep Trail, Apple
Vly
240-7000 Ext 7884

Silverwood Lake SRA
Smith Valley
389-2303

Sycamore Rocks Park
23450 South, Apple Valley
240-7000 Ext 7884

Thunderbird Park
20700 Wichita, Apple Valley
240-7000 Ext 7884

Virginia Park
17242 Central, Apple Valley
240-7000 Ext 7884

Yucca Loma Park
21351 Yucca Loma, Apple
Vly
240-7000 Ext 7884

PEST CONTROL

**Acnow Termite & Pest
Control Inc**
Victorville
241-4477
Service

Adscot Pest Control Inc
Victorville
247-7999 or 962-9240
Service

**All-Pro Termite & Pest
Control Co**
Apple Valley
242-2344
Service

**American Structural Pest
Control**
Hesperia
949-9778
Service

**California Turf & Irrigation
Supply**
Hesperia
244-3621
Supplies & Equipment

Clark Pest Control

Victorville
245-8870
Service

Dewey Pest Control Co
Apple Valley
242-5252
Service; Supplies &
Equipment

John's Desert Pest Control
14170 Hopi, Apple Valley
247-4040
Service

**JRJ Environmental
Services**
Hesperia
947-5293
Service

**JRJ Environmental
Services**
Victorville
955-7759
Service

Montague & English Inc
22924 Wren, Apple Valley
961-8872
Service

Número Uno Exterminator
Victorville
243-7729
Service

P C O-Tech
Hesperia
947-6650
Supplies & Equipment

PHOTOGRAPHY

Ballistic Fotographix
Hesperia
947-1953
Commercial

Cline Rick Photography
Victorville
962-9929
Commercial

G L V Photography
Victorville
241-2925

Aerial; Commercial

James T Blakely
Photography
Victorville
241-0717
Commercial

John S Reid Photography
Hesperia
244-8144
Commercial

PIPES & PIPELINES

Aardvark Pumping Svc Inc
Apple Valley
247-9001
Contractor

Alpha Omega Septic
Pumping Service
Victorville
243-2161
Contractor

American Leak Detection
Victorville
245-3335
Pipe/Leak Locator

**Apple Valley Construction
Co Inc**
9312 Deep Creek, Apple Vly
247-4810
Contractor

Arizona Pipeline Co
Hesperia
244-8212
Contractor
FAX: 244-0963

BCS Mechanical
Hesperia
948-4436
Pipe/Leak Locator

**Broughton Construction
Co**
Hesperia
948-2212
Contractor

CalNev Pipeline Co
San Bernardino
909-387-9505



Flynn's Plumbing & Heating

Apple Valley
247-6932
Pipe/Leak Locator

High Desert Underground

Hesperia
244-5313
Contractor

Mobile Pipe Wrappers & Coaters Inc

Adelanto
246-4707
Lining & Coating

Roland Engineering

13600 Pawnee, Apple Valley
247-8533
Contractor

PRINT, COPY & DUPLICATING SERVICES

Aim Mail Center

20162 Hwy 18, Apple Valley
242-7300
Copy & Duplication

Apple Valley Blueprint & Supply Co

18375 Hwy 18, Apple Valley
242-2702
Printer; Copy & Duplication

Budget Printing Center

18409 Hwy 18, Apple Valley
242-1300
Printer-Business Forms

E P S Promotional Products

Apple Valley
946-3832
Printer

Mac's Printing & Label Co

Apple Valley
947-3228
Printer

Phoenix Printing & Promotion Inc

21075 Bear Valley, Apple Vly

240-2317
Printer

Type-Set-Go Printing & Graphics

22749 Hwy 18, Apple Valley
240-1361
Printer

PROPANE

See "Fuel"

PUMPS

Barstow Pump & Drilling

Barstow
253-4905
Supplies & Parts

Clarks Water Well Service

Newberry Springs
257-3955
Supplies & Parts

Desert Empire Drilling

Barstow
253-5637
Dealer; Service & Repair;
Supplies & Parts

Eagle Water Well Drilling & Pump Service

Newberry Springs
257-3553
Dealer; Supplies & Parts

Hi-Desert Drillers Inc

Apple Valley
946-2695
Service & Repair; Supplies & Parts

Howard Pump A Division of Beylik Drilling Inc

Yermo
254-3351
Supplies & Parts

Independent Well Drilling

Apple Valley
247-9882
Supplies & Parts

McDougall's Pump Svc Inc

Newberry Springs

248-3344

Dealer; Supplies & Parts

Osborne GA Pipe & Supply Inc

Victorville
243-1443
Supplies & Parts

Pump Check

Victorville
243-1178
Testing

Pump Services

Victorville
243-0340
Service & Repair

Randall Wallis Water Well Service

Barstow
253-3271
Service & Repair; Supplies & Parts

REFRIGERATION/ AIR CONDITIONING

*See "Air Conditioning/
Refrigeration"*

RENTAL SERVICE STORES

All Star Party Rentals

Hesperia
949-7369

Apex Rentals

Hesperia
244-9349

Barr Lumber Co

22092 Hwy 18, Apple Valley
247-7204

Bear Valley Party Rentals

Victorville
955-5195

Budget Truck Rental

Hesperia
244-1401

Fagan Baylift Equipment



Hesperia
949-4222

**Gold Star Equipment
Rentals**

21834 Bear Valley, Apple Vly
247-3687

**Hesperia Equipment
Rentals**

Hesperia
244-3558

**Johnson Rental Service –
CAT Rental Store**

Hesperia
947-0967

**Kelley's General
Engineering & Contracting**
Apple Valley
247-2106

Mojave Equipment Co Inc
Victorville
243-3116

Rental Service Corporation
13450 Nomwaket, Apple Vly
240-7746

**Ryder Truck Rental-One-
Way Inc**
Hesperia
244-1401

United Rentals
Hesperia
947-4810

Valley Hardware Tool
Lucerne Valley
248-6224

RESTAURANTS & SUPPLIES

Amy's Mexican Restaurant
18768 Hwy 18, Apple Valley
242-1474
Restaurant

**Apple Valley Airport Wings
Café**
21600 Corwin, Apple Valley
247-7818
Restaurant

Arby's Roast Beef
21550 Bear Valley, Apple Vly
240-6661
Fast-Food

Bear Valley Party Rental
Victorville
955-5195
Caterers' Equipment &
Supplies

Bum Steer, The
23323 Hwy 18, Apple Valley
247-1336
Restaurant

Burger King
20610 Bear Valley, Apple Vly
247-9229
Fast-Food

Carl's Jr Restaurant
21675 Yucca Loma, Apple
Vly
247-6334
Fast-Food

Carmen's Ponderosa
Restaurant
9544 Kiowa, Apple Valley
247-7727
Restaurant

**Chevo's Mexican
Restaurant & Seafood**
21749 Hwy 18, Apple Valley
961-2770
Fast-Food

D J's Subs & Sandwiches
17772 Wika, Apple Valley
242-5504
Restaurant

**DeGarcia's A Mexican
Restaurant**
19397 Bear Valley, Apple Vly
961-0022
Fast-Food

Del Taco
13730 Navajo, Apple Valley
247-3364
Fast-Food

Dinapoli's Fire House
17856 Hwy 18, Apple Valley
242-5802

Restaurant

Domino's Pizza
20200 Hwy 18, Apple Valley
946-2323
Delivery

El Ranchito Restaurant
13663 Navajo, #2, Apple Vly
961-1824
Fast-Food

Golden China Restaurant
21683 Yucca Loma, Apple
Vly
247-1118
Restaurant

J & T's Branding Company
13685 John Glenn, Apple Vly
240-5050
Restaurant

Jack In The Box
21630 Bear Valley, Apple Vly
240-1746
Fast-Food

Jack In The Box
20168 Hwy 18, Apple Valley
946-2203
Fast-Food

Jenny's Country Cookin'
21660 Bear Valley, Apple Vly
247-7710
Restaurant

Jessica's Baja Grill
21044 Bear Valley, Apple Vly
240-4438
Fast-Food

Johnny D's
19250 Bear Valley, Apple Vly
961-2133
Restaurant

Kam's Chinese Restaurant
18564 Hwy 18, Apple Vly
242-5093
Restaurant

Kentucky Fried Chicken
18447 Hwy 18, Apple Valley
242-2351
Fast-Food

**La Fonda Restaurant**

17790 Wika, Apple Valley
946-5344
Restaurant

Las Brisas Restaurant

21919 Hwy 18, Apple Valley
240-1051
Restaurant

Little Caesar's Pizza

20920 Bear Valley, Apple Vly
247-0100
Delivery; Fast-Food

Lola's Mexican Restaurant

21290 Bear Valley, #105/106,
Apple Vly
241-5223
Fast-Food

Marcelinos Mexican

Restaurant
21510 Bear Valley, Apple Vly
240-4344
Restaurant

McDonald's Restaurant

20221 Hwy 18, Apple Valley
242-0384
Fast-Food

McDonald's Restaurant

19200 Bear Valley, Apple Vly
247-0951
Fast-Food

Mollie's Kountry Kitchen

21851 Hwy 18, Apple Valley
240-6130
Restaurant

Nick's Pizza House II

21510 Bear Valley, Apple Vly
240-3532
Restaurant

Overland Meat Co

18841 Hwy 18, Apple Valley
242-5110
Deli

**Phoenix Chinese
Restaurant**

21680 Bear Valley, Apple Vly
240-1138
Restaurant

Pizza Hut

20811 Bear Valley, Apple Vly
240-6181
Delivery

Pizza Hut

18564 Hwy 18, Apple Valley
946-1669
Delivery; Fast-Food

Pollo Bravo

22171 Hwy 18, Apple Valley
240-1302
Fast-Food

Taco Bell

20185 Hwy 18, Apple Valley
242-3388
Fast-Food

Tom's Famous Burgers #19

22095 Hwy 18, Apple Valley
247-7017
Fast-Food

Tom's Famous Burgers #20

18313 Hwy 18, Apple Valley
242-7727
Fast-Food

Viva Maria

20162 Hwy 18, Apple Vly
946-2087
Restaurant

Waffle Iron

Apple Valley
247-3913
Restaurant

Wendy's

17928 Wika, Apple Valley
242-5358
Fast-Food

RUBBISH & GARBAGE/TRASH

*See "Garbage/Trash &
Rubbish"*

SAFETY EQUIPMENT & CLOTHING

Airgas
Hesperia

244-1606

**California Tool & Welding
Supply**

Victorville
245-2402

SAND & GRAVEL

A & L Builders Supply

Victorville
245-3717

Agcon Inc

Oro Grande
245-6546

**Almond & Sons Colored
Rock**

Victorville
949-0999

Angel

Hesperia
948-9422

**Apple Valley Construction
Co Inc**

9312 Deep Creek, Apple Vly
247-4810

California Bio-Mass

Victorville
246-7946

Clyde Thomas

Oak Hills
244-7077

Graham Equipment

Victorville
241-4875

Hi Grade Materials Co

Hesperia
244-9325

Humphrey Dale

Victorville
246-8333

Service Rock Products

Victorville
245-7997

**Victorville Industrial
Materials Inc**

Oro Grande



245-8333

Westside Building Material Corp
Hesperia
244-5484

SANDBAGS

Barr Lumber
22092 Hwy 18, Apple Valley
247-7204

H & E
Victorville
241-6660

Hi Desert Material
Hesperia
948-2339

Home Depot
Victorville
955-2999

Hub Construction
Hesperia
948-2339

SAWS

3-D Small Engine & Power Tool Repair Inc
21969 Hwy 18, #6 & #7,
Apple Vly
240-3363

BVM Outdoor Power Equipment
Hesperia
947-5772

Tuttle Tool Grinding
Hesperia
244-3715
Sharpening & Repair

Western Outdoor Power Equipment Co Inc
Victorville
245-2861

SCAFFOLDING & AERIAL LIFTS

Commercial Scaffolding Inc

Victorville
955-5938

SCHOOLS

*Also see list of "Essential/
Critical Facilities"
(Attachment #1)*

Adelanto Elementary School District
Adelanto
246-8691

Apple Valley Christian School
22434 Nisqually, Apple Vly
247-8412

Apple Valley Head Start School
13589 Navajo, Apple Valley
247-6955

Apple Valley High School
11837 Navajo, Apple Valley
247-7206
AVUSD

Apple Valley Middle School
12555 Navajo, Apple Valley
247-7267
AVUSD

Apple Valley Unified School District
22974 Bear Valley, Apple Vly
247-8001
AVUSD
FAX: 247-4103

Desert Knolls Elementary School
18213 Symeron, Apple Valley
242-3441
AVUSD

Granite Hills High School
22900 Esaws, Apple Valley
961-2290
AVUSD

Hesperia Unified School District
Hesperia
244-4411

Lewis Center for Educational Research
20702 Thunderbird, Apple Vly
242-3514
Thunderbird Campus

Lewis Center for Educational Research
17500 Mana, Apple Valley
946-5414
Mojave River Campus

Lucerne Valley Unified School District
Lucerne Valley
248-6108

Mariana Elementary School
10601 Manhasset, Apple Vly
247-7258
AVUSD

Mesquite Elementary School
13073 Mesquite, Apple Vly
961-1066
AVUSD

Mojave Mesa Elementary School
15552 Wichita, Apple Valley
242-5883
AVUSD

Rancho Verde Elementary School
14334 Pioneer, Apple Valley
247-2663
AVUSD

Rio Vista Elementary School
13590 Havasu, Apple Valley
240-0280
AVUSD

Sandia Elementary School
21331 Sandia, Apple Valley
240-5125
AVUSD

St. Mary Catholic School
18350 Hwy 18, Apple Valley
242-2001

St. Timothy Episcopal School



15757 St. Timothy, Apple Vly
242-4256

**Sycamore Rocks
Elementary School**
23450 South, Apple Valley
240-3332
AVUSD

Valley Christian School
19923 Bear Valley, Apple Vly
247-2933

**Victor Elementary School
District**
Victorville
245-1691

Victor Valley College
Victorville
245-4271
FAX: 245-9019

**Victor Valley Union High
School District**
Victorville
955-3200

**Vista Campana Middle
School**
20700 Thunderbird, Apple
Vly
242-7011
AVUSD

**Willow Park Continuation
High School**
21950 Nisqually, Apple Vly
240-4252
AVUSD

**Yucca Loma Elementary
School**
21351 Yucca Loma, Apple
Vly
247-2623
AVUSD

SECURITY (PRIVATE) SERVICES

*Also see "Law
Enforcement Services"*

A 2 Z Lock & Security
Victorville
962-1985

Equipment Systems &
Monitoring

ADT Security Services
Victorville
955-8338
Equipment Systems &
Monitoring

Advanced K-9 Academy
Hesperia
244-0149
Guard & Patrol Service

American Camera Systems
15940 Quantico, Apple Valley
242-0537
Equipment Systems &
Monitoring

American Central Alarm Inc
Hesperia
948-6701
Equipment Systems &
Monitoring

**Apple Valley
Communications Inc**
21805 Hwy 18, Apple Valley
247-2668
Consultant; Equipment
Systems & Monitoring

B-Alert K-9 Service
Hesperia
244-2911
Guard & Patrol Service

**Burns/Pinkerton-Securitas
Companies**
Victorville
245-7070
Guard & Patrol Service

D C Alarms
Hesperia
244-0808
Equipment Systems &
Monitoring

Digatron
Apple Valley
961-1787
Equipment Systems &
Monitoring

**Enforcement One Security
Services**

Victorville
245-3399
Guard & Patrol Service

**Guard Vision Private
Security Inc**
Hesperia
956-8854
Guard & Patrol Service

Henry's Private Security Co
Hesperia
948-6201
Guard & Patrol Service

**Hi Desert Alarm & Fire
Sprinklers**
Victorville
245-8600
Equipment Systems &
Monitoring

**High Desert Industrial
Security Services**
Victorville
952-3922
Equipment Systems &
Monitoring; Guard & Patrol
Service

IPC Security
Victorville
241-4198
Guard & Patrol Service

Knight Guard Alarm Svcs
Hesperia
949-3537
Equipment Systems &
Monitoring

New Way Security
Adelanto
246-3339
Guard & Patrol Service

**Pinkerton Security &
Investigations**
Victorville
245-7070
Guard & Patrol Service

**Power Systems
Surveillance**
Victorville
843-9851



Equipment Systems &
Monitoring

**Price's Academy of Self
Defense & BSIS Security
Officer Training**

Victorville
245-0166
Guard & Patrol Service

Protek Security

Apple Valley
240-6400 or 247-0906
Equipment Systems &
Monitoring

Reb Software Technology

Apple Valley
961-8800
Equipment Systems &
Monitoring

Safe & Sound Security

Apple Valley
247-7233
Equipment Systems &
Monitoring

Shield Security Inc

Victorville
843-3300
Guard & Patrol Service

Valley Security Systems

Victorville
243-3338
Equipment Systems &
Monitoring

Wired Communications Inc

Hesperia
947-3454
Equipment Systems &
Monitoring

SEPTIC/SEWER CONTRACTORS & CLEANERS

**A & A Septic & Ace
Pumping**

Apple Valley
240-6619
Septic Tank & Systems
Cleaning

A-1 Plumber

Apple Valley
242-4737
Plumbing Drains & Sewer
Cleaning

AAA Leak Detection

Apple Valley
240-0439
Plumbing Drains & Sewer
Cleaning

**Aardvark Pumping Service
Inc**

Apple Valley
242-3120
Septic/Sewer Contractor &
Cleaner

**Alpha Omega Septic
Pumping Service**

Victorville
243-2161
Septic/Sewer Contractor &
Cleaner

**Apple Valley Construction
Co Inc**

9312 Deep Creek, Apple Vly
247-4810
Septic/Sewer Contractor &
Cleaner

Aqua Plumbing

Apple Valley
240-7590
Sewer Contractor & Cleaner

**Broughton Construction
Co**

Hesperia
948-2212
Sewer Contractor & Cleaner

**Burns Septic & Sewer
Service**

Hesperia
948-0009
Septic/Sewer Contractor &
Cleaner

**Doug's Full Service
Plumbing**

Apple Valley
240-3762
Plumbing Drains & Sewer
Cleaning

**Flynn's Plumbing &
Heating**

Apple Valley
247-6932
Plumbing Drains & Sewer
Cleaning

Honest John's Septic Tank

9312 Deep Creek, Apple Vly
247-9687
Septic Tank & Systems
Cleaning

Innis Andrea

Apple Valley
247-7008
Plumbing Drains & Sewer
Cleaning

**J M & J Plumbing &
Heating/Air Conditioning**

Apple Valley
242-5519
Plumbing Drains & Sewer
Cleaning

Joe Yancho Plumbing

Apple Valley
247-4824
Plumbing Drains & Sewer
Cleaning

**Meyer Warren W & Sons
Construction**

Hesperia
244-2717
Sewer Contractor & Cleaner

Mineo Brothers Septic Svc

Hesperia
947-1130
Septic Tank & Systems
Cleaning; Treatment &
Supplies

Omega Portable Toilets

Lucerne Valley
248-7980
Septic Tank & Systems
Cleaning

**Ram-Rooter Sewer & Drain
Cleaning Service**

Hesperia
244-6701
Septic Tank & Systems
Cleaning



Emergency Operations Plan

Appendix 5 Resource List

Roto Rooter Service

Victorville
245-2947
Septic/Sewer Contractor &
Cleaner

Skunk Bros Plumbing

Victorville
241-1475
Septic Tank & Systems
Cleaning

Valley Septic Pumping

Lucerne Valley
248-2913
Septic Tank & Systems
Cleaning

Victor Valley Wastewater Reclamation

Adelanto
246-8638
Public Agency

SHARPENING SERVICE

Shear Delight

19575 Bear Valley, Apple Vly
240-7762

Tuttle Tool Grinding

Hesperia
244-3715

Valley Sewing & Vacuum Center

Victorville
245-2109

SHELTER (HUMAN) SUPPLIES

*Also see list of shelters,
"Critical Facilities"
(Attachment #1)*

Bear Valley Party Rentals

Victorville
955-5195
Tent Rentals

Big 5 Sporting Goods

Victorville
241-8655

Sporting Goods-Retail

Canvas World

Hesperia
949-8186
Canvas Goods

Comfort Systems Inc

Oak Hills
949-0822
Awnings & Canopies

Country Oak & Stoves

Hesperia
949-2077
Awnings & Canopies

Del Rio Sunrooms

Hesperia
948-8838
Awnings & Canopies

High Desert Patio Enclosures

Victorville
245-7245
Awnings & Canopies

Hillco

Apple Valley
242-8218
Awnings & Canopies

J & I Military Surplus

Hesperia
949-6650
Military Surplus Equipment

Kamper's Korner

Victorville
241-7351
Camping Equipment

Lifestyle Store The

Hesperia
948-3333
Awnings & Canopies

Valley Sporting Goods Inc

18335 Hwy 18, Apple Valley
242-2334
Camping Equipment

SOUND SYSTEMS

Apple Valley
Communications

21805 Hwy 18, Apple Valley

247-2668
Equipment

Brett Kahn DJ & MC

Victorville
951-0386
Equipment-Rental

D B Music & Sound

Hesperia
949-3838
Equipment

It's Showtime Productions Services

Apple Valley
961-8828
Equipment

STORAGE/ WAREHOUSING

Hesperia Self Storage

Hesperia
244-4545
Warehouse-Merchandise &
Self Storage

Sunrise Self Storage

Hesperia
244-5625
Warehouse-Merchandise

Universal Self Storage

Hesperia
947-4526
Warehouse-Merchandise &
Self Storage

U-Store-It

18690 Hwa 18, Apple Valley
242-5604
Warehouse-Merchandise &
Self Storage

U-Store-It

22075 Hwy 18, Apple Valley
247-8040
Warehouse-Merchandise &
Self Storage

SWEEPING SERVICE- POWER



Bertram Charles R
Hesperia
244-6794

Hi Desert Sweepers
Hesperia
244-9380

Hy Tek Industries
Victorville
951-3881

Ragains Sweeping Service
Apple Valley
247-0878

TELEVISION/ CABLE SERVICE

Aaron's Sales & Lease
Ownership
Victorville
951-9955
Rentals

**Al & Ken's Satellite &
Audio**
Silver Lakes
951-2398
Cable & CATV

Arrowstar Satellite
Victorville
955-3474
Cable & CATV

Charter Communications
Victorville
843-3000
Cable & CATV

Digital Satellite Systems
Hesperia
244-4488
Cable & CATV

Dish Man, The
Hesperia
948-0887
Cable & CATV

Hi-Desert Satellite
Hesperia
244-3474
Cable & CATV

Johnson, Stan

Victorville
843-7263
Cable & CATV

Kirchoff Construction
Hesperia
947-9923
Cabling & Installation

MSAT
21011 Bear Valley, Apple Vly
247-1116
Cable & CATV

Pete's Electronics
Victorville
243-2456
Cable & CATV

Rent-A-Center
Victorville
241-1322 or 241-2222
Rentals

Son's Satellite Systems
Lucerne Valley
248-6030
Cable & CATV

Steve's Satellite Systems
Apple Valley
961-1720
Cable & CATV

**Superior Satellite Systems
& Paging Service**
Hesperia
956-2320
Cable & CATV

Video Doctor Satellite
Hesperia
947-3553
Cable & CATV

Wired Communications Inc
Hesperia
947-3454
Cable & CATV

Yeadon, Shari
Oak Hills
244-6693
Parts & Service

TOILETS, PORTABLE

A-1 Portables
Apple Valley
247-9195

Aardvark Portable Toilets
Apple Valley
242-3802

Jim's Ott's Plus
Victorville
955-6753

Omega Portable Toilets
Lucerne Valley
243-2169 or 248-7980

**Wayne's Pumping &
Portables**
Phelan
868-6025

TOOLS

American Best Recycling
Victorville
241-8414

Apex Rentals
Hesperia
244-9349
Electric-Repair

Dalhover Tool Co Inc
Hesperia
244-4801

Harbor Freight Tools
Hesperia
949-0558

**HCS Cutler Construction
Supplies Inc**
Victorville
951-5055
Electric-Repair

J R T Enterprises Inc
Apple Valley
242-2100
Electric-Repair

Junkyard Jack
Apple Valley
961-9240
Wholesale & Mfrs

T A Tools
Hesperia



949-7843

Williams Tool Repair

Hesperia

949-3310

Electric-Repair; Pneumatic

Y P Tools & Etc

Victorville

962-9968

TOWING, AUTOMOTIVE

A A & Sons Towing

Apple Valley

240-9158

Automotive

A-Action Towing

13605 John Glenn, Apple Vly

240-6757

Automotive

A-B Towing

Victorville

241-8414

Automotive

Advanced Towing & Recovery

Apple Valley

242-4332

Automotive

All American Towing

Hesperia

947-1869

Automotive

All American Towing

Victorville

843-1869

Automotive

All Pro Towing

13625 Manhasset, Apple Vly

240-4133 or 242-4014

Automotive

Associated American Towing

Adelanto

246-6090

Automotive

Bob's Transmission

Hesperia

947-2387

Automotive

Cajon Towing & Transport

Apple Valley

949-7306

Automotive

Certified II Car Repair

Victorville

243-3390

Automotive

Coker Jim Towing

Victorville

241-1301

Automotive

Courtesy Auto

Hesperia

244-2269

Automotive

Desert Valley Towing

13606 John Glenn, Apple Vly

240-4207

Automotive

G & M Towing & Recovery

Hesperia

244-1868

Automotive & Equipment

Hesperia Towing

Hesperia

947-6839

Automotive

Hi-Desert Auto Wrecking & Towing

Lucerne Valley

248-6116

Automotive

Jim & Sons Towing

Hesperia

248-7631

Automotive

Jim's Garage & Towing

Lucerne Valley

248-7631

Automotive

O P M Towing

Victorville

955-6611

Automotive

Stagecoach Towing

Hesperia

947-5092

Automotive

Super Auto Body & Paint

Victorville

962-9966

Automotive

Target Auto

Adelanto

246-6242

Automotive

Too Bits Towing

13625 Manhasset, Apple Vly

240-9191

Automotive

Victor Valley Towing

Victorville

245-2556

Automotive

Wade's Automotive Inc

Hesperia

949-1968

Automotive

Wayne's Towing

Hesperia

947-6897

Automotive

Wito Speed Towing

Victorville

243-3383

Automotive

TRACTORS

Hesperia Equipment Repair

Hesperia

244-4522

Repair

High Desert Farm Supply

Lucerne Valley

248-2815

Dealer

Homestead Tractor

22311 Bear Valley, Apple Vly

240-1062



Dealer; Repair

Jim's Tractor Tech

Hesperia
244-1446
Repair

K & R Tractorworks

Baldy Mesa
947-6450
Garden

Liberty West Tractor

Lucerne Valley
248-6214
Dealer

Mojave Equipment Co Inc

Victorville
243-3116
Repair

United Rentals Inc

Hesperia
947-4810
Dealer

Walkers Tractors Service

Hesperia
949-3103
Garden

TRANSLATORS & INTERPRETERS

Braille Institute

Rancho Mirage
321-1111
Blind Services

German Translation Svcs

Apple Valley
242-8848

Goss Sara Lora

Victorville
241-9152

Mojave Deaf Services

Victorville
245-4138
Deaf Services

TRANSPORTATION

A Krazy Concepts by Golf Car Ray

Hesperia
948-6728
Golf Carts

Accommodation Travel Station

Victorville
241-1000
Bus-Charter & Rental

Admiral Limousine

Apple Valley
961-9226
Limousine Svc

Advantage Rent-A-Car

Victorville
243-3696
Auto Rental

Affordable Car Rentals

Victorville
241-7285
Auto Rental

Apple Valley Unified School District

(Transportation Dept)
22973 Bear Valley, Apple Vly
247-2125
FAX: 247-7499
Bus Provider

ARS Limousine Service

Apple Valley
247-6065
Limousine Svc

Bee Line Express

Hesperia
956-0092
Bus-Charter & Rental

Brian Motors

Hesperia
948-7296
Auto Rental

Dream Chasers Limousine Service

Apple Valley
242-1703
Limousine Svc

Ebmeyer Charter & Tour

Apple Valley

242-4011

Bus-Charter & Rental

Enterprise Rent-A-Car

13631 Navajo, Apple Valley
240-0300
Auto Rental

Gold Star Equipment Rentals

21834 Bear Valley, Apple Vly
247-3687
Truck Rental

Golf Carts by Del Mar

Hesperia
948-6728
Golf Carts

Greyhound Bus Lines

Victorville
245-2041
Bus Lines

Heavy Lift Helicopters

19378 Central, Apple Valley
240-4247
Helicopter Charter & Rental
Service

Herrin Limousine

Victorville
243-3911
Limousine Svc

Hertz Local Edition

Victorville
843-0320 OR 962-9234
Auto Rental

Hi-Desert Taxi

Hesperia
949-8294
Taxicab

K N R II

21650 Hwy 18, Apple Valley
240-5212
Truck Rental

K N R Rentals

Victorville
843-7622
Truck Rental

Mina's Auto Sales

Victorville
243-7405



Auto Rental

Penske Truck Rental

Victorville
245-7736
Truck Rental

Red Hawk Taxi & Shuttle Service

Hesperia
949-9554
Shuttle Service; Taxicab

Royal Shuttle

21250 Sitting Bull, Apple Vly
247-5879
Shuttle Service

Ryder Truck Rental

Hesperia
244-0168
Truck Rental

Silver Lakes Golf Cars Etc

Helendale
952-2278
Golf Carts

Superior Shuttle Service

Hesperia
244-1510
Shuttle Service

Taxi Service of Adelanto

Adelanto
246-7752
Taxicab

Thrifty Car Rental

Victorville
241-9196
Auto Rental

U-Haul Co

Barstow
256-8786
Truck Rental

Ultimate Limousine, The

Victorville
843-9955
Limousine Svc

United Rentals

Hesperia
947-4810
Truck Rental

Valley Hi Toyota-Honda

Victorville
241-6484
Auto Rental

Victor Valley Transit Authority

Hesperia
948-3030
Bus Provider
FAX: 948-1380

Victorville Suzuki-Kawasaki

Victorville
241-2386
All-Terrain Vehicles

Yellow Cab of Victor Valley

Hesperia
956-5633
Taxicab

TRASH/GARBAGE & RUBBISH

See *"Garbage/Trash & Rubbish"*

TREE SERVICES

A Backhoe-Skip & Dump Truck Service

Victorville
245-7875

All in One Tree Service

Apple Valley
961-7524

Barnes Richard

Apple Valley
247-1904

Gary's Tree Service & Stump Removal

Apple Valley
240-0746
Stump Removal

High Desert Tree Service

Hesperia
244-7384

Munoz Andres

10945 Kiowa, Apple Valley
247-3126

Quality Tree Service

Apple Valley
247-6245

Tip Top Arborists Inc

Victorville
843-8412
Removal

Wilderness Tree Service

Victorville
241-9152

UTILITIES

Apple Valley Foothill CWD

22545 Del Oro, Apple Valley
247-1101
Water

Apple Valley Heights CWD

9430 Cerra Vista, Apple Vly
247-7330
Water

Apple Valley Ranchos Water Company

21760 Ottawa, Apple Vly
247-6484
FAX: 247-1654
Water

Apple Valley View Mutual Water Company

24288 Shoshone, Apple Vly
247-4217
Water

Charter Communications

Victorville
843-3000
Cable

County Service Area 64

Victorville
955-9885
Water

Department of Water Resources

Hesperia
389-2202
Water

Dig Alert

800-422-4133



Edison

Victorville
951-3237 OR 800-655-4555
FAX: 951-3159
Electric

Juniper Riviera CWD

25715 Santa Rosa, Apple Vly
247-9818
Water

Mariana Ranchos CWD

9600 Manzanita, Apple Vly
247-9405
Water

Mojave Water Agency

Apple Valley
240-9201
Water

Rancheritos Mutual Water Company

21832 Viento, Apple Valley
247-3730
Water

Southern California Water Company

13608 Hitt, Apple Valley
247-7420
FAX: 247-3441
Water

Southwest Gas Corp

Victorville
951-4037 OR 800-443-8093
Emergencies: 800-762-9294
FAX: 951-4042
Gas

Spring Valley Lake CSA 64

(AV equestrian area)
955-9885
Water

Thunderbird CWD

24737 Standing Rock, Apple Vly
247-2503
Water

Verizon

Victorville
242-0266
FAX: 243-5652
Telephone

Victor Valley Wastewater Reclamation Authority

Victorville
246-8638
FAX: 246-5440

VIDEO SERVICES

See "Film/Video Production & Services"

WATER- BOTTLED & BULK

High Desert Bottled Water

Hesperia
244-3334

King Water

Victorville
241-4800

Master's Water Service

Hesperia
244-5073

Route 66 H2O Inc

Apple Valley
247-1966

Water World

Victorville
843-5292

Watermart

Phelan
868-9957

WATER DAMAGE RESTORATION

See "Fire & Water Damage Restoration"

WATER HAULING

Creative Water Service

10274 Merino, Apple Valley
240-5805

Don Enlow Water Truck Rental

Apple Valley

242-2567

Max's Water Service

Lucerne Valley
248-2913

Stay Wet Water Trucks

Hesperia
956-5695

WATER PURIFICATION & FILTRATION EQUIPMENT

AAA Purification

16048 Tuscola, Apple Valley
242-9714
Purification & Filtration
Equipment; Water Treatment
Equip, Service & Supplies

Apple Valley Pump & Well Services

Apple Valley
961-0740
Well Drilling, Equip & Service

California Turf Irrigation Supply

Hesperia
244-3621
Well Drilling, Equip & Service

Cleghorn Treatment Plant

Hesperia
389-2329
Purification & Filtration
Equipment; Water Treatment
Equip, Service & Supplies

Culligan Water Conditioning

16048 Tuscola, Apple Valley
242-8884
Purification & Filtration
Equipment; Water Treatment
Equip, Service & Supplies

Hi Desert Drillers Inc

Apple Valley
946-2695
Well Drilling, Equip & Service

Independent Well Drilling

Apple Valley



247-9882
Well Drilling, Equip & Service

Lifetime Solutions

Victorville
951-7605
Purification & Filtration
Equipment

McDougall's Well Drilling

Lucerne Valley
248-7464
Well Drilling, Equip & Service

**Rainsoft Water Treatment
Systems**

Victorville
951-7605
Purification & Filtration
Equipment

Superior Soft Water

Barstow
256-3621
Purification & Filtration
Equipment

Tibban Tanks

Adelanto
246-4646
Water Well Drilling & Pump
Contractor

**Van Norman Well Drilling
Inc**

Lucerne Valley
248-7543
Well Drilling, Equip & Service

**Wallis Randall Water Well
Service**

Barstow
800-726-3979
Supply Systems

Water Doctor

Victorville
951-7605
Purification & Filtration
Equipment

WEED CONTROL SERVICE

Adscot Pest Control Inc
13599 Delmar, Apple Valley

247-7999

**All-Pro Termite Pest
Control Co**

Apple Valley
242-2344

**Dump Truck Tractor
Hauling Service**

Victorville
951-7599

K & R Tractorworks

Baldy Mesa
947-6450

Kempton Company

Apple Valley
247-7838

LawnMaster

Apple Valley
242-2931

Ragains Lawn Care

Apple Valley
247-0878

Walkers Tractors Service

Hesperia
949-3103

WELDING

Accurate Arc Welding

Victorville
946-2433

**Advanced Performance
Fabricators**

Hesperia
948-4588

Airgas

Hesperia
244-1606
Equipment & Supplies

Allfence

12205 Central, Apple Valley
961-3362

**Allied Muffler of Hesperia
Inc**

Hesperia
949-0044

American Welding Shop

Helendale
245-1678

**Bear Valley Fabricators &
Steel Supply Inc**

22060 Bear Valley, Apple Vly
247-5381

C & D Fabworks

Hesperia
949-3907

**California Tool & Welding
Supply**

Hesperia
244-1955 or 245-2402 (VV)
Equipment & Supplies

Certified Metal Supply LLC

Victorville
530-0058
Equipment & Supplies

**David's Ornamental
Welding**

Hesperia
956-7689

Desert Industrial Inc

Hesperia
956-7724

**Dyell Machine & Hydraulic
Welding**

Hesperia
244-3333

Gene's Auto Parts

Hesperia
244-0208
Equipment & Supplies

**General Industrial Services
Inc**

10500 Caribou, Apple Valley
247-7300

Hayes Welding

Adelanto
246-4878

High Desert Metal Works

22276 Ottawa, Apple Valley
247-7763

Innis RV Parts & Service

Hesperia
949-6686

**J & A Muffler Shop**

Victorville
951-8383

Kuykendall Ray A

Hesperia
956-2545

Maloney Enterprise

Hesperia
949-5902

Marsano Welding

22164 Ottawa, Apple Valley
961-2293

McWelco Products

Hesperia
244-8876

Mechanical Man The

Hesperia
244-2049
Service Equipment & Repair

Medici Welding

Lucerne Valley
248-6913

New Brian L

20713 Otowi, Apple Valley
240-2167

On Line Fabrication

Hesperia
948-8800

**Ornamental Welding &
Design**

Hesperia
244-1304

Project Fab

Hesperia
949-8530

R & S Welding

Hesperia
947-8247

R T Welding & Fabrication

Hesperia
948-5337

**Radmyc Welding &
Fabrication**

Hesperia
244-2521

SCR Welding Service

Hesperia
244-1394

**Stoody Industrial &
Welding**

Victorville
530-0765
Equipment & Supplies

V & L Powdercoating

22163 Powhatan, Apple Vly
240-6635

Victor Valley Fabricators

14075 Joshua, Apple Valley
247-8852

**Victor Valley Welding-
Hydraulics**

Hesperia
244-3222

**Vinman Performance
Coatings & Fabrication**

Hesperia
947-4450

Wiese McBeth & Watkins

Victorville
245-5836