



## **DWR SEMS OVERVIEW & COMMON RESPONSIBILITIES**

### **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) OVERVIEW**

SEMS is designed to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is flexible and adaptable to the needs of all emergency responders in California. The system requires emergency response agencies to use basic principles and components of emergency management, and includes the Incident Command System (ICS), mutual aid, multi/inter-agency coordination, and the operational area concept.

SEMS has five organizational levels of emergency response organization activated as needed to provide effective response to multi-agency and multi-jurisdictional emergencies. The five levels are field, local government, operational area, regional, and State.

SEMS provides a common framework for setting priorities, interagency cooperation, and efficient flow of resources and information. The five functions of a SEMS organization are Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Staffing levels and extent of response depend on the nature and extent of the emergency. The flexibility of the system's organizational structure is such that it can adapt to any emergency or incident that warrants an emergency response. The system is applicable and acceptable to all user agencies and is readily adaptable to new technology. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situations decrease.

The main components of SEMS are common terminology, modular organization, Incident Action Plans, Span of Control, pre-designated resources, and comprehensive resource management.

***FOR ADDITIONAL INFORMATION, PLEASE REFER TO THE DEPARTMENT'S FLOOD EMERGENCY OPERATIONS MANUAL (FEOM).***

## COMMON RESPONSIBILITIES FOR ALL PERSONNEL

- 1) Receive assignment, including:
  - a. Job assignment
  - b. Cost object number (if applicable)
  - c. Reporting location and time
  - d. Travel instructions
  - e. Point of contact
  - f. Duration of duty
- 2) Assess personal readiness for the anticipated incident and climate (medications, money, computer, medical record/allergies, cell phone chargers, snacks/food/water, etc).
- 3) Acquire work materials anticipated to be needed at reporting location (go-kit).
- 4) Upon arrival at the reporting site, check-in at the designated location. Check-in sites may be an Emergency Operations Center, Incident Command Post (ICP), Incident Site, Base or Camp, or a Staging Area
- 5) Upon check-in, receive briefing from Incident Commander, Section Chief, Unit Leader, or Branch Director, as appropriate.
- 6) Acquire any additional work materials at site.
- 7) Ensure compliance with all safety practices and procedures. Report unsafe conditions to the Safety Officer and/or Section Chief.
- 8) Report any signs/symptoms of extended incident stress, injury, fatigue, or illness for yourself or coworkers to your Section Chief.
- 9) Know your assigned communication methods and procedures for your area of responsibility and ensure that communication equipment is labeled and operating properly.
- 10) Use clear text and ICS terminology (no codes) in all radio communications.
- 11) Complete forms and reports required of the assigned position and ensure proper disposition of incident documentation as directed by the Documentation Unit.
- 12) Participate in incident meetings and briefings, as required.
- 13) Maintain unit records and documentation, including Unit Log (ICS 214) and/or entry into FOCIS (as applicable).
- 14) Once demobilized, brief shift replacement on ongoing operations.
- 15) Respond to demobilization orders and brief subordinates of orders, as applicable
- 16) Return all assigned equipment to appropriate location(s).
- 17) Complete Demobilization Check-Out process before returning to home base.
- 18) Participate in any After Action activities as directed and/or requested.