

CITY OF LAKEPORT



BASIC PLAN

EMERGENCY OPERATIONS

INTRODUCTION

The City of Lakeport Emergency Plan (EOP) identifies the City's emergency planning, organization, policies, procedures, and response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies. The plan also addresses integration and coordination with other governmental levels when required

This Emergency Plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Lakeport
- Identifies the responsibilities, policies and procedures required to protect the health and safety of the City of Lakeport population, public and private property, and the environmental effects of natural and technological emergencies and disasters
- Establishes the operational concepts and procedures associated with field response to emergencies, and City Emergency Operations Center (EOC) activities

This plan is based on the functions and principles of the California Standardized Emergency Management System (SEMS), National Emergency Management System (NIMS), Incident Command System (ICS), and identifies how Lake emergency operational system fits in the overall California emergency management system during response and recovery operations. **It is important to stress that this plan is based upon "Functions", not the number of personnel.** One person MAY be called upon to perform all functions as needed. In a major event, the duties of each function can be assigned to individuals as the staff size grows to respond appropriately to the event.

The plan addresses how the City will respond to extraordinary events or disasters: from preparation through recovery. A hazard analysis is also included in the plan. The responsibilities of each department are identified in matrices, which are based on each identified hazard or threat. The development of departmental Standard operating Procedures (SOPs) is discussed, including what each department will include in its own SOP

The City of Lakeport Emergency Plan will be approved by the City Council and signed by the Mayor. The City's Office of Emergency Services (OES) is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required. Each department manager is responsible for reviewing It's SOP on an annual basis and coordinating the revisions of the procedures with the City Office of Emergency Services. Other agencies serving Lakeport are responsible for the following of this plan, and developing procedures to fulfill their stated responsibilities. The City's Office of Emergency Services will be responsible for maintaining records of revisions.

CONCEPT OF OPERATIONS

The City of Lakeport response to disaster is based on four phases:

- Increased readiness
- Initial response operations
- Extended response operations
- Recovery operations

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. In coordination with the City and Incident Commanders, the City Office of Emergency Services Coordinator will determine the phase and initiate the appropriate level of alert for response agencies, including the activation of, the Emergency Operations Center (EOC) as required.

Increased Readiness

Upon receipt of a warning or observation that an emergency situation is imminent or likely to occur soon, City Office of Emergency Services will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- Issuance of a credible long-term earthquake prediction
- Receipt of a flood advisory or special weather statement
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity
- An expansive hazardous materials incident
- Information or circumstances indicating potential acts of violence or civil disturbance
- Information or circumstances indicating breach of national security

Increased readiness activities may include, but are not limited to the following activities:

- Briefing of City Administrator and key officials or employees about the situation
- Reviewing and updating of the Emergency Plan and related SOPs
- Increasing public information efforts
- Inspecting critical facilities and equipment including testing warning and communication systems
- Recruiting of additional staff and Disaster Service Workers (DSW)
- Warning threatened elements of the population
- Conducting precautionary evacuations in the potentially impacted area(s)
- Mobilizing personnel and pre-positioning resources and equipment
- Establishing or activating staging areas

Initial Response Operations

The City of Lakeport initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command system (ICS) to organize response to the emergency or disaster.

Examples of initial response activities include:

- Making all necessary notifications, including Cal EMA (formerly the Governor's Office of Emergency Services).
- Disseminating warnings, emergency public information, and instructions to the citizens of Lakeport
- Conducting evacuations and/or rescue operations
- Caring for displaced persons and treating the injured
- Conducting initial Safety and damage assessments and surveys
- Assessing need for mutual aid assistance
- Restricting movement of traffic/people and unnecessary access to affected areas
- Establishing Unified Commands
- Coordinating with county, state and federal agencies working in the field
- Developing and implementing Incident Action Plans

Extended Response Operations

The City of Lakeport extended response activities are conducted in the field and at the Emergency Operations Center (EOC). City of Lakeport EOC is located at the Lakeport City Hall, 225 Park Street, Lakeport, California.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the effects of the disaster.

Examples of extended response activities include:

- Preparing detailed safety and damage assessments
- Operating mass care facilities
- Conducting Coroner operations (as directed by the Sheriff's Department)
- Procuring required resources to sustain operations
- Protecting, controlling, and allocating vital resources
- Documenting situation status
- Restoring vital utility services
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing Action Plans for extended operations
- Disseminating of emergency public information
- Declaration of a local emergency
- Prioritizing resources allocation
- Inter/multi-agency coordination

SEMS/NIMS Functions: EOC staff will be organized in accordance with the five Standard Emergency Management System (SEMS/NIMS) functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The components and principles of **SEMS/NIMS** will be used by the EOC staff to manage disaster operations. EOC staff will establish measurable and attainable objectives to be achieved for each operational period.

Commented [sh1]: Is there a need to identify an alternate EOC location in the event that City Hall is within the affected area of a given emergency; for example a rising lake?

An Emergency Operations Center (EOC) Action Plan Must Be Developed For Each Operational Period.

When the Emergency Operations Center is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will be established between the Operational Area EOC, and the OES Coastal Region REOC. Multi-agency and/or inter-agency coordination with EOC staff will be used to facilitate decision making for overall local government level emergency response activities.

Mutual Aid: Lakeport is within the California Emergency Management Agencies (Cal EMA) Mutual Aid Region II. The mutual aid region facilitates multi-agency and multi-jurisdictional resource coordination, particularly between State OES and the Operational Area, including state agencies, local governments and special districts in emergency operations. The Mutual Aid system can provide resources for Law Enforcement, Coroner, Emergency Medical, and Fire Services.

Within the framework of the California Disaster and Civil Defense Master Mutual aid Agreement, several discipline specific mutual aid coordinators will operate from the Lake County Operational Area EOC, (i.e. fire and rescue, law enforcement, medical, public health, and public works). Mutual aid requests for resources from these disciplines will be coordinated through the coordinators at the County Operational Area EOC.

When the Lake Operational Area EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators. All other requests for assistance will flow through the appropriate Operational Area SEMS/NIMS function. The Operational Area, when requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

Recovery Operations

As the immediate threats to life, property, and the environment subsides, the rebuilding of Lakeport will begin through various activities.

Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the operational area.

Recovery Operations overview can be found in the "Recovery Operations Section" of this plan. The Recovery Operations Section covers the recovery process in detail, describing roles and responsibilities and procedures for accessing the federal and state disaster assistance programs that are available to individuals, businesses, special districts, and the county.

Examples of recovery activities include:

- Restoring all utilities
- Establishing and staffing Local Assistance, Centers and Disaster Assistance Centers
- Applying for state and federal assistance programs
- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining recovery costs associated with response and recovery.

CONTINUITY OF GOVERNMENT

The concept of Continuity of Government is comprised of three elements: Standby Officers for the Governing Body, temporary Seat of Government and Preservation of Vital records.

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established sets of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels shall be responsible for providing continuity of effective leadership and authority, and direction of emergency operations and management of recovery operations. To this end, it is particularly essential that Local Governments, all Special Districts and Lake County Government continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

City of Lakeport Director of Emergency Services

The City Council has appointed the City Manager to the position of Director of Emergency Services. Should the Director of Emergency Services be unable to serve, individuals who hold permanent appointments to the following positions in government will automatically serve as Acting Director, in the order shown, and serve until a successor has been appointed by the City Council, and seated. An individual serving as Acting Director will have the authority and powers of the Director.

1st Alternate: Assistant City Manager
2nd Alternate: Police Chief

Commented [sh2]: Not a position the City currently employs.

Lines of Succession

California Government Code Section § 8638, Article 15, Chapter 7, Division 1, Title 2 requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads. The succession list complying with Article 15 for the City of Lakeport is provided in ordinance **832 (2004)**.

Reconstitution of the Governing Body

California Government Code Section 8635 et seq., Article 15, Chapter 7, Division 1 Title 2, establishes a method for reconstituting the governing body. It authorizes that, should all members including all standby officers, be unavailable; temporary officers shall be appointed by the Chairman of the board of the county in which the political subdivisions located or by the Chairman of the board of any other county within 150 miles. California Government Code Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exist and a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

California Government Code Section 23600, Article 1, Chapter 4, Division 1, Title 3 provides that the City Council shall designate one or more alternative temporary city seats within or outside of City boundaries (The city can not purchase real property for seats outside City boundaries). A resolution designating the alternative City seats must be filed in appropriate City/County and in any alternative City/County. Additional seats may be designated subsequent to, the original site designations as circumstances warrant. These sites must conform to the provisions of the Americans with Disabilities Act (ADA). The designation of a temporary alternative, seat for City of Lakeport is under review by the City Council.

1st Alternate:

2nd Alternate:

Preservation of Vital Records

City of Lakeport City Clerk's Office is responsible for the preservation and protection of vital records consistent with respective laws, ordinances and available technologies. Each department within the city will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, and historical information.

Vital records also include those records essential for: emergency response, recovery operations, including utility system maps, emergency supplies, equipment locations, emergency operational plans, procedures and personnel rosters.

These vital records will be essential to the re-establishment of normal city government functions, serving to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of the City of Lakeport.

Lake County Lines of Succession

Department	Successor Title/Position
City Manager	_____
Police Chief	_____
District Fire Chief	_____
City Attorney	_____
Public Works Director	_____
Community Development Director	_____
_____	_____
_____	_____

RELATIONSHIP TO THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

The City of Lakeport is responsible for emergency response within its geographical boundaries. The California Emergency Services Act requires the city to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters, it is required to coordinate emergency operations with OES Coastal Region and, in some instances, other Operational Areas and local government.

Under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the City of Lakeport has responsibilities at two levels: The **Field Response** and **Local Government** levels.

At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the City of Lakeport level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with Cal EMA Coastal Region EOC.

The following diagram depicts the relationship between local governments, special districts, the Lake County Operational Area, and the State OES Coastal Region Emergency Operations Center (REOC).

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

FIVE LEVEL EMERGENCY RESPONSE ORGANIZATION CHART

“CALIFORNIA EMERGENCY OPERATIONS CENTER”
THE STATE

“COASTAL REGION EMERGENCY OPERATIONS CENTER”
THE REGION

“LAKE COUNTY EMERGENCY OPERATIONS CENTER”
THE OPERATIONAL AREA

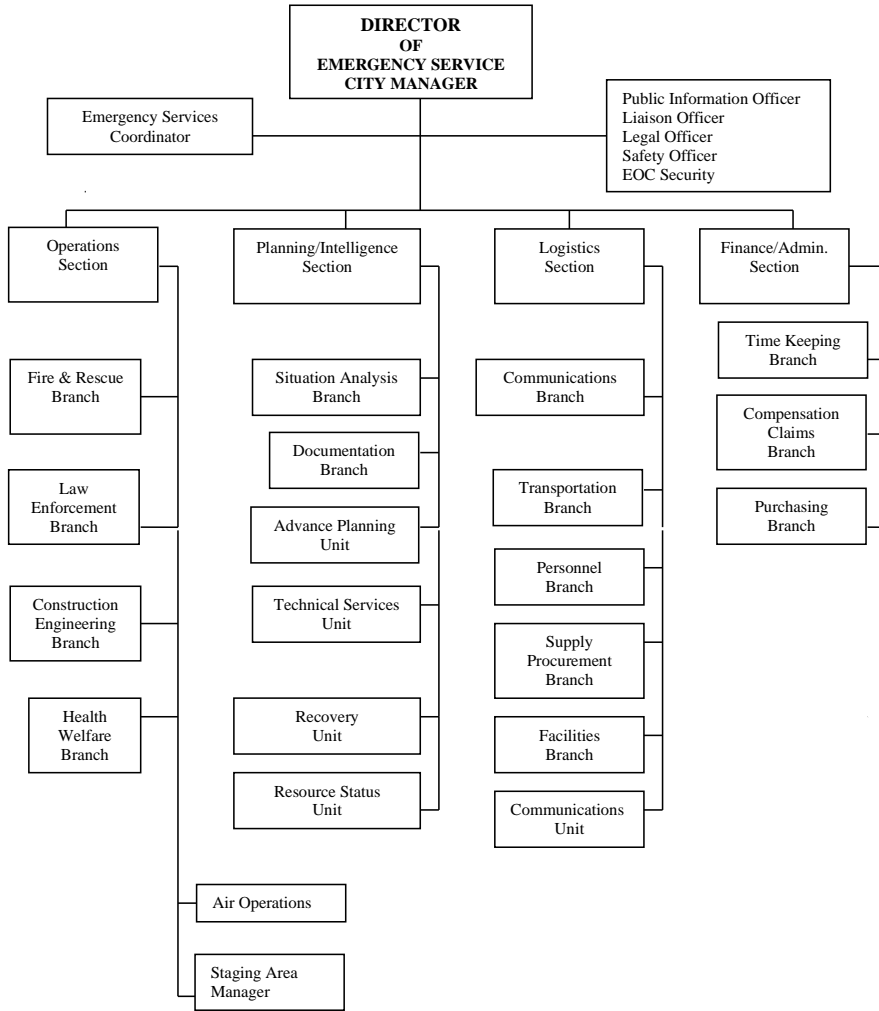
“EMERGENCY OPERATIONS CENTER”
THE LOCAL GOVERNMENT LEVEL

**“FIELD INCIDENT COMMAND POSTS
DEPARTMENTAL OPERATIONS CENTERS”**
THE FIELD LEVEL

Cal EMA
Administrative Regions (3) and Mutual Aid Regions (6)



**CITY OF LAKEPORT
EMERGENCY MANAGEMENT ORGANIZATION**



The emergency response organizational structure is somewhat different than daily operations structure. Each city department may be assigned the responsibility for one or more functions listed in the emergency organization. Some departments normally operating independently will be consolidated under a single function. Assignment of responsibilities is the function of the Director of Emergency Services or an appointed designee.

HAZARD ANALYSIS SUMMARIES

A natural and technological analysis has been conducted for the City of Lakeport. It recognizes that the planning process must address each hazard that threatens the Operational Area. There are three board categories of hazards: Natural, Technological (man-made) and National Security.

The analysis indicates that the City of Lakeport is subject in varying degrees to the effects of the following:

Natural:

Earthquake
Volcano Activity
Extreme Weather
Flooding/Flash Flooding
Landslides/Mud Flows
Interface Wildland Fire

Technology/National security:

Transportation Accident
Hazardous Material Incident
Dam Failure
Energy Shortage
Civil Disturbance Activities
Terrorist Activities
National Security Advisory System

Geography

The City of Lakeport comprises of approximately 2.5 square miles, located on the North Shore of Clear Lake. To the west are State Highways 29 and 175. The city economy is based on agriculture and tourism. Lakeport is a full services city with a population of approximately 6,000. During peak tourist season, from Memorial Day to Labor Day, the average daily population may reach 20,000. Lakeport is the county seat.

Law Enforcement services are provided by the City of Lakeport. Fire and EMS Services are provided by the Lakeport Fire Protection District. Lakeport is served by Sutter-Lakeside Hospital.

EARTHQUAKE

The primary, large-scale threat to the City of Lakeport is an earthquake. A major earthquake occurring along the California North Coastal Region could result in high casualties, extensive property damage, fires, flooding, hazardous material incidents, and other ensuing hazards. The geology of the Northern California Coastal Region is distinct from the rest of California. Geologists and seismologists find the region of special interest because of the San Andreas Fault, which is within 30 miles to the west, the Hayward fault, and Rogers fault extension into the Mayacamas fault which is within 10 miles to the west of Lake County. Throughout Lake County there are several small active faults, with most centered in the Cobb Mountain area. Minor earthquakes occur almost daily in the south county geothermal fields near the geysers influenced region. A major threat to the entire Northern California region is the Mendocino Triple Junction in Humboldt County, where three plates, the Gorda, the North American, and the Pacific are in contact. The region is part of the Cascadia Subduction Zone (CSZ) and vulnerable to an earthquake up to the 9.0 magnitude range. The Cascadia Subduction Zone runs from the Cape Mendocino area of Humboldt County to north of Vancouver Island off British Columbia, Canada. As evidence of the high potential of seismic activity in the region, the Berkeley Seismographic Station catalogues of California seismicity consistently show the North Coastal Region to be the most seismically active in the state. Historic records indicate that at least 50 damaging earthquakes have occurred since the mid-1800. The intensity recorded at a location will be dependent on the magnitude and type of earthquake, the ground acceleration, duration of the shaking, distance from the epicenter and the type of earth materials that underlie the location. The intensity is measured according to the Modified Mercalli Intensity Scale, which ranges from I (not felt) to XII (total damage with visible ground surface waves). Of the major historic earthquakes recorded on the North Coastal region, 23 of them have had intensities of VII to VIII. Within this range of intensity, poorly to moderately well designed buildings may suffer structural damage (including partial collapse), liquefaction of some saturated sediments and potential ground rupture. California North Coast Region, specific hazards include:

- Ground failure in the coastal lowlands, resulting in damage to foundations and utility lines.
- Fire associated with damaged electrical and gas lines
- Landslides, affecting transportation and communication routes
- Ground rupture
- Damage to bridges and overpasses

MODIFIED MERCALLI INTENSITY SCALE

Intensity Description

- | | |
|------|---|
| I. | Not felt, Marginal and long period effects of large earthquakes. |
| II. | Felt by persons at rest, on upper floors or favorably placed. |
| III. | Felt indoors. Hanging objects swing. Vibration similar to passing of a light truck. May not be recognized as an earthquake. |
| IV. | Hanging objects swing. Vibration similar to passing of a heavy truck, or sensation of a jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frames creak. |

- V. Felt outdoors. Direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters pictures move. Pendulum clocks stop, start, change rate.
- VI. Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry cracked. Small bells ring (church/school). Trees, bushes shaken visibly or heard to rustle.
- VII. Difficult to stand. Hanging objects quiver. Furniture broken. Damage to masonry including cracks. Weak chimneys broken off at roofline. Fall of plaster, loose bricks, stones, tiles, cornices, also embraced parapets and architectural ornaments. Waves on ponds, water turbid with mud. Small slides and caving in and sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
- VIII. Steering of vehicles affected. Damage to masonry C; partial collapse. Some damage to masonry B, none to masonry A. Fall of some and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, and elevated tanks. Frame houses moved on foundations if not bolted down, loose panel walls thrown out. Decayed pilings broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
- IX. General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structure, if not bolted, shift off foundations. Frames crack. /Serious damage to reservoirs Underground, pipes broken. Conspicuous cracks in ground. In alleviated areas, sand and mud ejected, earthquake fountains, sand craters.
- X. Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals/rivers, lakes, etc:
Sand and mud shifted horizontally on beaches and **Rat land**. Rails bent slightly.
- XI. Rails bent greatly. Underground pipelines completely out of service.
- XII. Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Commented [sh3]: Rat land?

MOUNT KONOCTI VOLCANO

Mount Konocti is part of the Cascade Range, a chain of volcanoes that runs from northern California into British Columbia. Mount Konocti is one of sixteen areas in California identified as likely to experience volcanic eruption. Recent volcanic deposits dating only a few thousand years ago and the presence of geothermal resources suggest an event should be included as an identified threat.

EXTREME WEATHER

The City of Lakeport is susceptible to extreme weather/storm conditions. An extreme weather/storm condition is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damage, depending upon the type of weather situation. Damage, may

range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction from a tornado. Extreme weather such as a drought can have long-term economic repercussions.

FLOODING/FLASH FLOODING

Clear Lake is a 68 square mile natural lake with a 100 mile rim laced with communities. The lake has a frontline seat to over 458 square miles of watershed and secondary blue line streams. The region is laced with numerous streams, creeks and drainages that are impacted by an average rainfall ranging from more than 60 inches per year at ridge tops to 28 inches per year at the lake level. These creeks and waterways are usually subject to some form of flooding during the annual wet, winter rain season. The degree of flooding is dependent upon topography, vegetation, the duration and intensity of rain and consequent storm water runoff. Winter storms can generate heavy rainfall action along the coastal mountainous areas. Clear lake is fairly broad, with extensive low lands, which includes portions of the City of Lakeport. Generally, the Lake rises freely during heavy winter storms, causing damaging floodwaters.

Community detention and diversion structures are vulnerable when the Clear Lake level rises above 7.56 feet at the Rumsey Gage. These structures include sanitation district ponds and levees.

Wastewater Treatment Facilities

Wastewater generated in urban areas is principally treated at public wastewater treatment plants; however, septic systems are used in rural and some residential areas where wastewater treatment systems are not economically feasible. Wastewater treatment systems have the potential to contaminate surface water as a result of direct discharge, ex-filtration, storm-induced overflows, and accidents or equipment failures. There are eighteen wastewater systems within the Clear Lake watershed, including nine sewage treatment systems, which are designed to collect, treat, and dispose of municipal wastewater without discharge to any surface water. Wastewater treatment facilities are impacted by high lake levels, as the collection systems for lakefront developments become inundated, resulting in significant inflow to the systems. Discharge of raw and treated wastewater is prohibited within the Clear Lake Basin. This results in overloading pumping facilities and storage reservoirs causing overflows into tributaries of Clear Lake. The two treatment facilities near the lake within the City's jurisdiction, which are vulnerable, include:

Northwest Wastewater Treatment Facility

Lyon's Creek reservoir contains reclaimed wastewater from the Northwest Regional Wastewater Facilities located about 1.5 miles northwest of the city of Lakeport and is 1.7 miles from Clear Lake. Access is from Highway 29 west of the City of Lakeport. The dam is an earth structure on a tributary to Lyons Creek and Clear Lake. The reservoir is emptied each summer by irrigating surrounding pasture lands. During the annual rainy season treated and disinfected wastewater is stored in the reservoir until irrigation can resume. The capacity of the reservoir is 870 acre-feet. Sixteen pumping stations serve this facility, all which are subject to lake, or high groundwater inundation. Additionally, during heavy inflow several pumping stations from the Lakeport Municipal District can reroute their wastewater to this facility in order to prevent their facility from overflowing.

City of Lakeport Municipal Sewer District

The city of Lakeport operates a wastewater treatment plant on Parallel drive, southwest of downtown Lakeport. The waste treatment plant is approximately 1.6 miles from Clear Lake. The wastewater collection system has nine pumping stations, three of which are located within 30 to 60 feet of Clear Lake. The pumping stations have alarms for occurrences such as

pump failure, high water level, power failure, or communications failure. There have been system failures and discharges during high lake level floodwaters. Treated water is stored in a 650 acre foot reservoir during winter months.

LANDSLIDES

Landslides include all movements of soil, rock or debris as a result of falling, sliding or flowing. The triggering cause may be heavy rainfall or seismic activity. An untimely occurrence of a large earthquake during or soon after a sustained period of moderate to heavy rainfall could produce a landslide problem of monumental proportions. Debris flows and associated storm-triggered landslides have caused most of the deaths and much of the structural damage attributed to land sliding in California. Such incidents have occurred frequently in the past and as growth and development place more people, more structures and more roadways in areas susceptible to landslides, the potential destruction and cost of storm related landslides becomes greater and greater.

During severe storm activity, debris avalanches and debris flows may be triggered in both rural and urban areas, smashing structures, blocking roads, severing utilities and water supply, and injuring or killing people. Damage control and disaster relief may be required from local agencies, private organizations, and state and federal governments. Emergency operations may be seriously hampered by closure of major highways and main roads and loss of communications. Evacuation of dangerous areas may be necessary. Extensive efforts may be required to rescue trapped persons, recover bodies, remove debris, assist in reestablishing vital public services and utilities, and offer continuing care and shelter to affected persons.

Rolling hills and ridges: The hills and ridges are characterized by very rolling slopes and by sharp differences in the strength and stability of the geological materials underlying the surface soils. These differences are generally expressed by the lack or presence of landslide deposits, which are widely but unevenly distributed on the slopes. Most landslide damage has taken place within pre-existing landslide deposits. Lake county could be isolated if State Highway 20, 175, and 29 were impacted by landslides or large debris flow.

Landslides constitute one of the principal hazards to structures, roads, and utilities. A typical soil debris avalanche in Lake County involves a few hundred cubic yards of soil and colluvium and is the result of total saturation. Cache Creek Slide Zone produces a significant debris/flow.

TRANSPORTATION ACCIDENTS

A major transportation emergency involving truck, bus, small plane, helicopter, a number of automobiles or any combination of vehicles can cause casualties and major road blockage. The time of day will compound the problems of traffic control and the ability of emergency response teams to treat and transport victims to hospitals. The main north/south transportation route to Lakeport is State Highway 20 that travels through several communities. State Highway 29 is heavily used most hours of the day and the control of vehicular traffic will be the primary problem at any time. It will be essential to expedite the flow of emergency response vehicles through the area and divert nonessential traffic. In those cases where emergency traffic movement requirements exceed available road space traffic must be rerouted with alternate routes and closure points.

HAZARDOUS MATERIALS

The production of and use of hazardous materials has become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety and the environment. A hazardous materials incident involves the uncontrolled release of hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by travelers and hazardous materials transports. Because of the multitude of hazardous substances being transported, incidents are more likely to occur along highways. Fixed facilities do have occurrences of hazardous materials incidents as well however, stringent facility safety requirements help limit these occurrences at fixed facilities. Fixed facilities include small chemical manufacturing or processing facilities, manufacturing and light industrial facilities. The agricultural businesses in Lake County may also be a source of hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agriculture chemicals may be harmful to the public health, safety and the environment. Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a public health and safety hazard and a threat to the environment. The State of California designates a CUPA (Certified Unified Program Agency) for each county and certain cities. The CUPA is responsible for writing and updating a Hazardous Materials Area Plan (for the public safety response in the jurisdiction) and providing guidelines for the Business Plan for local businesses designated as handlers of hazardous materials. In Lake County, the designated CUPA is the Division of Environmental Health Services, Public Health Department.

WILDLAND FIRES

California has a wildland fire potential that is found nowhere else on earth. Each year, wildland fires burn thousands of acres of land in the State of California with, major destruction. Wildland fire hazards exist in varying degrees throughout Lake County. The fire season extends approximately 5 to 6 months, from late spring through fall. Hazards arise from a combination of reasons: the undeveloped and rugged terrain, highly flammable brush covered land, thunderstorms, and long, dry summers. There are heavy fuel loads, especially in watershed areas unaffected by fire for many years. These slopes are often steep, with narrow twisting roadways and dead ends, which present difficulties for emergency equipment access and evacuation procedures. In ridge top areas, water supplies can be rapidly depleted, hampering fire control efforts. Wildland-Urban interface is a matter of great concern. The aftermath of a wildland fire produces a new area of potential landslide as burned and defoliated areas are exposed to winter rains.

ENERGY SHORTAGE

Energy shortage has a potential impact on the City of Lakeport. Disruption of current distribution systems for electricity can impose restrictions on the general community. Medical issues addressing life support systems, emergency generator power systems and general response systems can be hampered. In the event of a major situation causing a long term closure of State Highway 20, 29 and 175, and/or restrictions on available petroleum products for the consumer is imposed, daily community activities would come to a stand still.

Electricity is distributed to the county on 115,000-volt transmission lines, which travel east to west from the Sacramento Valley. The county electricity distribution system inter-tie originates from several locations including Lake Shasta generating plants.

CIVIL DISTURBANCE

Civil disturbances include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, or economic issues and/or events. The effects of civil disturbances are varied and are usually based upon the type, severity, and scope and duration of the disturbance. The effects of civil disturbances include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, and injuries and potentially loss of life;

TERRORISM

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war. Most terrorist activities are bombing attacks. Principal targets include high-population areas, military personnel and facilities, commercial establishments, and government buildings and property. The effects of terrorist activities can vary significantly, depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries and loss of life. Lake County may not be considered a "high profile" candidate for terrorist activity, however it must consider that terrorists protesting local/national issues could target or use the area as a test site by groups in preparation for a larger attempt.

Geographically, consideration must be given to Clear Lake and Cache Creek waters, as it flows towards the Sacramento Valley populated region and inter-ties with other State of California waterway systems. Criminals, terrorists, or the mentally deranged could potentially use Weapons of Mass Destruction (WMD). Mass casualties and extensive property damage are the trademarks of weapons of mass destruction, making their detection and prevention a public safety priority. Weapons of mass destruction may come in various forms with the use of chemical, biological, radiological, nuclear, or explosives.

NATIONAL SECURITY ADVISORY SYSTEM

The Federal Homeland Security and California Homeland Security offices have developed and implemented a National Security Advisory System as an effective means to disseminate information regarding the risk of "terrorist acts" to Federal, State, and Local authorities and the American people.

The Homeland Security Advisory System has been established with five "Threat Conditions", each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

Low	= Green
Guarded	= Blue
Elevated	= Yellow
High	= Orange
Severe	= Red

The higher the Threat Condition the greater the risk of terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat conditions may be assigned for the entire Nation, or they may be set for a particular geographic area, or industrial sector. The Federal and California Homeland Security offices shall review assigned Threat Conditions at regular intervals to determine whether adjustments are warranted. It should be noted that the assignment of a high Threat Condition does not guarantee that a terrorist attack will occur, and the assignment of low condition does not guarantee that an event will not occur. These conditions are only indicators of risk.

STANDARD OPERATING PROCEDURES

The City of Lakeport Emergency Plan is under constant and on-going review. The Plan will be revised and re-issued as necessary to reflect current needs. Each Department must develop and update their Standard Operating Procedures (SOPs).

Standard Operating Procedures will contain, in detail, those actions that are necessary to fulfill the SEMS/NIMS functional responsibilities under this plan. Each of the Standard Operating Procedures will include information such as increased readiness activities, procedures for recalling departmental personnel, disaster assignments, and resource lists.

Under each heading for each SEMS/NIMS section, branch or unit, a descriptive list of what specific information will be in the SOPs. Once the SOPs are completed, they must be reviewed by the City Emergency Services Coordinator and the Lake County Emergency Services Coordinator to ensure that the SOPs are consistent with current City and County Ordinances, rules, regulations, procedures and State laws. During emergency response, strict adherence to the SOPs by departments is not required. Departments may deviate from SOPs to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the Emergency Operations Center (EOC).

Office of Emergency Services

Increased Readiness Phase:

- Review and update City of Lakeport Office of Emergency Services SOP's.
- Check and expedite any repairs to the EOC and equipment, including testing all emergency systems. Review procedures for pre-positioning resources and equipment.
- Review and update processes and procedures for briefing the City Manager, Mayor and employees of the impending emergency/disaster situation.
- Coordinate with the Administration/City Managers Office to review and revise the process and procedures for increasing public information releases.
- Coordinate with the Administration/City Managers Office, the process and procedure for recruiting volunteers and additional staff, including the procedure for registering the volunteers as Disaster Service Workers.
- Prepare to mobilize resources, volunteers and staff for assistance.
- Coordinate with the Police Department and the Fire District. Test the process for managing incidents at the field level, using the Incident Command System.
- Determine which state and federal agency could be operating in the field and make initial contact.
- Coordinate with the Police Department and the Fire District. Test the process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.
- Review maps of specific hazards (i.e., flood inundation zones, population impact zones, waterways during HAZMAT releases, etc.) to be used by various departments and emergency responders.

- Revise Emergency Operations Center (EOC) standard operating procedures (SOPS), based on new conditions.

Office of Emergency ServicesInitial Response Operations:

- Coordinate with the Police Department and the Fire District to develop procedures to disseminate warnings, emergency public information, and instructions to citizens.
- In Coordination with the Administration/City Managers Office, develop draft language for declaring a local emergency, including instructions on how to request a concurrence from the Director of Cal EMA, how to request a gubernatorial proclamation of a state of emergency, and how to request a presidential declaration.
- Coordinate with the Fire Services and Law Enforcement. Develop procedures to disseminate warnings, emergency public information, and instructions to City of Lakeport residents.
- Develop procedures for drafting and declaring a local emergency, including how to request a concurrence from Cal EMA, how to request a gubernatorial proclamation of a state of emergency, and how to request a presidential declaration.

Extended Response Operations:

- Coordinate with the Administration/City Managers Office; develop the process and procedure for maintaining a local emergency for an extended period of time. Develop the process and procedure for responding to media inquiries for the duration of the emergency.
- Develop procedures for the activation, operation, and deactivation of the City of Lakeport Emergency Operations Center (EOC). Develop procedures and the process for communicating with surrounding jurisdictions, and special districts in serving the City of Lakeport.

Recovery Operations:

- Develop procedures for the organization and preparation of the after-action report. In coordination with the Finance department and Administration, develop the procedures and processes used for recovery operations. Develop procedures for applying for state and federal disaster assistance programs.
- Coordinate with the Public Works and Community Development Departments to identify the process for conducting and analyzing potential hazard mitigation projects. In coordination with the Fire District, identify any residual hazards resulting from the emergency or disaster.

Police DepartmentIncreased Readiness:

- Identify alternate government facilities, based on the hazard situation. Develop procedures for reviewing and updating City of Lakeport Law Enforcement SOPS. Identify the process and develop procedures for checking critical police department facilities and equipment, including testing systems.
- Develop procedures for mobilizing Police Department personnel and pre-positioning resources and equipment. In coordination with the Fire District, develop process and procedures to warn threatened areas of the community.
- Coordinate with the Fire District to develop a process for managing incidents, at the field level, using the Incident Command System.

Initial Response Operations:

- Coordinate with the Fire District to develop procedures to disseminate warnings, emergency public information, and instructions to City of Lakeport residents.
- Develop procedures for responding to:
 - Flooding/Flash Flooding
 - Landslides
 - Transportation Accident
 - Hazardous Material Incident
 - Interface Wildland Fire
 - Offshore Spill
- Develop procedures for initiating:
 - "Windshield survey "damage assessment following an immediate impact
 - Perimeter management, including access control
 - Isolating the incident and controlling access to the incident
 - Requesting and activating law enforcement mutual aid system
 - Operations to safeguard evidence
- Develop procedures for evacuations, movement operations, traffic and crowd control operations, including the identification of evacuation routes, evacuation reception areas, shelter locations, and security.
- Take into consideration specific planning requirements that are identified within the hazard analysis, in particular for human safety elements. Ensure that all items under the Americans with Disabilities Act are covered for evacuation and movement operations.

Extended Response Operations:

- Develop the process and concept of operations for EOC operations, including the communication and coordination protocol between the field and EOC personnel.
- Coordinate with the Lake County Sheriff/Coroner to develop procedures for managing fatalities.

Lakeport Fire DistrictIncreased Readiness:

- Develop procedures for reviewing and updating Lakeport Fire District's major emergency and disaster response SOPs.
- Identify the process and develop procedures for checking critical Fire District's facilities and equipment, including testing systems.
- Develop procedures for mobilizing Fire District personnel and pre-positioning resources and equipment.
- In coordination with the Police Department and the City Office of Emergency Services, develop a process for managing incidents, at the field level, using the Incident Command System.
- In coordination with the City Office of Emergency services and the Police Department, develop a process for communicating with and directing the central dispatch center, including the, activation of the Emergency Alert List.
- In coordination with the Sheriffs Department, develop the process and procedures to warn threatened elements of the population.
- Ensure that hazardous material procedures are consistent with the Lake County Hazardous Materials Area Plan.

Initial Response Operations:

- In coordination with the Police Department, Sheriff's Department, and Office of Emergency Services, develop procedures to disseminate warnings, emergency public information, and instructions to City of Lakeport residents.
- Develop procedures for responding to and managing:
 - Transportation Accidents
 - Hazardous Material Incidents
 - Extreme Weather
 - Flooding/Flash Flooding
 - Landslides
 - Interface Wildland Fire
 - Earthquakes/Volcano
 - Major Structure Fires
 - National Security Threat Level System
 - Law Enforcement Support - Civil Disturbance Activities
 - Law Enforcement Support - Terrorist Activities
- Develop procedures for initiating:
 - Implementing Incident Action Plans
 - "Windshield survey" damage assessment following major impact
 - Medical operations, including triage operations
 - Needs assessment: activation of the Fire-Rescue mutual aid system
 - Rescue operations, including swift water rescues
 - Evacuation and Urban Search & Rescue
 - Medical care/triage and injured treatment coordination

- Take into consideration specific planning requirements identified in the hazard analysis, in particular for hazardous materials.

Extended Response Operations

- Develop the process and; concept of operations for the Fire-Rescue Branch during an Emergency Operations center activation, including the communication and coordination protocol between the field and EOC fire personnel.

Public Works Department

Increased Readiness:

- Develop procedures for reviewing and updating Public Works SOPs.
- Identify the process and develop procedures for checking critical Public Works facilities and equipment, including testing systems.
- Develop procedures for mobilizing public Works personnel and pre-positioning resources and equipment.

Initial Response Operation:

- Develop procedures for responding to:
 - Earthquake/Volcano
 - Extreme Weather
 - Flooding
 - Landslides/Mud Flows
 - Transportation Accidents
 - Hazardous Material Incident
 - Fire Services Support
 - Law Enforcement Support
- Develop procedures for initiating:
 - Damage assessment operations for critical facilities, including infrastructure
 - Repair and restoration activities for damaged facilities and infrastructure
 - Debris removal operations
 - Flood fighting activities and sand bagging operations
 - Hazardous waste clean up and disposal operations
 - Clearing and shoring operations for landslide and/or mudflow areas
 - Request for public works mutual aid

Extended Response Operations:

- In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.
- In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.
- Develop procedures for protecting, controlling, and allocating vital resources.
- Develop the procedure for restoring vital services.

- Determine need for mutual aid and/or private contractors.

Recovery Operations:

- In coordination with the Finance Department and the Office of Emergency Services, develop the procedures and processes used for recovery operations.
- In cooperation with the Planning Department, consider changes to current building codes, to include non-structural hazard mitigation.
- Develop procedures for continuing government operations, including the identification of alternate sites for the succession of City leadership.

Finance Department

Increased Readiness:

- Develop procedures for reviewing and updating Finance Department SOPs. Develop procedures for protecting vital records. Establish procedures and process for documenting the financial costs for disaster response and recovery related expenses.
- Establish procedures for manual accounting in the event computer systems fail.

Extended Response Operations:

- Develop procedures for procuring emergency resources to sustain operations.
- Implement the procedure for documenting the financial cost of disaster response and recovery operations (a disaster accounting system).

Recovery Operations:

- In coordination with the Office of Emergency Services and Administration, develop the procedures and processes used for recovery operations.
- Develop the process and procedure for tracking employees' time and issuing paychecks during disaster operations.
- Develop process and the procedures for submitting and processing workman compensation claims.

GENERAL EMERGENCY MANAGEMENT**GENERAL**

The City of Lakeport is part of Cal EMA Coastal Region. The City emergency management organization follows the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Response procedures for emergencies have been practiced during actual situations. The Standardized Emergency Management System and National Incident Management System are incorporated into exercises, however, department personnel and community base organizations require on-going additional training.

ORGANIZATION

Lakeport City Council has established the City of Lakeport Emergency Area comprising of community citizens, volunteers and departmental personnel therein and designated the Police Department as the lead agency for the City of Lakeport. The City of Lakeport disaster organization was created by the Lakeport City Council to develop and recommend for adoption all emergency and mutual aid plans and agreements, including this Emergency Operations Plan (EOP), and such resolutions, rules and regulations as are necessary to implement such plans and agreements.

The Lakeport City Council also created the position of Director of Emergency Services and assigned the City Manager to serve as Director of Emergency Services under Ordinance #832 (2004).

The Lakeport City Council does not exercise any Command and Control authority over emergency operations. However, it is up to the Lakeport City Council to determine if a Local Proclamation of Emergency exists and then confirms the Director of Emergency Services proclamation or proclaims the emergency.

The Lakeport City Council shall coordinate its liaison activities with the community and other jurisdictions within the Operational Area by using the Incident Command System guidelines.

The Director of Emergency Services is responsible for implementing the Emergency Operational Area Plan (EOP).

Under the City of Lakeport emergency organization, departments and agencies have specific roles and responsibilities for certain functions.

EMERGENCY OPERATIONS PLAN (EOP)

This Emergency Operational Plan is dated **June 2011** and shall be updated annually to meet the California Standardized Emergency Management System and National Incident Management System guidelines.

CITY EMPLOYEES AS DISASTER SERVICE WORKERS (DSW)

California Government Code Section 3100 provides that all public employees, by the fact of being paid as a public employee, are Disaster Service Workers (DSW) during a disaster, State of Emergency, State of War Emergency or Local Emergency. Public employees may be instructed by their employer to carry out disaster related activities within the course and scope of their employment.

EMERGENCY ACTION PLAN (EAP)

California Code of Regulations, Title 8, General Industry Safety Orders, Section 3220, requires each department and facility to prepare a disaster Emergency Action Plan (EAP). This plan is for internal departmental response to any emergency and will ensure that each employee is trained in their individual assignment under the plan. The plan shall include a notification to city employees detailing the requirements and responsibilities of being Disaster Service Workers, methods for all-hours call-up and accountability during an emergency, and require general overview training in the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and in the Incident Command System (ICS). The Emergency Action Plan shall be updated by the departments at least annually or as needed. The City of Lakeport Office of Emergency Services shall coordinate this planning effort.

AUTHORITIES

The following provides emergency management laws and authorities for conducting and/or supporting emergency operations:

CITY OF LAKEPORT

- Ordinance No. 832 (2004) adopting the City of Lakeport Emergency Organization and Function by the City Council.
- Resolution No. 2122 of the City of Lakeport City Council adopting the City of Lakeport Emergency Operations Plan by the City of Lakeport City Council dated October 9, 2002.

LAKE COUNTY

- Resolution of the Lake County Board of Supervisors adopting the California Disaster and Civil Defense Master Mutual Aid Agreement, dated, December 1950.
- Ordinance No. 2342 adopting the county of Lake Emergency Organization and Functions by the Lake County Board of Supervisors dated February 20, 1996.
- Resolution of the Lake County Board of Supervisors adopting, the Lake County Emergency Operational Area Plan dated February 20, 1996.

STATE

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)
- Standardized Emergency Management Systems (SEMS) and National Incident Management System (NIMS) regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code 8607 ET section).
- Hazardous Materials Area Plan Regulations, (Chapter 4 of Division 2, Title 19, Article 3, §2720 - 2728 of the California Code of Regulations) and (California Health and Safety, Code, Division 20, Chapter 6.95, Section § 25503.5)
- California Department of Water Resources Flood Control (California Water Code 5 128).
- Orders and Regulations, which MAY be selectively promulgated by the

Governor, during a STATE OF EMERGENCY.

- Orders and regulations, which MAY be selectively promulgated by the Governor to take affect upon the Existence of a STATE OF WAR.

FEDERAL

- Federal Civil Defense Act of 1950 (Public Law, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288. as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).