

# COUNTY OF YUBA



## EMERGENCY OPERATIONS PLAN

### ALL-HAZARDS

*Prepared by County of Yuba:  
Office of Emergency Services*

*Originally Adopted and Published: 1997  
Adopted: August 2015*



This page intentionally left blank

**Record of Review and/or Revision**

Date Reviewed	Date Approved	Remarks
1997	1997	EOP developed and adopted
2004	Not applicable	Bi-annual review with minor changes
2008	2008	Reviewed and approved by Disaster Council / BOS
July 2010	Not applicable	Bi-annual review with minor changes
August 2012	Not applicable	Bi-annual review with minor changes
July 2015	7/21/15	Reviewed and approved by Yuba County Emergency Services Disaster Council
August 2015	8/25/2015	Approved by BOS through resolution

2015 revision included a reformatting of the EOP for the sole purpose of ease of use. The position specific checklists have been removed from the basic plan and developed into a functional annex of the basic plan, identified as *Annex P: Operational Area Emergency Operations Center Position Checklists*.

# COUNTY OF YUBA

## EMERGENCY OPERATIONS PLAN

### FOREWORD

This version of the Yuba County Operational Area Emergency Operations Plan (EOP) is both an update and revision to three previous plans developed for the County in 1997, 2004 and 2008. This plan shall be used as a functional guide and strategic planning resource for both the County and the incorporated cities therein. It is meant to reflect the most recent advances in emergency operations at the local, state and federal levels. The most significant change to date has been the incorporation of those citizens with disabilities and or access and functional needs, as well as a “Whole Community Approach” to the development and updating of Emergency Operations Plans per CPG 101v.2. This plan has been updated accordingly. This EOP is exercised and updated per feedback of an after action review process. After the plan has been updated accordingly it is vetted through the County Disaster Council.

There are four parts to the County of Yuba Emergency Operations Plan:

**Part One** is the basic plan. It describes the County’s emergency management organization, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), roles, responsibilities, and administrative practices. It also provides a brief overview of the hazards faced in Yuba County. The basic plan is intended to be general in its application and provide for flexibility during response and recovery.

**Part Two** consists of an overview of the emergency management organization and how it functions during response and recovery operations. It provides a functional framework to implement SEMS and NIMS during response and recovery. Operational checklists can be found in *Annex P* of this document. It also provides an overview of public assistance programs.

**Part Three** contains a glossary of acronyms and definitions used in this plan.

**Part Four** is a compilation of County plans and hazard specific annexes that are cited as references to the Emergency Operations Plan and standard operating procedures (SOPs).

This plan is operational in design and should be used in conjunction with the State Emergency Operations Plan. It may also be cross referenced with the County of Yuba Multi-Hazard Mitigation Plan. The standard operating procedures listed in Part Four should be utilized as necessary. Departments within the County of Yuba and local governments who have roles and responsibilities identified in this plan are encouraged to develop emergency operations plans, detailed SOPs and emergency response checklists based on the provisions of this plan.

---

## Table of Contents

<b>Part I - Basic Plan</b>	1
Hazard Summary	4
Phases Of Emergency Management	7
County Of Yuba Emergency Organization	8
Standardized Emergency Management System (SEMS)	9
National Incident Management System (NIMS)	12
Incident Command System (ICS)	13
Emergency Operations Center	13
Agency Coordination	15
Mutual Aid	17
Continuity Of Government	19
Emergency Proclamations	23
Public Awareness And Education	24
Alerts And Warning	25
Public Information	27
Training And Exercises	28
Authorities And References	28
EOP Maintenance And Distribution	30
<b>Part II Emergency Management</b>	33
Overview: Command and General Staff	33
Management Section	34
Management Section / Command Staff	36
Operations Section	38
Operations Section Staff	39
Planning & Intelligence Section	41
EOC Action Plans	42
After-Action Reports	43
Planning & Intelligence Section Staff	45
Logistics Section	47
Logistics Section Staff	49
Finance Section	51
Finance Section Staff	54
Recovery Operations	56
Overview	56
Recovery Documentation	57
Assessments And Organization During Recovery	57
Recovery Disaster Assistance	59
After-Action Reports	66
<b>Part III - Glossary Of Terms</b>	67
<b>Part IV - Functional Annexes Table Of Contents</b>	93

---

---

EOP Attachments.....	A-1
Attachment 1: Sample Emergency Proclamation .....	A-2
Attachment 2: Sample After-Action Report Survey .....	A-3
 Annex A: Animal Care Services SOP	
Annex B: Care and Shelter SOP	
Annex C: ChemPack Deployment SOP	
Annex D: Extreme Temperature Emergencies SOP	
Annex E: Evacuations SOP	
Annex F: Hazardous Materials Response Area Plan	
Annex G: Multi-Year Training and Exercise Plan	
Annex H: Probation EOM	
Annex I: Sandbag Distribution SOP	
Annex J: Severe Weather Emergencies SOP	
Annex K: Slow-Rise Flood Event SOP	
Annex L: Tactical Interoperable Communications Plan	
Annex M: Disaster Area Identification and Credentialing SOP	
Annex N: Emergency Public Information SOP	
Annex O: Operational Area Emergency Operations Center SOP	
Annex P: Operational Area Emergency Operations Center Position Checklists	

### **Tables, Figures and Maps**

Table 1: EAPs for Dam Projects.....	5
Table 2: Priority Natural Harards in Yuba County .....	6
Table 3: Total Exposure to Hazards.....	7
Table 4: Damage Assessment Report Types .....	58
Table 5: Assistance available with proclamation and/or declaration.....	60
Table 6: Types of Public Assistance through Cal OES .....	62
Table 7: Public Assistance - All Other Types.....	63
Table 8: Individual and Family Assistance.....	64
Table 9: Business, Ranchers, and PNP Assistance .....	65
 Figure 1: Mutual Aid System Concept .....	18
Figure 2: The IPAWS Architecture .....	26
Figure 3: Operational Area Responsibilities.....	32
Figure 4: County of Yuba Emergency Operations Center Structure .....	34
Figure 5: SEMS Functional Chart - Operations Section.....	39
Figure 6: SEMS Functional Chart - Planning & Intel Section.....	44
Figure 7: SEMS Functional Chart - Logistics Section .....	48
Figure 8: SEMS Functional Chart - Finance & Admin Section .....	53
 Map 1: Yuba County.....	3

---

## **COUNTY OF YUBA EMERGENCY OPERATIONS PLAN**

# **PART I - BASIC PLAN**

### **Purpose**

The Emergency Operations Plan addresses the County's planned response to emergencies associated with natural, man-made and technological disasters. It provides an overview of operational concepts and identifies components of the County's emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It further describes the overall responsibilities of the local, state and federal entities for protecting life and property and assuring the overall well-being of the population.

### **Scope**

The Emergency Operations Plan applies to all elements of the County of Yuba's emergency management structure during all phases of emergency management. The primary audience is intended to be emergency managers, department heads at the County level, emergency operations center staff and shall include officials from the incorporated cities, state and federal agencies. This Plan will provide those individuals general policy guidance for emergency management activities and interagency cooperation. The EOP should be used in conjunction with and support Standard Operating Procedures developed for the County and participating jurisdictions within the Operational Area.

### **Situation and Assumptions**

The County of Yuba is located in the north eastern section of California's Central Valley. The County is included in the Governor's Office of Emergency Services Inland Region, Mutual Aid Region III. Fifty-seven miles in length and twenty-two miles at the widest point, the county's terrain is diverse. It includes forested mountains and watersheds that stretch to the valley floor below, rich in agricultural farmland. Beginning at thirty-five feet above sea level and rising to an elevation of 4820 feet, Yuba County encompasses 640 square miles and is bordered by Butte County, Sierra County, Plumas County, Nevada County, Placer County and Sutter County. The County of Yuba is comprised of three distinct physiographic areas; the mountain area with heavy snowfall, landslides, wildland fires and severe weather conditions; the foothill area which is subject to flash and localized flooding as well as wildland fires; and the valley area which is subject to localized flooding and levee failure.

The County has a total population of approximately 73,000 residents. There are two incorporated cities within Yuba County; Marysville and Wheatland. The City of Marysville serves as the county seat and is located at the confluence of the Feather and Yuba Rivers. The City of Wheatland is located approximately 12 miles to the southeast of the City of Marysville. The population of Marysville is approximately 12,000 and Wheatland is approximately 3,900 with rapid growth expected in the next few years. There is substantial population in the

unincorporated areas of the county with the largest communities known as Linda, Olivehurst, Beale Air Force Base, Loma Rica, Camptonville, Challenge, Dobbins, Oregon House, Smartsville, District 10, Strawberry Valley, Hallwood, Arboga and Brownsville.

There are three significant rivers running through the community; the Feather River, the Yuba River and the Bear River. Eighty nine miles of levee system are in place along the river banks to safeguard lives and the abundant agriculture lands. The Feather River is a 130 mile route that follows State Highway 70 and divides the Sierra Nevada and Cascade Mountain Ranges. The Yuba River originates at the crest of the Sierra Nevada, threading its way down hundreds of miles of canyons to join the Feather River at a confluence that stands only sixty-seven feet above sea level. It drains 1,357 square miles of watershed that reaches nearly thirty-five miles in width. The Bear River flows westerly along the southern most boundary of Yuba County.

There are three broad categories of hazards which threaten the County of Yuba: natural, technological and domestic security threats.

#### Natural Hazards

- Floods and levee failures
- Wildland fires
- Extreme weather
- Landslides
- Earthquakes

#### Technological Hazards

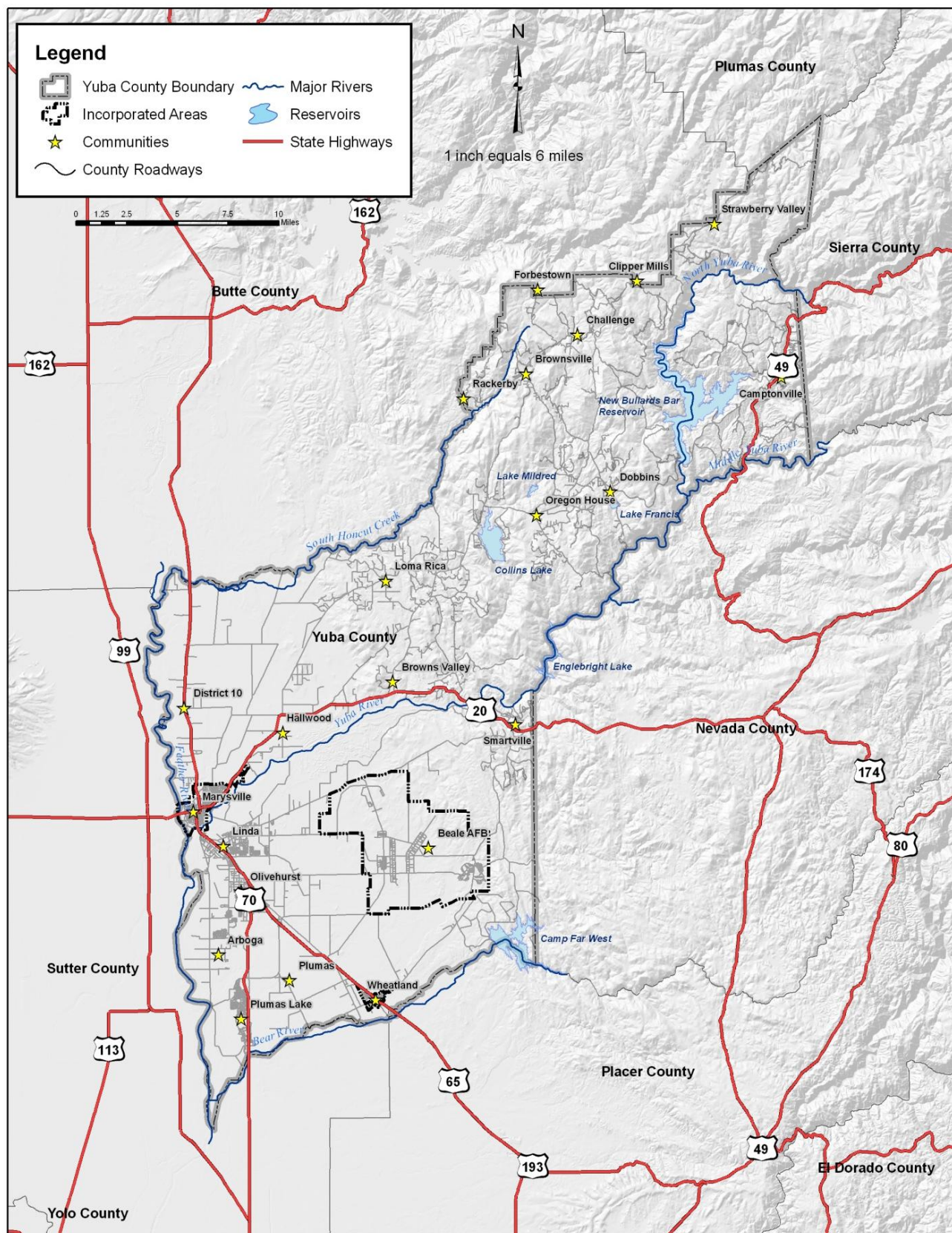
- Dam failure/uncontrolled releases
- Power failure
- Hazardous material
- Transportation emergencies
- Train accident
- Airplane crash
- Petroleum and natural gas pipeline failure
- Multi-casualty incident
- Camp Beale Ordnance

#### Domestic Security Threats

- Civil unrest, violence
- Terrorism
- Declaration of war



Map 1: Yuba County



---

# HAZARD SUMMARY

## Flood

Historically, the single most significant threat in the County of Yuba has been flooding. Most of the populated valley areas are surrounded by an extensive levee system, maintained by independent local levee districts and reclamation districts, overseen by the U. S. Army Corps of Engineers, California Department of Water Resources, and the Bureau of Reclamation. The legendary floods of 1862 and 1876 emphasized the need to develop systems to protect lives and property. By 1875, Marysville began to surround itself with levees. Old Bullard's Bar Dam was built from 1922-1924, and the Narrows Dam and Englebright Reservoir were built prior to 1945. In 1950 the Yuba River broke through the banks at Hammonton and flooded southern Yuba County. Tropical storms hit in 1955 causing widespread flooding with water reaching the tops of the levees in Marysville and resulted in the deaths of 40 people downstream. Plans for the New Bullard's Bar Dam were developed in response and the dam was completed in 1969. The 1986 levee failure at the Yuba River resulted in the death of one person and over 95 million dollars in property damage. Yuba County experienced another levee break in 1997 in which three people died and forcing the evacuation of more than 30,000 residents.

## Wildland Fire

On an annual basis between May through October, the foothill areas of Yuba County face a serious threat from wildland fires. Fires have destroyed thousands of acres of property and vegetation in the County. Virtually one half of Yuba County is susceptible to wildland fires; the area from Loma Rica to Challenge and Camptonville are particularly vulnerable. High temperatures, low humidity, and high winds may exacerbate the potential for wildland fires.

The County of Yuba does not operate its own fire department. Fire protection is provided by CAL FIRE, municipal fire agencies, and special districts. The Governor's Office of Emergency Services, Operational Area Fire Coordinator has been designated to coordinate SEMS fire functions or assign this function to County staff. Some of these functions may be supplemented by CAL FIRE or local fire departments as necessary.

## Dam Failure

Dam failures can result for a number of natural or manmade causes. There are four dams in Yuba County and one in Butte County to the north, that pose a significant threat if they were to fail.

- New Bullards Bar Dam owned and operated by the Yuba County Water Agency;
- Englebright Dam (The Narrows Project) which is owned and operated by the U.S. Corps of Engineers;
- Virginia Ranch Dam (Collins Lake) owned and operated by Browns Valley Irrigation District;
- Camp Far West owned and operated by the South-Sutter Water District
- Oroville Dam: The County of Yuba is vulnerable to potential dam failure, uncontrolled release from the spillway and flooding from Oroville Dam, to the north in Butte County.

The Federal Energy Regulatory Commission (FERC) has reviewed and approved comprehensive Emergency Action Plans (EAP) for each of these dams. The EAP is intended to minimize the threat to public safety and to minimize the response time to an impending or actual sudden release of water from project dams. The EAP includes information needed to provide emergency notification when water releases may present a potential for major flooding. It is the responsibility of the owner/operator of each dam to update the EAP and distribute to stakeholders on a yearly basis, as a revision. If a large revision is needed a new EAP may be reissued. EAPs for the following dam projects are maintained and updated in the Yuba County Emergency Operations Center:

**Table 1: EAPs for Dam Projects**

<b>TITLE</b>	<b>FERC #</b>	<b>LAST REISSUE</b>
Camp Far West - Dam Hydro Project	2997	11/2009
Combie Project - Van Giesen Dam	2981	12/2011
Drum-Spaulding Project	2310	12/2013
Narrows Project	1403	12/2010
Oroville Facilities - DWR - CA State Water Project	2100	10/2010
Scotts Flat Dam	5930	12/2011
South Feather Water & Power Agency	2088	08/2010
Virginia Ranch Dam	3075	11/2009
Yuba-Bear River Project	2266	12/2011
Yuba County Water Agency	2246	11/2012

The County of Yuba Office of Emergency Services also partners with the Governor's Office of Emergency Services (Cal OES) to meet the requirements of Government Code 8589.5 of the Emergency Services Act. This program does not deal with structural integrity of dams but does ensure that smaller, non-FERC licensed dams are identified and that proper inundation planning has been taken by the County of Yuba. The goal is to prevent loss of life resulting from a dam failure by establishing procedures for the evacuation, control and reentry of populated areas at risk below dams.

### **Beale Air Force Base**

The former Camp Beale is located approximately 20 miles east of Marysville in the northern California foothills. In 1942 the Department of Defense purchased 87,000 acres to use as a full service combat training facility to test various types of ordnances. In 1959 through 1965, 64,000 acres were sold to the public, keeping 23,000 acres for Beale Air Force Base (AFB).

Unexploded ordnance, a consequence of previous military training, does pose some risk to the local community. A memorandum of understanding (MOU) with Beale AFB for use of their Explosive Ordnance Disposal (EOD) team is located in the appendix of this plan.

Since 1992 the Air Combat Command has been stationed at Beale Air Force Base with the Phased Array Warning System (PAVE PAWS) Radar Site, designed to detect possible missile attack and track global satellites. Beale AFB is home to the U-2 Reconnaissance Aircraft, the T-38 Jet Trainer, and the KC-135 Tanker. The first Global Hawk came to Beale in 2004. The base

currently covers nearly 23,000 acres and is home for over 7,000 military, civilian and contract personnel.

### Primary Transportation Routes

State Highways 65, 70 and 49 (north and south) and State Highway 20 (east and west) are the most significant transportation corridors. Large quantities of hazardous materials are transported on routes throughout the county, but the product quantities are not known.

Two major railways pass through the most populated areas of the county and are on elevated rail systems, the Southern Pacific (SP) and Union Pacific (UP) Railroads. The rail systems run north and south from Oregon to Southern California. The transportation of goods, including hazardous materials has increased on both routes since this plan was last revised.

### Industry

Agriculture and Agribusiness are the primary industry for the County. There are areas of light industrial development at the Yuba County Airport that pose some risk in regard to hazardous materials. The most significant hazardous materials concern is the railway and highway transport coming through the most populous areas of the county.

### Public Services/Systems and Facilities

If a major disaster/event were to occur it could have a significant effect on services, systems and facilities that serve the needs of the citizens of the county. Utilities, public transportation and public works projects could all be impacted thus effecting the population.

Damage or the loss of Rideout Hospital in Marysville could have serious consequences to the treatment and handling of patients during a major disaster in the urban areas of Yuba County. A large scale disaster could seriously reduce the number of beds available and may create the need for support from other medical facilities.

**Earthquakes, civil unrest and acts of war** could impact either segments or the total population of the Operational Area.

### Summary Natural Hazards in Yuba County

The information included below was references from the *Yuba County Multi-Jurisdictional Local Hazard Mitigation Plan (MHMP)* published in March 2015

#### Summary of Hazards

**Table 2: Priority Natural Harards in Yuba County**

<b>Hazard</b>	<b>Probability of Future Occurrence</b>	<b>Significance/Priority Hazard</b>
Earthquake	Occasional	Medium
Flood	Likely	High
Severe Weather	Highly Likely	High
Wildfire	Likely	Medium
Volcano	Unlikely	Low

**Vulnerability Assessment**

Table 3 shows the total population, number of structures and assessed value of improvements to parcel by jurisdiction for the County of Yuba.

**Table 3: Total Exposure to Hazards**

Jurisdiction	Exposed Population	Buildings	
		Number	Value
Yuba County Unincorporated Areas	55,768	24,170	\$2,348,331,683.00
City of Marysville	12,465	3,606	\$471,880,611.00
City of Wheatland	3,922	1,198	\$164,002,401.00
Yuba County Water Agency	55,768	24,170	\$2,348,331,683.00

Source: Yuba County GIS, Assessor Roll

## PHASES OF EMERGENCY MANAGEMENT

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

### Preparedness

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, writing mutual aid agreements, training response personnel, and improving public information and communications systems. As a crisis begins to develop, government takes action to prepare a response and enters a phase of preparedness identified as **Increased Readiness**. Actions taken during the buildup of a crisis situation are designed to increase an organization's ability to respond effectively to an identified disaster. Increased readiness actions include briefing government officials, reviewing plans, preparing information for release to the public, updating resource lists, and testing warning and communications systems.

### Response

When an emergency is identified and expected to occur, actions are taken to minimize adverse effects on life and property. **Pre-Impact** actions may include advising the incorporated cities, concurrent Operational Areas and The Governor's Office of Emergency Services of response actions planned, evacuation of threatened populations to safe areas, mobilizing personnel and pre-positioning resources and equipment, proclamation of a Local Emergency by local authorities and activation of the Emergency Operations Center.

During **Immediate Impact**, emphasis is placed on saving lives and property, getting control of the situation and continuing to minimize the effects of the disaster. Immediate response is

accomplished within the affected area by local government agencies and segments of the private sector. A greater level of detail will be needed for information disseminated to the public. The need for mutual aid requests will be assessed. Incident Command Posts will be established and the EOC will be operational. An Incident Action Plan will be developed at the EOC. The Governor's Office of Emergency Services may also activate the Regional Emergency Operations Center or the State Operations Center (SOC), both of which are located in Sacramento. The REOC and SOC will support the Yuba County Operational Area, The Governor's Office of Emergency Services Regions, state agencies and other entities in the affected areas and ensure the broad coordination of emergency response.

As the emergency continues the County will address a **Sustained Impact**. During this phase assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident. Actions taken may include operating mass care facilities, procuring required resources to sustain operations, restoring vital utility services, documenting expenditures and coordinating with state and federal agencies working within the county.

### **Recovery**

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. 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. Recovery actions include identifying resources for individual assistance, applying for state and federal assistance programs, identifying residual hazards and determining costs associated with response and recovery.

### **Mitigation**

Mitigation efforts occur both before and after a disaster or emergency. Post-disaster mitigation is part of the recovery process and is focused on eliminating or reducing the impact of hazards which exist within the County. Region or agency specific hazard mitigation plans reflect the current risk analysis and mitigation priorities specific to an event.

## **COUNTY OF YUBA EMERGENCY ORGANIZATION**

The County of Yuba's emergency management organization operates in compliance with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) when engaged in emergency operations. Within the emergency organization, departments and agencies have specified roles in response and recovery. County staff members have been assigned to positions within the SEMS structure to staff the emergency operations center. The County of Yuba serves as the Operational Area for the purposes of SEMS and is part of the Governor's Office of Emergency Services (Cal OES) Inland Region.



The Board of Supervisors and the County Administrator will direct the emergency management organization. The County Administrator may delegate the responsibility for implementing the County's Emergency Operations Plan to the Deputy Director of Emergency Services and Yuba County Office of Emergency Services. The Director of Emergency Services is responsible to the Board of Supervisors per chapter 4.20 of the County of Yuba Ordinance Code.

### **Concept of Operations**

When conducting emergency operations, the County of Yuba will give priority to preserving life (highest priority), property, and the environment. Restoring facilities, whether publicly or privately owned, that are essential to the health, safety and welfare of the people (such as medical, sanitation, water, electricity and emergency road repair) will be initiated at the moment such actions can be safely accomplished. Some emergencies will be preceded by a warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and efficient and coordinated mobilization and deployment of resources. All departments and agencies of the County must be prepared to respond promptly and effectively to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid. The County of Yuba will operate within the framework of two basic emergency management systems; the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

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

### **General**

The Standardized Emergency Management System (SEMS) is the system required by Government Code §8607 (a) for managing response to multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, region, and state. SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing discipline specific mutual aid, the Operational Area concept, and multi-agency or inter-agency coordination. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Local government agencies must use SEMS to be eligible for state reimbursement of certain response related personnel and equipment costs resulting from a disaster.

### **Field Response**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response

to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions used for emergency management are: command, operations, planning/intelligence, logistics, and finance.

## **Local Government**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographic size, population, function and complexity. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include joint powers authority established under Section 6500 et seq. of the CCR. All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities. Local governmental levels shall provide the following functions: management, operations, planning & intelligence, logistics, and finance & administration.

### ***SEMS Requirements for Local Government***

In order to be eligible for state reimbursement of response-related personnel and equipment costs, local government will:

- Use SEMS when:
  - A local emergency is declared or proclaimed, or
  - The Yuba County Operational Area EOC is activated.
- Establish coordination and communications with Incident Commanders either:
  - Through department operations centers (DOCs) in contact with the EOC (when activated), or
  - Directly to the EOC (when activated).
- Use existing mutual aid systems for coordinating fire and law enforcement resources.
- Establish coordination and communications between the cities of Marysville and Wheatland and any state or local emergency response agency having jurisdiction at an incident within the County's boundaries (applies to Operational Area only).
- Use multi-agency coordination (MAC) to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

- Fulfilling the management and coordination role of local government, and
- Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration.

## **Operational Area**

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county,

---



counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area,
- Coordinating information, resources and priorities between the regional level and the local government level, and
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

SEMS regulations specify that all local governments within a county's geographic area be organized into a single operational area and that the county Board of Supervisors is responsible for its establishment. The County of Yuba is the lead agency for the Yuba County Operational Area which includes the cities of Marysville and Wheatland. All local governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

#### ***SEMS Requirements for Operational Area***

The development of SEMS will be a cooperative effort of all departments and agencies within the County of Yuba with an emergency response role. The Director of Emergency Services has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the County of Yuba on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identification of departments and agencies with department operations centers (DOC).
- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the County of Yuba's Emergency Operations Plan and procedures.
- Incorporating SEMS into the County of Yuba's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the County of Yuba. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

All county government staff that may participate in emergencies in the EOC, DOC, or at the field level shall receive appropriate SEMS training as required by SEMS regulations. New personnel shall be trained as they are hired. Local governments should develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS. The Director of Emergency Services is responsible for documenting SEMS training in the County of Yuba.

**Regional**

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the most effective application and coordination of mutual aid and other emergency related activities.

The Governor's Office of Emergency Services has also established three administrative regions, Coastal, Inland and Southern. These administrative regions are the means by which the Governor's Office of Emergency Services maintains day-to-day contact with emergency service organizations at the local, county and private sector levels.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

**State**

The state level of SEMS manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

**Private Sector**

An important part of the emergency organization is the private sector. Business and industry own, or have access to, substantial response and support resources. Community Based Organizations (CBO) or Non-Governmental Organizations (NGO) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

The National Incident Management System (NIMS) was developed and administered by the Secretary of Homeland Security at the direction of Homeland Security Presidential Directive – 5 issued February 28, 2003. NIMS provides a consistent nationwide template to enable all government, private sector, and non-governmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity. It is also intended to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. Local government agencies must use NIMS to be eligible for federal funding of certain response related personnel costs resulting from a disaster. NIMS and SEMS have very few differences. Unless otherwise noted, any further reference to SEMS in this plan will assume compliance with NIMS.

# INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept. It allows users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS has considerable internal flexibility. It can grow or shrink to meet different needs. This flexibility makes it a very cost-effective and efficient management approach for both small and large situations. SEMS and NIMS both require the use of ICS to be effective. ICS use in the field will ensure that higher levels of emergency management can seamlessly be added as an incident grows in complexity. All incident command posts will provide written/typed copies of their incident objectives and incident action plans to the EOC. Conversely, the EOC will provide written/typed copies of their incident objectives and incident action plans to the incident command posts in the field. The EOC will provide written/typed copies of state and federal actions, pertaining to response and recovery, to all field level incident commanders. When possible, responding agencies may assign an agency representative to the EOC to facilitate communications. Redundant communication systems in the EOC include phone, cellular, satellite, internet, video conferencing, radio (UHF, VHF and HAM) and fax.

## EMERGENCY OPERATIONS CENTER

### General

The Yuba County Operational Area Emergency Operations Center (EOC) is located at 915 8<sup>th</sup> St., Marysville CA 95901. The County's EOC Management Team and EOC are activated when field response agencies require support. The EOC is automatically activated when one or more jurisdictional Emergency Operations Center has been activated or one or more jurisdictions within the Operational Area or County requests the Operational Area EOC be activated to support a given incident. The Director, the Deputy Director (Emergency Operations Manager), Sheriff and Chair of the Board of Supervisors may activate the EOC as a situation dictates. Members of the EOC Management Team are activated by either, cellular, text or e-mail notification through the CodeRED emergency alert system.

The Director of Emergency Services, emergency management staff, and representatives from organizations that are assigned emergency management responsibilities report to the EOC to coordinate and respond as needed. The EOC provides a central location of authority and information and allows for face-to-face coordination during a major emergency or disaster. The level of EOC staffing will vary with the specific emergency situation. The EOC is demobilized as the incident dictates.

The following functions are performed in the County of Yuba's EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.

- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to state, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, action plans, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with DOCs and other local government EOCs.
- Providing emergency information and instructions to the public, making official releases to the news media, maintaining emergency information on the County's website and the scheduling of press conferences as necessary.

Although the EOC is only activated during an emergency or disaster, the EOC must maintain a constant state of readiness. It is the responsibility of the Yuba County Office of Emergency Services in coordination of the Department of Information Technology to ensure that the EOC remains functional and fully operational on a day to day basis.

For more information on EOC activation, management, roles and responsibilities, and evacuation procedures, please reference *Annex O: Operational Area Emergency Operations Center Standard Operating Procedure* of Part Four of this plan.

### ***EOC Organization - SEMS***

SEMS regulations require local governments to provide for five functions: management, operations, planning & intelligence, logistics, and finance & administration. These functions are the basis for structuring the EOC organization.

- Management - Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- Operations - Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.
- Planning & Intelligence - Responsible for collecting, evaluating and disseminating information; developing the County of Yuba's EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.
- Logistics - Responsible for providing facilities, services, personnel, equipment and materials.
- Finance & Administration - Responsible for financial activities and other administrative aspects.

### ***Coordination with the Field Response Level***

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the County of Yuba's EOC may be activated to coordinate the overall response while the *Incident Command System* is used by field responders. Incident Commanders may report to department operations centers (DOCs) which, in turn, will coordinate with the County EOC. In some jurisdictions Incident Commanders may report directly to the County EOC, usually to their counterpart in the management or operations section.

It is also possible for *Area Commands* to be established between the Incident Command teams and the EOC. Area Command is an expansion of the Incident Command function primarily designed to manage very large incidents or area that has multiple incident management teams assigned. The Area Commands would receive policy direction from the County EOC.

### **Alternate EOC**

In the event the primary EOC becomes inoperable or unsafe, operations can be relocated to either the alternate EOC located in Sycamore Ranch, 5390 State Highway 20, Browns Valley, CA 95918, or the Multi-Jurisdiction Mobile Incident Command Vehicle (MICV) can be activated and utilized. During a proclaimed emergency, the Office of Emergency Services will have priority use of the MICV in maintaining continuity of operations..

## **AGENCY COORDINATION**

### **Local Government Level Coordination with the Operational Area Level**

Coordination and communications should be established between activated local government EOCs and the operational area. For the Cities of Marysville and Wheatland, this will occur through the Yuba County OA EOC, the secondary OA EOC located at Sycamore Ranch, the Mobile Incident Command Vehicle or the Yuba County Sheriff's dispatch center when the EOC is not activated. The communications link could be telephone (analog, cellular, satellite), internet, government radio, amateur radio or runner. The Yuba County Operational Area will direct the most heavily impacted cities/areas to coordinate and communicate directly with the OA EOC, to include representation in the OA EOC.

The use of the California Governor's Office of Emergency Services web based software Cal EOC is available to local jurisdictions and municipalities. Use of Cal EOC is required at the Operational Area level. This web-based system allows real time communications and data collections between the Operational Area Level and State OES.

### **Multi-Agency Coordination in the EOC**

Multi-agency coordination is an integral part of the function of an operational area EOC. The EOC is staffed by representatives from Yuba County departments and agencies who work together at the EOC to coordinate the operational area's emergency response. Agency representatives from local governments, special districts, volunteer agencies and private organizations should also participate with EOC functional elements in coordinating the operational area response effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications.

Involvement of the local government representative in the action planning process at the EOC is essential for effective emergency management and provides an important focus for multi-agency and inter-agency coordination. In addition, the County of Yuba may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area or regional level.

Multi-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

### ***Multi-Agency Coordination Group***

Yuba County will use an Operational Area Multi-Agency Coordination (MAC) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for multi-jurisdictional support. A MAC group:

- May be established formally.
- Should develop consensus on priorities, resource allocation and response strategies.
- May function within the EOC, at another location or through conference calls—but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.

### **Special District Involvement**

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on normal services as they may serve a city and county unincorporated areas. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

Coordination and communications should be established among special districts which are involved in emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts.

### **Coordination with Volunteer and Private Agencies**

The County EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The County of Yuba's EOC should establish communication with private and volunteer agencies providing services to the county.

Agencies that play key roles in the response may have representatives at the EOC. If an agency is supporting one SEMS/NIMS function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the Operations section and Advance Planning within the Planning & Intel section at the EOC.

Agencies that have countywide response roles and cannot respond to individual city EOCs should be represented at the operational area level.

The County of Yuba may be served by a large number of private and volunteer agencies and may not be able to accommodate representatives in the EOC from all agencies that have important response roles. The County of Yuba may develop alternate means of communicating with these agencies when liaison representation is not practical.

## MUTUAL AID

The County's partial or total response to disasters and emergency incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from local to county to state to federal involvement.

When local resources are fully committed and additional resources are required, requests for mutual aid will be initiated through the Yuba County Operational Area EOC. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official. Local jurisdictions do have an obligation to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements may include both governmental and private agencies.

The State of California has a mutual aid program that is made up of several discipline specific, statewide, mutual aid systems. These systems, all of which operate within the framework of the State's master mutual aid agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state. EOCs are an important element in this program, but vary in how they will interact with specific mutual aid systems.

Medical and health, fire service, and law enforcement have discipline specific mutual aid systems and include operational area and regional coordinators. Because these systems function on a 24-hour, 365-day basis, the coordination is normally accomplished within the facilities operated by the elected coordinators rather than at EOCs. When the EOC is fully activated during a major emergency, representatives from all activated mutual aid systems should be assigned to the EOC for coordination and information transfer purposes.

If required, the Governor's Office of Emergency Services may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s). Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

### **Mutual Aid Regions**

To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions and three administrative regions. Mutual aid regions are established under the Emergency Services Act by the Governor. The County of Yuba is within mutual aid region III. Region III is in the Cal OES Inland Administrative Region. The primary mission of the Inland

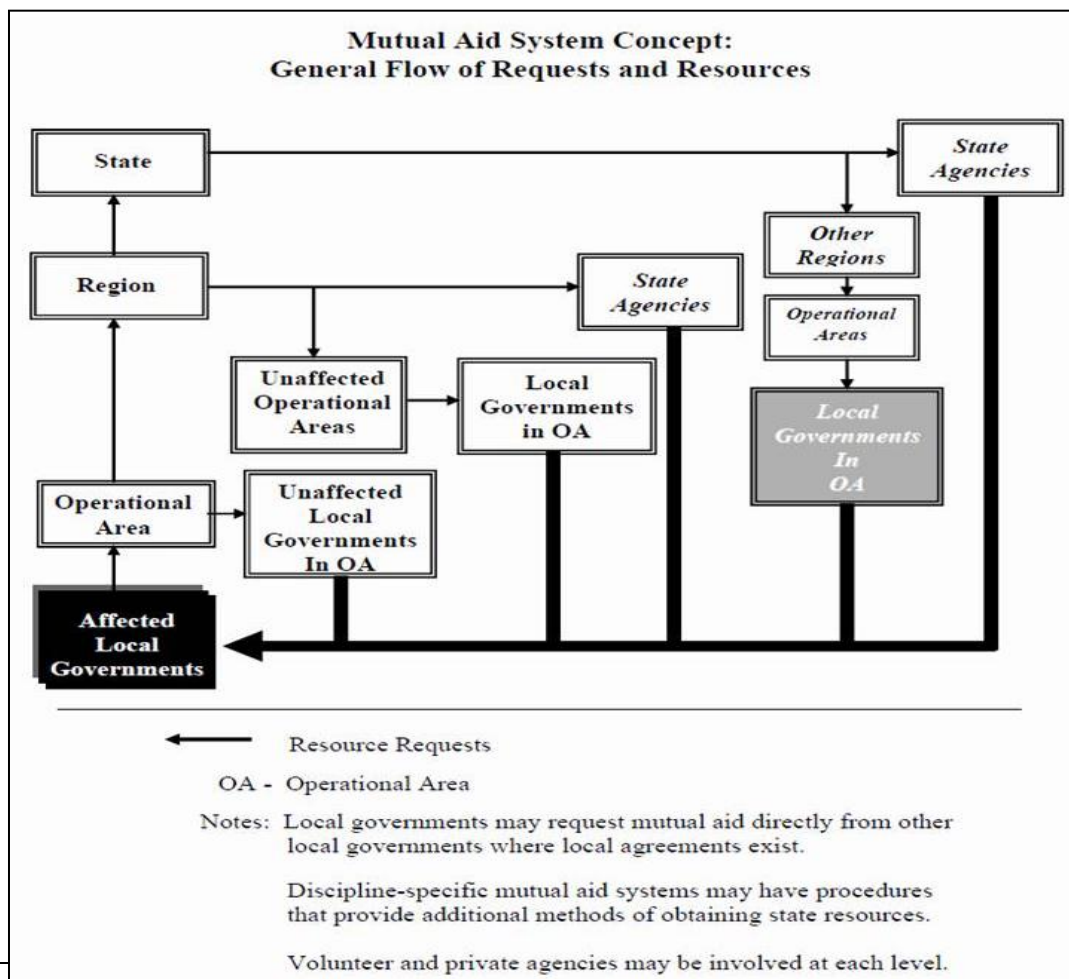
Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate efforts through the Regional EOC (REOC).

### Provision of Assistance to Cities

The Cities of Marysville and Wheatland may request mutual aid through the Yuba County Operational Area via the EOC. The Yuba County Operational Area EOC may then utilize existing mutual aid agreements or requests mutual aid through the State Regional Emergency Operations Center (REOC) as necessary.

- When a disaster or emergency occurs, a city will normally use its own internal assets to provide emergency services. If a city's internal assets are not sufficient to provide required services, the city will normally make a request to an adjoining jurisdiction for pre-arranged mutual aid.
- If mutual aid is not available due to a lack of communications, lack of an existing system or the city has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the Operational Area via the EOC.
- The EOC Management Team will review the request and determine the best course of action to facilitate the request. Final resolution of the request may require the EOC Management Team contact other Operational Areas or the REOC for assistance.
- Existing mutual aid agreements and financial protocols will be followed.

**Figure 1: Mutual Aid System Concept**





**Participation of Private and NGO'S**

Private and non-governmental organizations (NGOs) may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in emergency response should be represented in an EOC. Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in an activated EOC.

## **CONTINUITY OF GOVERNMENT**

**Purpose**

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. There could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. The California Government Code and the Constitution of the State of California provide authority for the continuity and preservation of state and local government.

**Responsibilities**

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

**Preservation of Local Government**

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the members of the governing body, including standby officers, are unavailable to serve.

The Emergency Services Act provides for the preservation of County and City government in the event of a peacetime or national security emergency.

### **Lines of Succession for Officials Charged with Emergency Management**

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

A successor to the position of Director of Emergency Services is appointed by the Board of Supervisors and is identified in Yuba County Ordinance Code 4.20. Should the Director of Emergency Services be unable to serve, the individuals who hold permanent appointments to the following positions in the County will automatically serve as Acting Director in the order shown. The individual who serves as Acting Director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the Board of Supervisors.

First Alternate:	Emergency Operations Manager
Second Alternate:	Sheriff
Third Alternate:	Chair of the Board of Supervisors

Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the Chair of the Board of the County in which the political subdivision is located, or
- By the Chair of the Board of any other county within 150 miles (nearest and most populated down to farthest and least populated), or
- By the Mayor of any City within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

## Lines of Succession

Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated number 1, 2, or 3 as the case may be.

### Administrative Services

1. Director
2. TBD

### Agricultural Commissioner

1. Commissioner/Director
2. Assistant Commissioner/Director

### Assessor

1. Assessor
2. Assistant Assessor
3. Office Manager

### Auditor / Controller

1. Auditor
2. TBD

### Board of Supervisors

1. Clerk of The Board
2. Deputy Clerk of The Board

### Community Development and Services Agency

1. Director
2. TBD

### Building Inspection

1. Director
2. Field Supervisor

### Public Works

1. Director
2. Asst. Director

### Environmental Health

1. Director
2. Environmental Health Supervisor
3. CUPA Supervisor

### County Administrator

1. County Administrator
2. Deputy County Administrator

### County Clerk - Recorder

1. County Clerk
2. Senior Deputy Clerk Recorder
3. Election Supervisor

### County Counsel

1. County Counsel
2. Chief Deputy County Counsel
3. Deputy County Counsel

### Health and Human Services

1. Director
2. Deputy Director Programs
3. Deputy Director Administration/Finance

### Public Health

1. Public Health Officer
2. Director Of Nursing
3. Senior Public Health Nurse

### Human Resources and Organizational Services

1. Human Resources Director
2. Deputy Director

### Information Technology

1. Chief Information Officer
2. Manager

### Library

1. Director
2. Librarian
3. Library Tech 4

### Office of Emergency Services

1. County Administrator
2. Deputy Director / Emergency Operations Manager
3. Sheriff

### Probation

1. Chief Probation Officer
2. Chief Deputy Probation Officer
3. Probation Program Manager

### Public Information

1. Director Of Emergency Services or Designee
2. Public Information/Legislative Affairs Officer
3. District Attorney

### Sheriff/Coroner

1. Sheriff
2. Undersheriff
3. Operations Division Captain

### Animal Care

1. Sheriff
2. Animal Care Supervisor

### Treasurer and Tax Collector

1. Treasurer-Tax Collector
2. TBD

**Temporary County Seat**

Section 23600 of the California Government Code provides among other things:

The Board of Supervisors shall designate alternative County seats which may be located outside county boundaries.

- Real property cannot be purchased for this purpose.
- A resolution designating the alternate county seats must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of county government will be located at Yuba College, 2088 North Beale Rd., Marysville CA. 95901.

**Preservation of Vital Records**

In the County of Yuba, the following individuals are responsible for the preservation of vital records:

- 1) County Clerk
- 2) Clerk of the Board

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters. Statutes and ordinances, court records, official proceedings and financial records would be included here.

Vital records of the County of Yuba are routinely stored on the second floor of the Government Center. Additional records may be stored in containers in the records storage area in the basement of the County Courthouse. Microfilmed records and back up data systems are stored off site in rented vault space.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster.

Each department within the county should identify, maintain and protect its own essential records.

**References**

Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.

Local Government, Article XI, of the Constitution of California.

Preservation of Local Government, Article 15 of the California Emergency Services Act.

(Chapter 7 of Division 1 of Title 2 of the Government Code).

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

## EMERGENCY PROCLAMATIONS

**Local Emergency**

A local emergency may be proclaimed by the Board of Supervisors, the Director of Emergency Services or their designee as specified by Chapter 4.20 of the Yuba County Ordinance Code. A local emergency proclaimed by the Board of Supervisors must be issued within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA). A local emergency proclaimed by the Director of Emergency Services must be ratified by the Board of Supervisors within seven days. The Board of Supervisors must review the need to continue the proclamation at least every 30 days until the local emergency is terminated. The local emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city, caused by natural or man-made situations. See EOP Attachment 1 for a sample proclamation for reference.

The purpose of a local emergency proclamation includes:

- Authorizing the undertaking of extraordinary police powers.
- Providing limited immunity for emergency actions of public employees and governing bodies.
- Authorizing the issuance of orders and regulations to protect life and property (e.g., curfews).
- Activating pre-established local emergency provisions such as special purchasing and contracting.
- Serving as a prerequisite for requesting a Director's concurrence, Governor's Proclamation of a State of Emergency and/or Presidential Declaration of Emergency or Major Disaster.

**State of Emergency**

A disaster may be of such magnitude that it requires extraordinary action by the State in order to protect lives, property, and the environment. The Emergency Services Act allows the Governor to proclaim a state of emergency

“...when the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or

an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency” which conditions, by reasons of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

### **State of War Emergency**

If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor, as provided in the Emergency Services Act. A state of war emergency “exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.”

## **PUBLIC AWARENESS AND EDUCATION**

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public awareness and education prior to any emergency is crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. Because emergency planning for Yuba County will be based on an “all hazards” approach, so should public awareness and education. Specific knowledge should be developed for dealing with the most probable disasters (flood and wildland fire) but shall complement an overall program for preparedness.

The Yuba County Office of Emergency Services has developed an informational, internet based, web page on the County web site. Information on all four phases of emergency management is available as well as hazard specific sections. Emergency information is also made available at the County Library in Marysville. Yuba County OES provides additional public information through mass mailings and public speaking engagements. The Governor’s Office of Emergency Services offers a wide range of public information on their website. In addition The Governor’s Office of Emergency Services may make available public presentations and seminars aimed at providing citizens with information necessary to prepare and respond to disasters and emergencies.

In coordination with the Yuba County Water Agency, the Office of Emergency Services created the website “BePreparedYuba.org” which was launched in 2012. This site focuses on public education in the areas of flood preparedness, response, recovery and mitigation. The site allows citizens to obtain information for all phases of emergency management, teachers to download educational materials for their classrooms and provides up to date emergency information.

Citizens can sign up for telephone, e-mail and text alerts through the site linking them to the County mass notification system.

## ALERTS AND WARNING

Alerting and warning is the process of notifying government entities and the general public to the threat of imminent, extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of their jurisdiction. County officials accomplish this using a number of different methods, from formal warning systems to door-to-door notification. While each method is unique in its application, each shares a common purpose of maintaining clear and accurate disbursement of information.

### **CodeRED**

The CodeRED system is utilized by Yuba County to notify residents and businesses of emergency situations. The CodeRED system sends out recorded information to all listed and unlisted telephone numbers in a specified area. The entire County of Yuba is covered by the CodeRED system, however the specific area activated is discretionary and identified by management staff at the County Emergency Operations Center and local public safety officials. The CodeRED interface is a web based application that allows initiators to gain access anywhere an Internet connection is available and eliminates the need for a single designated installation location. The CodeRED system allows County users to utilize GPS coordinates in determining a specific geographic area that receives emergency messages. System initiators have been selected from multiple disciplines that include the Sheriff's Department, Health Department, Office of Emergency Services, and County Information Technology Department.

The CodeRED system will also be used to notify select members of County government and the general population as needed. For example the Emergency Operations Center Management Team can be notified when the EOC is activated. Members of the general public with medical transportation needs can be notified in the event an evacuation is necessary.

#### ***CodeRED activation can be authorized by any one of the following parties:***

- Yuba County Emergency Services Director or designee
- Yuba County Emergency Services Deputy Director or designee
- Yuba County Sheriff or designee
- Chair of the Yuba County Board of Supervisors or designee
- Public Health Officer

#### ***Through coordination with the County:***

- Mayor of Cities of Marysville and Wheatland or designee
- Police Chief, Cities of Marysville and Wheatland
- Fire Chief, Cities of Marysville and Wheatland or Special District or Fire Protection Area

## Emergency Alert System (EAS)

The Emergency Alert System or EAS, uses the facilities and personnel of the broadcast industry on a voluntary basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). The FCC governs the EAS nationwide and appoints a Chair of each State Emergency Communications Committee to oversee the EAS system at the State level. Guidance for the use of EAS in Yuba County can be found in the “FCC Sacramento-Sierra Local Area Plan”.

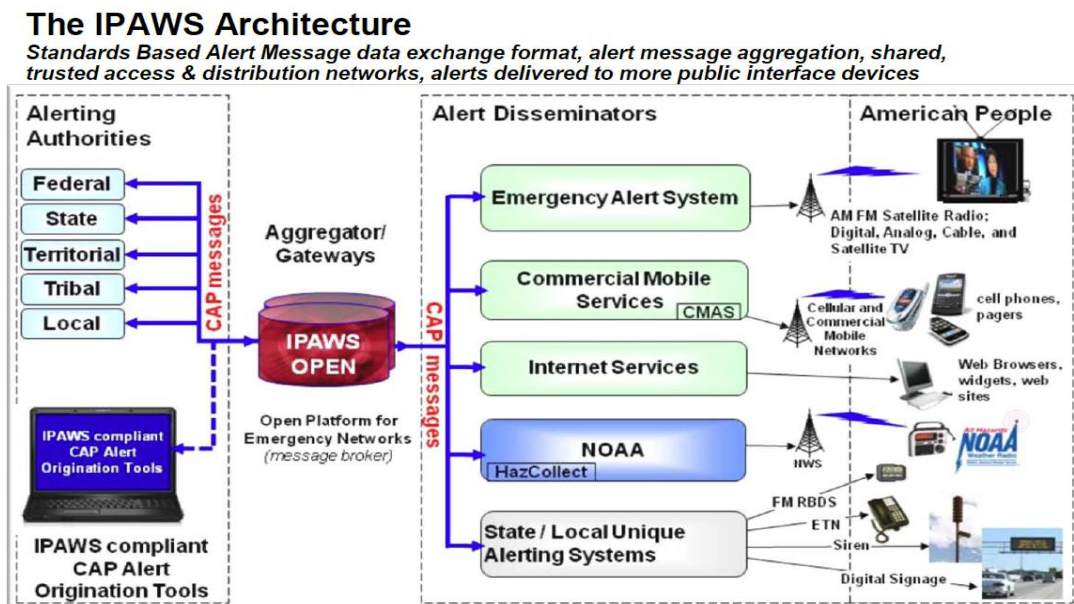
EAS activation can be authorized by any one of the following parties:

- Yuba County Emergency Services Director or his/her designee
- Yuba County Sheriff or his designee
- Chair of the Yuba County Board of Supervisors or designee
- Mayor of Cities of Marysville/ Wheatland or designee
- Police Chief, City of Marysville/Wheatland
- Fire Chief, City of Marysville/Wheatland or Special District or Fire Protection Area
- Public Health Officer

## Integrated Public Alert and Warning System (IPAWS)

Federal, state, territorial, tribal and local alerting authorities can use IPAWS and integrate local systems that use Common Alerting Protocol standards with the IPAWS infrastructure. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.

**Figure 2: The IPAWS Architecture**





**Operational Area Satellite Information System (OASIS)**

The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system which allows virtually uninterruptible communication between state, regional and operational area level EOCs.

**California Law Enforcement Mutual Aid Radio System (CALAW)**

CALAW was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services. The system establishes four priorities for use:

1. Emergency Operations of law enforcement agencies, primarily mutual aid activities.
2. Emergency or urgent operations of above, involving a single agency.
3. Special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police divisions, stations of CHP, etc. Drills, rehearsals, command post exercises and like activities shall be considered as Priority III activities.
4. When no traffic of a higher priority classification is in progress, agencies participating in CALAW may utilize the frequency for local communications as a secondary means of communication.

## **PUBLIC INFORMATION**

The collection and dissemination of accurate and timely information to the general public will be a priority in all incident action planning. The Public Information Officer (PIO), once activated by the EOC Director, will be responsible for developing and releasing information about the incident to news media, to incident personnel and to other appropriate agencies and organizations. The EOC Public Information Officer will establish a Joint Information Center (JIC) and notify all field command posts when the JIC is operational. Public Information Officers in the field, engaged in the response to an incident, will forward information to be released publicly to the JIC. Conversely, the EOC PIO will provide public information to the field PIOs or Incident Commanders prior to release.

The PIO will also establish an area for media relations and press/media briefings. This may be at the JIC or an alternate location as appropriate. Should a request be made for tours or photo opportunities of the EOC, the PIO will coordinate those requests through the EOC Director. The PIO will also insure that information for public dissemination is made available on the internet via the County's website.

## TRAINING AND EXERCISES

Training and exercises, in regard to emergency and disaster response, are essential at all levels of government to ensure a constant state of readiness. The objective is to train and educate public officials, emergency response personnel and the public. Yuba County Office of Emergency Services will strive to ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS and NIMS performance objectives, as outlined in state and federal implementation plans, to include the NIMS Five Year Training Guidance. Training for County employees is provided through, new employee orientation, SEMS/ICS/NIMS courses and EOC personnel training and is outlined in the County's Multi-Year Training and Exercise Plan that is updated on a yearly basis.

The Office of Emergency Services (OES) will inform County departments and cities within the Operational Area of training and exercise opportunities associated with emergency management. County departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. Individual departments will be responsible for maintaining training records.

Exercises allow emergency responders to become familiar with the procedures, facilities and systems which they will use in emergency situations. Exercises shall include as many Operational Area member jurisdictions as possible. OES will maintain the Operational Areas multi-year exercise plan. OES will document exercises by conducting a debriefing and preparing an after action report. The information obtained will be used to revise the County's emergency operations plan.

## AUTHORITIES AND REFERENCES

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed below:

### **Federal**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).
- Army Corp of Engineers Flood Fighting (Public Law 84-99).
- Federal Communications Corporation (RACES).
- The National Security Act of 1947, dated July 26, 1947, as amended.
- Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities dated November 18, 1988, as amended.
- Executive Order (EO) 12148, Federal Emergency Management, dated July 20, 1979, as amended.

- Presidential Decision Directive (PDD) 67, Enduring Constitutional Government and Continuity of Government Operations, dated October 21, 1998.
- Emergency Act of 1988 (Public Law 93-288, as amended).
- Presidential Homeland Security Directive – 5, February 28, 2003.
- Federal Response Plan (FEMA).
- Debris Removal Guidelines for State and Local Officials (FEMA DAP-15).
- A Guide to Federal Aid Disasters (DAP-19).
- Digest of Federal Disaster Assistance (DAP-21) Robert T. Stafford Act.

**State**

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 21 of the California Code of Regulations).
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- California Code of Regulations Title 19, Chapter 2, Subchapter 3, ~2620 et. Seq.
- California Government Code ~ 8607 et. Seq.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, 2720-2728 of the California Code of Regulations) & (California Health & Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code 128 ~128)
- Orders & Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.
- Orders & Regulations which may be Selectively Promulgated by the Governor to take effect upon the Existence of a State of War.
- California Government Code Section 8638, Lines of Succession.
- California Emergency Plan
- California Master Mutual Aid Agreement.
- CA Hazardous Material Incident Contingency Plan.
- CA Oil Spill Contingency Plan.
- SEMS Regional (CCR-2400).
- SEMS Guidelines.
- Debris Removal Guidelines for State and Local Officials.
- Digest of State Disaster Assistance-California Disaster Assistance Act.

**Local**

- Emergency Services Ordinance No.1114 adopted July 21, 1992 by the Board of Supervisors.
- Resolution No. 479 adopting the Master Mutual Aid Agreement, adopted February 5, 1951.
- Resolution No.479 adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted July 21, 1992.
- Ordinance No.1266 adopting the Multi-Hazard Functional Plan, and the Emergency Services Operational Council adopted February 15, 2000.

# EOP MAINTENANCE AND DISTRIBUTION

The **County of Yuba Emergency Operations Plan** will be reviewed by the Yuba County Office of Emergency Services annually and revised as necessary. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change.

Those agencies having assigned responsibilities under this plan are obligated to inform the Yuba County Office of Emergency Services when changes occur or are imminent. Proposed changes will be submitted, in writing, to the Yuba County Office of Emergency Services. No less than every five years the revised EOP will be republished, and redistributed. Records of revision to this plan will be maintained by the Yuba County Office of Emergency Services.

## Emergency Operations Plan Distribution

Agency / Department	Copies
Yuba County Departments	
Administrative Services	1
Agricultural Commissioner	1
Auditor/Controller	1
Board of Supervisors	6
Community Development	5
County Administrator's Office	2
County Clerk/Registrar of Voters	1
County Counsel	1
County Library	1
District Attorney's Office	1
Economic Development	1
Health and Human Services	3
Office of Education	1
Personnel/Risk Management	1
Probation	2
Public Defender	1
Public Works	1
Sheriff/Coroner	4
Superior Court	1
Treasurer and Tax Collector	1
Veterans	1

---

<b>Agency / Department</b>	<b>Copies</b>
Cal OES, Inland Region	2
Yuba County Water Agency	2
Fire Departments	12
Reclamation Districts	5
Three Rivers Chapter of the American Red Cross	1
Sutter County Emergency Services	1
Beale Air Force Base	1
City of Marysville	1
City of Wheatland	1
Marysville Joint Unified School District	1
Wheatland School District	1
Plumas Lake Elementary School District	1

**Figure 3: Operational Area Responsibilities**

Depart-ments/ Agencies	SEMS/NIMS FUNCTIONS																
	MGMT		PLANS/ INTEL	OPERATIONS											LOGISTICS		FIN/ ADMIN
	Public Info.	Mgmt	Situation Analysis	Damage Assmt.	Alert & Warning	Fire & Rescue	Law Enfcmt	Evacu ation	Trans- portation	Comm.	Const. & Eng.	Util	Care & Shelter	Med. / Hlth	Personnel	Sply & Procmnt	Recovery
Yuba County Sheriff Dept.	S	S	S	P	P	S	P	P	S	P		S	S	S		S	S
Cal Fire	S	S	S	S	S	P		S		S	S			S		S	
County Engineering				P				S	S	S	P	P					
County Board of Education	S		S	P				S	S				S			S	S
Clerk/Recrd															S	P	P
County OES	P	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S
County Health Department	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S
County Admin. Office	S	P														S	S
County Probation Dept.			S	S	S			S								S	S
County Social Services Dept.													S	S	P		S
Operational Area Cities	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Econmic Develop-ment			S	S	S												S
Board of Supervisors		S															
County Counsel	S	S			S												
Clerk of the Board	S	S															
Com. Develop Build/Plan			P	P												S	S
Admin. Ser/ Inform. Tech.	S	S	S		S					P						S	S
Auditor Treasurer		S								S						S	P
Utilities		S		S								P				S	P
Volunteer Agencies										S			P			S	S
Transport. / Transit Auth.		S						S	S					S		S	S
Levee Districts			P	P							S						S
American Red Cross			S							S			P		S	S	P

**P = Primary Responsibility    S = Support Responsibility**

# **COUNTY OF YUBA EMERGENCY OPERATIONS PLAN**

## **PART II EMERGENCY MANAGEMENT**

### **EOC MANAGEMENT TEAM**

---

## **OVERVIEW: COMMAND AND GENERAL STAFF**

### **EOC Director (Management Section)**

Is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

### **Operations Section**

Responsible for coordinating all tactical operations in support of the emergency response through implementation of the County's Incident Action Plan.

### **Planning & Intelligence Section**

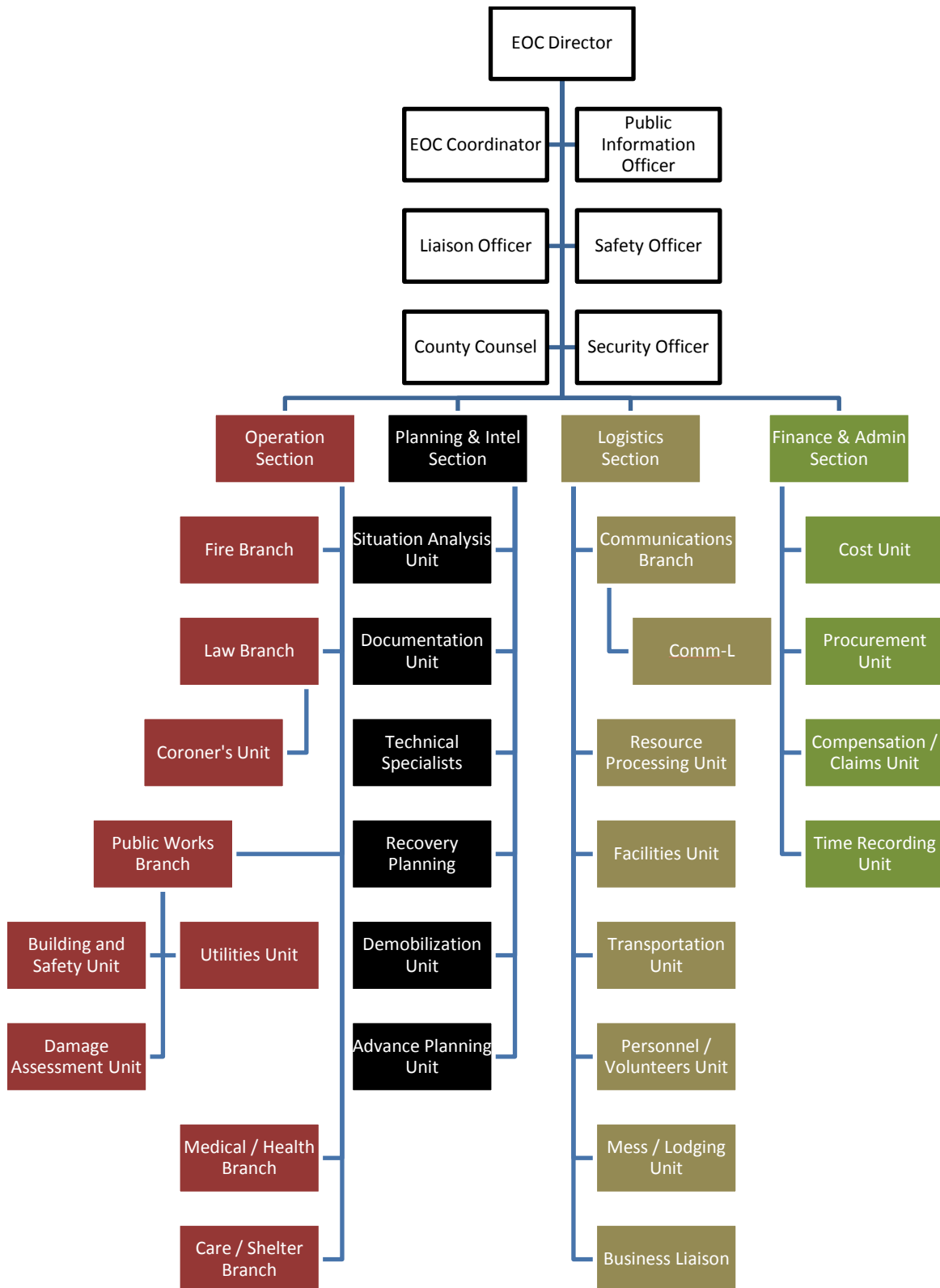
Responsible for collecting, evaluating and disseminating information; preparing status reports, situation information, maintaining the status of resources assigned to the incident; developing the County's EOC Action Plan in coordination with other sections; initiating and preparation of the County's After/Corrective Action Report and maintaining documentation.

### **Logistics Section**

Responsible for all service support requirements needed to facilitate effective and efficient management, including ordering resources; providing communications, facilities, services, transportation, food services, personnel, equipment, supplies and materials.

### **Finance & Administration Section**

Responsible for financial activities and other administrative aspects including: recording personnel time, maintaining vendor contracts, administering compensation and claims, and conducting overall cost analysis.

**Figure 4: County of Yuba Emergency Operations Center Structure**



# MANAGEMENT SECTION

## Purpose

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). It provides information on the County of Yuba's emergency management structure and how the emergency management team is activated.

## Overview

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

## Objectives

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents, biological emergencies, acts of terrorism and national security emergencies. To carry out its responsibilities, the EOC Management Team will accomplish the following objectives during a disaster/emergency:

- Overall management and coordinated efforts in assisting emergency response and recovery operations, including county policy level incident management as required.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

## Concept of Operations

The EOC Management Team will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the Board of Supervisors, Director of Emergency Services or designee.
- All on-duty personnel are to remain on duty until properly relieved. Off-duty personnel will be expected to return to work in accordance with the employee's Department policy.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods should be event driven.

---

# MANAGEMENT SECTION / COMMAND STAFF

The **EOC Director** is the position that is established, at the onset of any EOC activation, to coordinate EOC operations. The County Administrator or the Deputy Director of Emergency Services will initially fill this position as possible during every emergency/disaster. The Yuba County Sheriff shall serve as first alternate and the Chairman of the Board of Supervisors shall serve as second alternate. The EOC Director, the EOC Command Staff, the EOC General Staff and others as designated, make up the EOC Management Team. The Command Staff are responsible for advising the EOC Director on rules, regulations, proclamations and policy matters. They also assist the EOC Director in the development of overall strategy and response to assist in mitigating the incident. The Management Section also includes certain staff functions (referred to as the Command Staff) required to support the Management function.

- Public Information Officer/Legislative Liaison
- Liaison Officer
- Safety Officer
- Security Officer
- EOC Coordinator
- County Counsel

## **Public Information Officer/Legislative Liaison**

The Public Information Officer (PIO) serves as the primary point of contact between the EOC, media and the public. The PIO ensures that information released is consistent, accurate, and timely, appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC but at a location which makes sharing of information convenient (See . The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Director. In addition the PIO is responsible for setting up a public inquiry “hotline” making sure it is updated on a consistent basis.

As the Legislative Liaison this member of the Command Staff shall, as an incident indicates, establish and maintain personal contact with the elected officials representing the impacted area at the county/state/federal levels. The Legislative Liaison ensures that a link has been established between the County and the legislative body to pass on information and requests and to lobby for the filling of requests when the established request channels are overloaded and not responsive.

## **Liaison Officer**

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our county government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the

effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

**Agency Representative**

A representative from another agency may be assigned to the EOC and shall speak for his/her agency within established limits. The Agency Representatives report to the Liaison Officer.

**Safety Officer**

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential county liability during EOC operations and ensuring a safe working environment in the EOC.

**Security Officer**

The Security Officer is responsible for security of all EOC facilities and personnel access. The EOC coordinator may fill this position.

**EOC Coordinator**

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and departments, and serves as a resource to the EOC Director.

**Board of Supervisors**

Proclaim and/or ratify a local emergency, approve emergency orders and serve in their capacity as County Officials.

**County Counsel**

County Counsel shall serve as the Legal Advisor and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

# **COUNTY OF YUBA**

## **EMERGENCY OPERATIONS PLAN**

### **OPERATIONS SECTION**

#### **Purpose**

To enhance the capability of the County of Yuba to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the County's EOC Management.

#### **Overview**

The Operations Section's primary responsibility is to support/manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law/Coroner
- Medical and Health
- Care and Shelter
- Public Works/Utilities/Damage Assessment

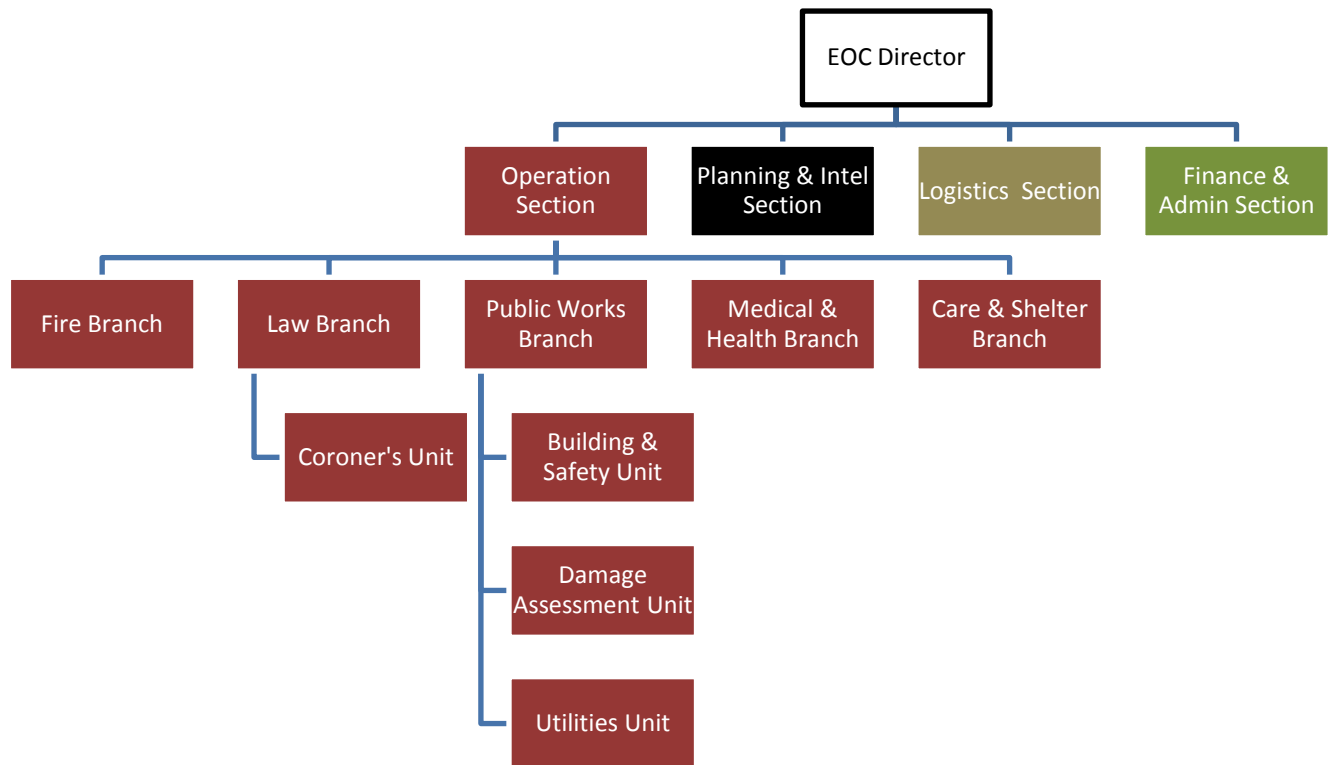
#### **Objectives**

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

#### **Concept of Operations**

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off duty personnel will be expected to return to work, if requested, in accordance with the employee's department policy.
- Operational periods for the EOC will be 12 hours for the duration of the event.
- Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

**Figure 5: SEMS Functional Chart - Operations Section**

## OPERATIONS SECTION STAFF

The Sheriff or his/her designee will fill the position of Operations Section Manager. The Under-sheriff or his/her designee shall serve as first alternate and the EOC Director as second alternate to the Operations Section Manager. The Manager may also be designated by the EOC Director.

The Operations Section Manager will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches or units may be established as the need arises:

- Law Branch, Coroner's Unit
- Fire Branch
- Medical and Health Branch

- Care and Shelter Branch
- Public Works Branch, Building and Safety Unit, Damage Assessment Unit, Utilities Unit

The Operations Section Manager may activate additional units as necessary to fulfill an expanded role.

### **Operations Section Manager**

The Operations Section Manager, a member of the EOC General Staff, is responsible for supporting the tactical operations of the emergency response through implementation of the County's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Manager is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.

### **Fire Branch**

The Fire Branch is responsible for coordinating personnel, equipment, and resources committed to the emergency, ordering and coordinating appropriate mutual aid resources for the search and rescue and hazardous materials elements of the incident.

### **Law Branch**

The Law Branch is responsible for coordinating the alerting and warning the public; coordinating and supporting evacuations, established safe traffic routes, security at incident facilities, access control to damaged areas; ordering and coordinating appropriate mutual aid resources, and may assume responsibility for the Coroner's Unit and Animal Rescue Unit when necessary.

### **Public Works Branch**

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; coordinating the restoration of utilities, collecting damage assessment information, assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

### **Medical and Health Branch**

The Medical and Health Branch will coordinate with the Yuba County Health and Human Services Department Operations Center (DOC) for appropriate medical and health response and is responsible for managing personnel, equipment and resources to provide the best patient care possible and coordinating the provision of public health and sanitation.

### **Care and Shelter Branch**

The Care and Shelter Branch will coordinate with the Yuba County Health and Human Services Department Operations Center (DOC) is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies.

## **COUNTY OF YUBA EMERGENCY OPERATIONS PLAN**

# **PLANNING & INTELLIGENCE SECTION**

### **Purpose**

The Planning & Intelligence section of the EOP will allow the County of Yuba to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the County's EOC Management Team.
- At the earliest possible opportunity restore essential services and systems.

### **Overview**

The Planning & Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the Planning and Intelligence Manager on various courses of action from their departmental level perspective.

### **Objectives**

The Planning & Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the Yuba County Operational Area EOC. The Planning & Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning & Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

1. Collect initial situation and safety/damage assessment information.
2. Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
3. Disseminate intelligence information to the EOC Management Team.
4. Conduct mapping and recording operations.
5. Prepare summary safety/damage assessment reports for dissemination to other sections, County departments, The Governor's Office of Emergency Services, FEMA and the Yuba County EOC.
6. Prepare required reports identifying the extent of damage and financial losses.
7. Determine the County's post-event condition.
8. Provide planning and intelligence support to other sections.
9. Ensure accurate recording and documentation of the incident.
10. Initiate the County's Action Plan.
11. Initiate the County's After/Corrective Action Plan.

12. Prepare a post-disaster recovery plan.
13. Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and The Governor's Office of Emergency Services and FEMA filing requirements.
14. Acquire technical experts for special interest topics or special technical knowledge subjects.

### **Concept of Operations**

The Planning & Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with their respective department policy with regard to disaster service workers and state law.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

## **EOC ACTION PLANS**

EOC Action Plans are an essential part of SEMS and NIMS at all levels. Action Planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

EOC Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the Action Plan.) EOC Action Plans will be prepared for hard copy distribution rather than distributed verbally.

Special forms are used within ICS to record information for written EOC Action Plans. These forms should be used whenever possible. The format for an EOC Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?).



- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy (Given a selected strategy, what are the specific tactics necessary to implement the strategy?). This only applies to some Sections
- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A communications plan.
- Safety messages.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, a medical support plan, etc.

### **Focus of the EOC Action Plan**

The primary focus of the EOC Action Plan should be on Operational Area issues. The plan sets overall objectives for the Operational Area and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments; provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

### **Coordination**

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person—and probably not by any one agency or department; a concerted effort on the part of many individuals in many agencies or departments will be required.

## **AFTER-ACTION REPORTS**

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the Governor's Office of Emergency Services (Cal OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that ...."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

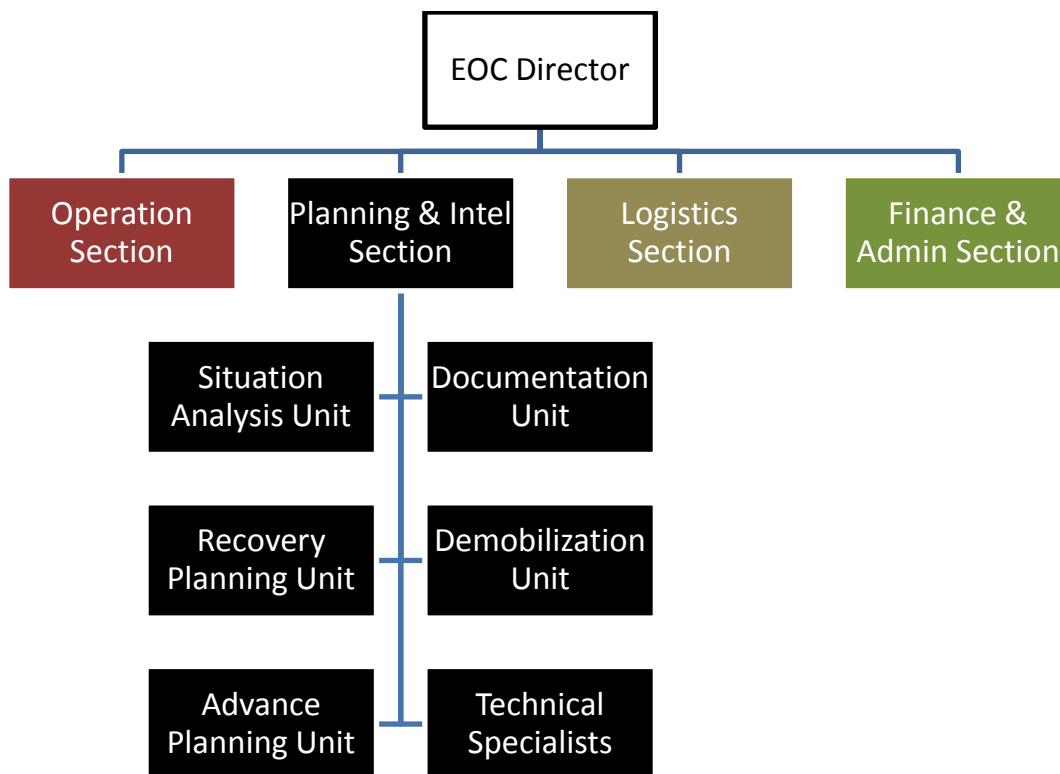
After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies or jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

**Figure 6: SEMS Functional Chart - Planning & Intel Section**



---

# PLANNING & INTELLIGENCE SECTION STAFF

The Planning & Intelligence Section Manager will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Analysis Unit
- Documentation Unit
- Damage Assessment Unit
- Recovery Unit
- Demobilization Unit
- Technical Specialist

The Planning & Intelligence Section Manager may activate additional branches/groups/units as necessary to fulfill an expanded role.

## **Planning & Intelligence Section Manager**

The Planning & Intelligence Section Manager, a member of the EOC General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

## **Situation Analysis Unit**

The Situation Analysis Unit is responsible for the collection and organization of incident status and situational information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff. Ideally this unit will receive situational updates (status) from various sources. That information is then consolidated and combined with situational projections (analysis) to produce a situational report and supporting documentation (data, maps, etc.). County IT staff shall assist the Situation Analysis Unit with EOC displays.

## **Advance Planning Unit**

The Advance Planning Unit is responsible for identifying potential response and recovery related issues likely to occur beyond the next operational period. The Advance Planning Unit will review all available reports and documentation to develop recommendations with regard to response and recovery actions to be taken. An Advance Plan will be developed and distributed to the Incident Manager and all Section Managers.

## **Documentation Unit**

The Documentation Unit is responsible for initiating and preparing the County's EOC Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and

preserving incident files for legal, analytical and historical purposes; maintaining detailed records of safety/damage assessment information.

**Recovery Planning Unit**

The Recovery Planning Unit is responsible for ensuring that the Operational Area receives all emergency assistance for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster condition as quickly and effectively as possible.

**Demobilization Unit**

The Demobilization Unit is responsible for preparing a EOC Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

**Technical Specialist**

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning & Intelligence Section Manager, function within an existing unit such as the Situation Status Unit; form a separate unit if required, or be reassigned to other parts of the organization i.e. Operations, Logistics, or Finance & Administration.

# **COUNTY OF YUBA EMERGENCY OPERATIONS PLAN**

## **LOGISTICS SECTION**

### **Purpose**

To enhance the capability of the County of Yuba to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the purpose of this section that the priorities of responses are to be:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the County's EOC Management Team.
- Support the restoration of essential services and systems.

### **Overview**

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment purchasing support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the Board of Supervisors.

### **Objectives**

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section. The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

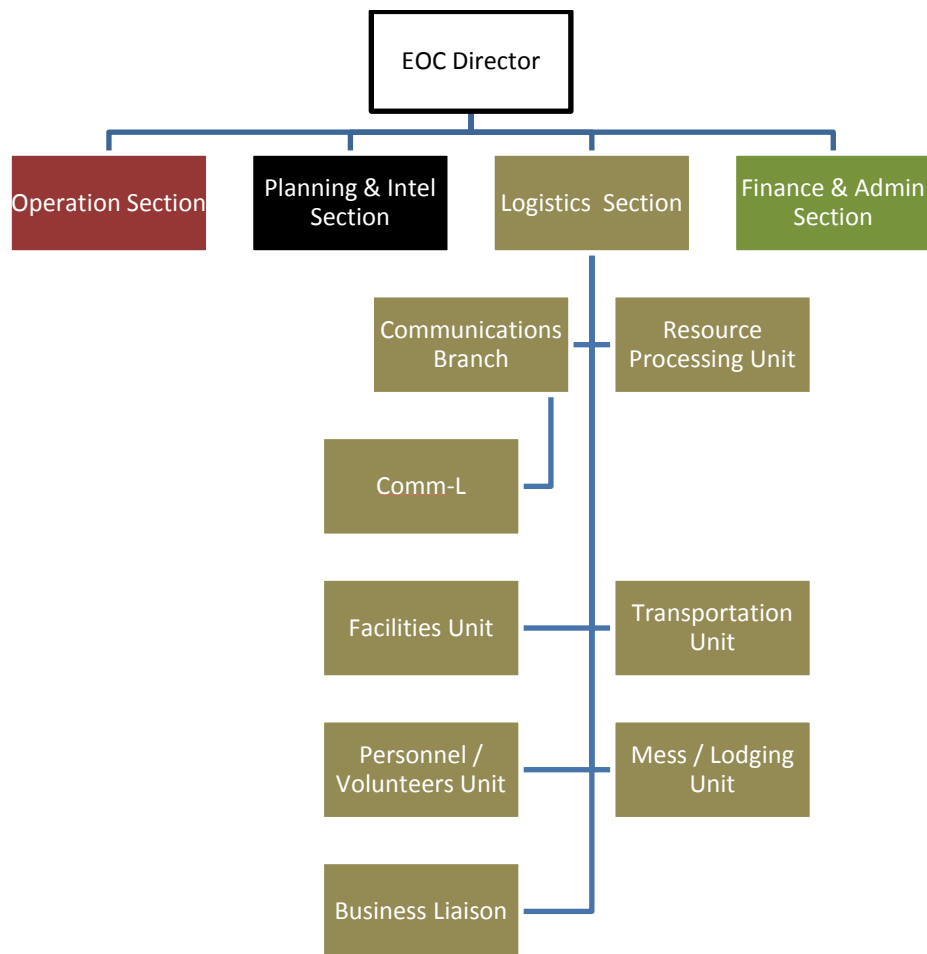
- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the County's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and The Governor's Office of Emergency Services and FEMA filing requirements.

### **Concept of Operations**

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the County of Yuba's Personnel rules and state law as it applies to Disaster Service Workers and County employees.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.
- Available and accessible resources from neighboring jurisdictions, military installations, the state and federal levels of government, the private sector and volunteer organizations will be accessed through the County's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Yuba County Operational Area via the Office of Emergency Services or the Emergency Operating Center.

**Figure 7: SEMS Functional Chart - Logistics Section**



## LOGISTICS SECTION STAFF

The Administrative Services Director will fill the position of Logistics Section Manager. The Administrative Services Assistant Director shall serve as first alternate and the Information Systems Manager will serve as second alternate to the Logistics Section Manager.

The Logistics Section Manager will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Resources Processing Unit
- Communications Branch
- Transportation Unit
- Personnel Unit
- Facilities Unit
- Mess/Lodging Unit

The Logistics Section Manager may activate additional units as necessary to fulfill an expanded role.

### **Logistics Section Manager**

The Logistics Section Manager, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for purchasing and resources management.

### **Resources Processing Unit**

The Resources Processing Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC; responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning & Intelligence Section (to provide resources information to the EOC Action Plan).

### **Communications Branch**

The Communications Branch is responsible for supporting all technical needs of the County EOC. The Communications Unit is responsible for managing all radio, data, and telephone needs of the EOC staff and well as facilitating county interoperability.

**Transportation Unit**

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan. The Disaster Route Priority Plan will identify the safest and most appropriate corridor for moving supplies to and from a disaster area.

**Personnel/Volunteers Unit**

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Worker Volunteers and for managing EOC personnel issues and requests.

**Facilities Unit**

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

**Mess/Lodging Unit**

The Mess/Lodging unit is responsible for obtaining food and lodging for incident staff, and agency representatives providing mutual aid to Yuba County.



# **COUNTY OF YUBA EMERGENCY OPERATIONS PLAN**

## **FINANCE SECTION**

### **Purpose**

To enhance the fiscal accounting and recovery of the County of Yuba, to respond to emergencies by providing appropriate financial management, fiscal support, coordination in support of County emergency operations, and the recovery of costs as allowed by Federal and State law. It is the policy of this Section that the priorities are as follows:

- Protect life and property.
- Provide a continuity of financial management, coordination, and support from the onset of the disaster throughout the entire recovery period.
- Complete disaster related documentation related to all County disaster expenditures/costs.
- Cooperate/Communicate with all other branches/sections during the County's emergency response effort.
- Develop and maintain adequate disaster accounting for the County in its dealings with the State and Federal Government.
- Secure maximum recovery for all eligible costs.

### **Overview**

The Finance Section's primary responsibility is to maintain, to the greatest extent possible, the financial systems necessary to keep the county functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

This Section is also responsible for supervising the negotiation and administration of vendor and supply contracts and procedures.

The level of the disaster/emergency will determine the extent to which the Finance Section will mobilize. In a low-level emergency, only part of the section shall mobilize. In the event of wide-spread disaster the entire section shall mobilize. During any declared state or federal disaster, Finance & Administration Section support staffing levels shall be augmented by emergency extra-hire staffing as deemed necessary by the Section Manager, in an effort to adequately support the required disaster fiscal obligations and mandates set forth by the state and/or federal government.

### **Objectives**

The Finance Section acts in a support role during all disasters/emergencies, ensuring that all required county financial records are preserved for future use and all The Governor's Office of

Emergency Services and FEMA filing requirements are supported through proper and accurate documentation of all labor and equipment related actions taken during the disaster/emergency.

The Finance Section will accomplish the following objectives during all declared disasters/emergencies:

1. Notify all County departments or other branches/sections that the Disaster Accounting System is activated and must be used during the declared disaster/emergency.
2. Determine the working capability of the County Bank, in regard to their ability to continue current and future financial transactions throughout the disaster period.
3. Maintain the financial continuity of the County (payroll, payments and revenue collection).
4. Disseminate information regarding the Disaster Accounting System requirements to all county departments or branches/sections as necessary.
5. Immediately following the declaration of a disaster/emergency by the State and/or Federal Governments, coordinate with County OES and the County Administrator to initiate the recovery process of County cost reimbursement with the appropriate disaster assistance agencies as determined by the disaster/emergency.
6. Coordinate with all County departments or branches/sections to collect and adequately document all costs pertaining to the disaster/emergency. Utilize Disaster Invoice payment approval and labor records.
7. Coordinate with the relevant disaster assistance agencies/officials for the required inspections, documentation, audits and other necessary work in order to adequately recover disaster costs.

For disasters/emergencies where the County's computer systems and bank are accessible and usable:

- Inform all county departments or branches/sections, that the payroll and payments processing will be handled on a "business-as-usual" basis, except that the Disaster Accounting System will be used for all disaster/emergency related costs.
- Continue with objectives 4 through 7 above.

For declared disasters/emergencies where the County's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

- Inform all County departments or all other branches/sections that payroll and payments will be on hold for a short time, and that processing will continue on a normal basis as of a specified date.
- Continue with objectives 3 through 7 above.

For disasters/emergencies where the County's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

- Inform all County departments or all other branches/sections that Disaster Accounting procedures will be necessary to cover the next payroll and all future critical payments.
- Activate other Finance Section Units as necessary.
- Continue with objectives 3 through 7 above.

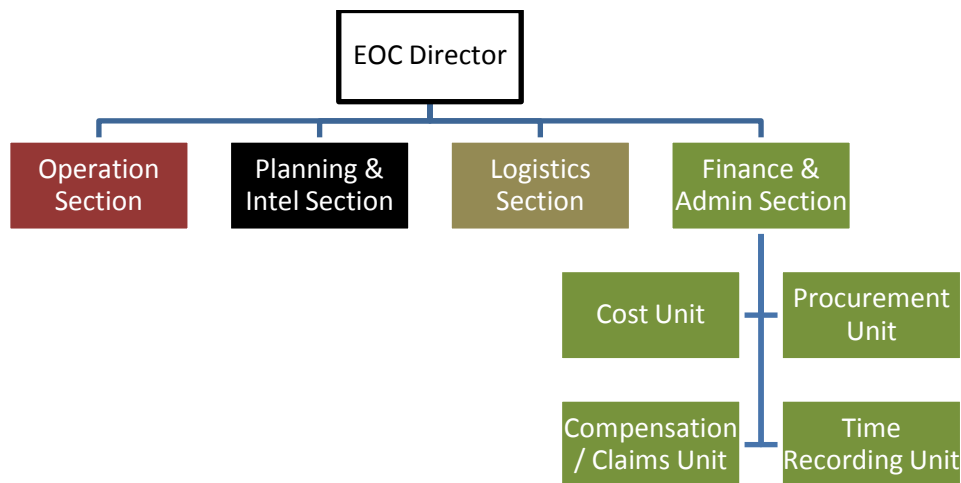
## Concept of Operations

The Finance & Administration Section will operate under the following policies during a declared disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) shall be followed.
- All existing County and departmental fiscal operating procedures will be adhered to, except as modified by the County Auditor or the EOC Director.
- For declared disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Unit. This unit will function on a schedule as required to perform and complete Section objectives.

For declared disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period as determined by the Finance Section Manager. This can include 12 hours shifts. These shifts normally run 6:00 a.m. to 6:00 p.m.

**Figure 8: SEMS Functional Chart - Finance & Admin Section**



## FINANCE SECTION STAFF

The Auditor/Controller shall serve the county during times of emergency/disaster as the Finance Section Coordinator. The Assistant Auditor shall serve as the first alternate and the Treasurer/Tax Collector as the second alternate to the Finance Section Coordinator.

### **Finance Section Manager**

The Finance Section Manager is responsible for activating the Disaster Accounting System. He/She oversees and coordinates with the Unit management staff, the overall fiscal response and recovery effort throughout the entire disaster/emergency, and ensures that the payroll and revenue collection process continues to function as required during the disaster/emergency.

The Finance Section Manager shall determine, based on available situation requirements; the need for establishing specific and/or specialized branches/groups/units within his/her Section. The following units should be activated as required, supported by designated county staff or emergency extra-hire staff:

- Cost Unit
- Time Recording
- Compensation/Claims Unit
- Procurement

### **Cost Unit**

The Cost Unit should be activated at the onset of any disaster/emergency. This Unit performs a critical role throughout the entire disaster process as it is responsible for maintaining the Disaster Accounting System and maintaining procedures required to capture and document all costs relating to disasters/emergencies, in coordination with other relevant departments/branches/sections. The Unit also acts as liaison with the various disaster assistance agencies and coordinates the recovery of costs as allowed by law. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

### **Time Unit**

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Damage Survey Reports.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs

maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**Compensation/Claims Unit**

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the County of Yuba arising out of an emergency/disaster. This includes completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and upon settlement of claims.

**Procurement**

The Procurement Unit is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements. The Procurement Unit will coordinate with jurisdictions on plans and supply sources. The Unit will prepare and authorize contracts, land use agreements and memorandums of understanding.

# RECOVERY OPERATIONS

## OVERVIEW

In the aftermath of a disaster, returning vital life support and infrastructure systems will mark the beginning of recovery operations within the Operational Area. In the recovery phase essential services and activities must be restored. The County of Yuba and its governmental and volunteer agencies can help individuals, families and businesses recover from emergencies by ensuring that these services and resources for assistance are made available. Recovery occurs in two phases: short-term and long-term.

### **Short-Term Recovery**

The goal of short-term recovery is to restore local government to at least a minimal capacity.

Short-term recovery includes:

- Utility restoration; electric, gas, water, propane, telephone service, etc.
- Expanded social, medical, and mental health services
- Re-establishment of Yuba County government operations
- Reopen transportation routes
- Debris removal and cleanup operations
- Abatement and demolition of hazardous structures.

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. The County and cities will ensure that debris removal and cleanup operations are expedited to provide for public health and safety. Structures that pose a public safety concern will be demolished.

### **Long-Term Recovery**

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes, restoration or reconstruction of public facilities, disaster response cost recovery and hazard mitigation activities. Affected jurisdictions are responsible for development and addressing mitigation. The major objectives of long-term recovery operations include:

- Restoring facilities to pre-disaster condition
- Coordinated delivery of social and health services
- Re-establishing the local economy to pre-disaster levels
- Recovery of disaster response costs
- Improved land use planning
- Effective integration of mitigation strategies into recovery planning and operations
- Review and revision of the EOP

---

Public information during the recovery process may be handled independently by each agency or jurisdiction. Prior to release all information will be forwarded to the Operational Area's Joint Information Center (JIC) for comprehensive review and disbursement.

## RECOVERY DOCUMENTATION

Recovery operations will begin shortly after response efforts. This will require a coordinated effort from the Recovery Planning Unit within the Planning/Intel Branch and the Finance Branch. Information acquired and created during response activities forms the basis for recovery documentation. To obtain maximum reimbursement for disaster-related expenditures, it is critical that the Operational Area and local government and jurisdictions:

- Implement disaster documentation system during a disaster
- Ensure disaster-related expenditures are easily distinguished from on-going activities
- Maintain accurate accounting records including:
  - Force account labor (timesheets) and equipment
  - Invoices for rented equipment, materials and purchases
  - Photographs of damage and repair
  - Insurance information
  - Environmental and historical preservation issues
  - Records of donated goods and supplies
- These records must be maintained for three years after the last action on the disaster application (The Governor's Office of Emergency Services will notify when three year-time frame begins)

## ASSESSMENTS AND ORGANIZATION DURING RECOVERY

### **Safety Assessment Program**

Immediately following a disaster, it is imperative that the safety of public and private structures be determined. The Safety Assessment Program (SAP) provides professional evaluators (volunteers) and mutual aid resources to local governments, to determine use and occupancy of homes, buildings and infrastructure. Evaluators may be deputized by the local building official to post placards (green, yellow or red) on facilities. SAP evaluators are typically registered engineers, licensed architects or certified building officials or inspectors. All volunteer evaluators are designated as Disaster Service Workers and are covered under California's worker's compensation and liability protection laws. If the Operational Area requires additional building inspectors to perform safety assessments they will be requested by the Operational Area through the REOC.

## Damage Assessments

When requesting state or federal disaster assistance, local government **must** provide information to support the request. The chart below describes the mechanisms required to document damages and determine needed assistance in the impacted area.

**Table 4: Damage Assessment Report Types**

Report Title	Responsible Party	Description Needed	Purpose of Report
Initial Damage Estimate (IDE)	Local jurisdiction	Initial description of damage including: <ul style="list-style-type: none"> <li>• type and extent of public and private sector damage</li> <li>• basic repair and emergency response costs</li> <li>• any acute public health issues</li> <li>• number of homes and businesses not insured or underinsured.</li> </ul>	Provides information for The Governor's Office of Emergency Services to determine if state and/or federal disaster assistance is warranted and to what extent resources are needed. An IDE should be provided concurrently with request for assistance. Not providing this information promptly can delay assistance.
Preliminary Damage Assessment (PDA)	DAD field staff assisted by OES regional staff, local, state and/or federal government staff	Preliminary detailed damage report including: <ul style="list-style-type: none"> <li>• facility types (e.g., school, road, private residences) and location</li> <li>• facility insurance and/or maintenance records</li> <li>• damage description and repair estimates</li> <li>• local government budget reports</li> <li>• destroyed/damaged residences, personal property, businesses</li> <li>• any identified environmental or historical issues</li> </ul>	Provides information for The Governor's Office of Emergency Services to determine extent and type of state and/or federal disaster assistance. This information is also used by FEMA to prepare a regional analysis of the request for consideration by FEMA headquarters.
Damage Assessment by other Federal Agencies	Small Business Administration (SBA)	Includes the number of private homes and businesses damaged or destroyed and estimated uninsured losses. It also may include documentation showing economic injury to businesses.	Ensures minimum damage criteria have been satisfied to implement the Physical or Economic Injury Disaster Loan Program.
	U.S. Dept. of Agriculture (USDA) and/or local Agricultural Commissioner	Includes cause, type and value of crop/livestock losses.	Provides USDA with justification to implement emergency loan program.

**IDE:** This report is available via the online Response Information Management System (RIMS) located on the The Governor's Office of Emergency Services Web site at: <http://www.oes.ca.gov>.

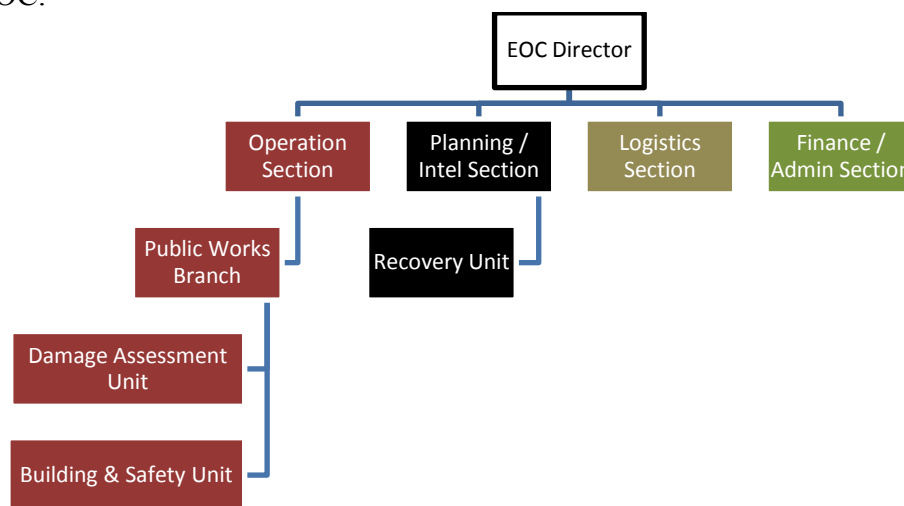


## Debris Removal

The California Disaster Assistance Act governs the eligibility rules for disaster debris removal within the State. Although the Public Works Branch of the Operations Section will initiate the debris removal function, undoubtedly their actions will need to be coordinated throughout the recovery process with an individual or unit that monitors reimbursable costs. Additional information can be gathered from the Governor's Office of Emergency Services Recovery Operations document located in the EOC resource library.

## Recovery Organization

The County of Yuba will activate the Rapid Assessment Unit under the Public Works Branch in the Operations Section of the EOC to manage the collection of data during the recovery stages. This information will be compiled by the Recovery Unit in the Planning and Intel Section of the County's EOC.



# RECOVERY DISASTER ASSISTANCE

## Emergency Proclamations/Declarations

If the local government or Operational Area requires state or federal assistance, it is important to know if a local proclamation of an emergency is a prerequisite to obtaining the assistance. The chart below provides an overview of the available programs and indicates proclamation/declaration requirements.

**Please Note: If a local emergency proclamation is required, it must be issued within 10 days of the event.**

**Table 5: Assistance available with proclamation and/or declaration**

<b>Program Name</b>	<b>Type of Assistance</b>	<b>Local Proclamation Required?</b>	<b>State of Emergency Required?</b>	<b>Federal Declaration or Designation Required?</b>
SAP	Provides professional evaluators to determine safety, use and occupancy of homes and buildings	No	No	No
FMAG	Reimbursement of emergency response costs for fire suppression	No	No	Yes
State PA under an OES Director's Concurrence	Funding to restore public infrastructure	Yes	No	No
State PA under a Governor's proclamation of state of emergency	Reimbursement of local emergency response costs, debris removal and funding to restore public infrastructure	Yes	Yes	No
Federal PA (Major Disaster declaration)	Reimbursement of local emergency response costs, debris removal and funding to restore public and allowable private-non-profit infrastructure	Yes	Yes	Yes
Federal PA (emergency declaration)	Reimbursement of local emergency response costs	Yes	Yes	Yes
Individuals and Household Program (IHP)	Grants for unmet recovery needs to individuals and families	Yes	Yes	Yes
State Supplemental Grant Program (SSGP)	Supplemental grants for individuals for recovery may be available only when maximum IHP has been reached	Yes	Yes	Yes
SBA Economic Injury Disaster Loan Program	Working capital loans for small businesses that have suffered an economic loss	No	No	Yes
SBA Physical Disaster Loan Program	Loans for individuals, families and businesses that have lost real and personal property	No	No	Yes
USDA Disaster Designation	Loans for farmers and ranchers for physical and crop production losses	No	No	Yes
Crisis Counseling Programs	Referral/resource services and short term counseling for emotional and mental health problems caused by the disaster	Yes	Yes	Yes
Disaster Unemployment Assistance	Weekly unemployment benefits and job finding services due to a disaster	Yes	Yes	Yes

## How to Access Assistance

When disaster strikes and damages exceed local capabilities, the Operational Area may request state and/or federal disaster assistance. A local proclamation of an emergency may be a prerequisite for the assistance requested. If a request for assistance is necessary, the Operational Area should:

- Include the following information in the request:
  - Copy of the local proclamation (if required)
  - Initial Damage Estimate (IDE)
  - Written request/resolution by designated official
  - Type of disaster
  - Date of occurrence and whether situation is continuing
  - Areas affected
  - Type of assistance needed;
- Submit the request to:
  - Operational Area (local governments & jurisdictions)
  - OES REOC;
- Submit the request by the deadlines mentioned in the tables that follow; and
- Submit the request separately by a city *only* if the Op. Area has not already submitted the same request.

## Local Assistance Centers

Local Assistance Centers (LACs) may be established to provide a centralized location for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for a successful recovery. LAC characteristics generally include:

- Resource facility for recovery information, services and programs;
- Community-based service facilities;
- Managed by local government; and
- Staffed by PNPs, local, state and federal government, as appropriate.

## Disaster Recovery Centers (DRCs)

Disaster Recovery Centers (DRCs) may also be activated by key federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about FEMA and SBA programs. DRC characteristics generally include:

- Fixed or mobile resource facility for FEMA and SBA recovery information
- Managed by federal government; and
- Staffed by FEMA, OES, SBA and other federal, state and local agencies as appropriate.

## Disaster Assistance Programs

The following tables are designed to provide local emergency managers a quick reference to disaster assistance programs administered or coordinated by the Disaster Assistance Division (DAD) of the Governor's Office of Emergency Services. The tables are grouped by potential recipients and indicate general program implementation criteria, including key deadlines.

### Public Assistance through The Governor's Office of Emergency Services

Public agencies include state agencies and departments, cities, counties, city and county, school districts, community college districts, special districts and certain private non-profit agencies. The following table describes implementation criteria for the five main public assistance disaster programs administered by OES: Director's Concurrence, Governor's Proclamation of a State of Emergency, Fire Management Assistance Program (FMAG), Presidential Declaration of an Emergency, and Presidential Declaration of a Major Disaster.

**Table 6: Types of Public Assistance through Cal OES**

Type of Assistance	Program Name and Authority	Cost Share Requirements	Implementation Criteria
Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)	State Public Assistance CDAA - - Director's Concurrence with local emergency	75% State 25% Local	Local agency must proclaim an emergency and request a "Director's Concurrence" within 10 days of an event. A Governor's proclamation of a state of emergency is not required for the OES Director to provide CDAA funding to repair damaged public facilities.
Reimbursement of local emergency response costs, debris removal, and funding to restore damaged public infrastructure	State Public Assistance CDAA– Governor's Proclamation of a State of Emergency	75% State 25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The request should include dates of the event, an IDE, areas affected and appropriate type of assistance needed.
Reimbursement for fire suppression costs	FMAG  Stafford Act	75% Federal 25% Local	Responsible fire agency must request FMAG assistance while the fire is still burning out of control. Neither local nor state emergency proclamations are necessary for the implementation of this program.
Reimbursement of local emergency response and debris removal costs	Federal and State Public Assistance. Stafford Act and CDAA – Presidential Declaration of an Emergency	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 5 days to request federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, appropriate type of assistance needed.
Funding to restore public infrastructure* and reimbursement of emergency response and debris removal costs	Federal and State Public Assistance  Stafford Act and CDAA – Presidential Declaration of a Major Disaster	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 30 days to request federal assistance. Local government should provide detailed information (dates of event, IDE, areas affected, and appropriate type of assistance needed.) *Funding beyond what is necessary to restore a facility may also be approved for hazard mitigation measures to ensure that future similar damage will not occur. These mitigation projects include cost-effective improvements to the current design and capacity of the existing facility.
Funding to provide crisis counseling services	FEMA Crisis Counseling Program Stafford Act	75% Federal 25% State	This program is funded by FEMA and administered through the state Department of Mental Health. Benefits may be short term or long-term (up to 9 months).

## Public Assistance through Other Agencies

The following table describes the implementation criteria for disaster assistance programs available to public entities through federal agencies other than FEMA. Through CDAA, the state may also cost share with these federal programs.

**Table 7: Public Assistance - All Other Types**

Type of Assistance	Program Name/Lead Federal Agency and Authority	Cost Share Requirements	Implementation Criteria
Watershed restoration	Emergency Watershed Program /NRCS Division of the U.S. Dept of Agriculture Section 216, P.L. 81-516 and Sections 403-405, P.L. 95-334	75% NRCS 18.75% State 6.25% Local	Eligible activities include providing financial and technical assistance to remove debris from streams, protect destabilized stream banks, establish cover on critically eroding lands, repair conservation practices, and the purchase of flood plain easements. This program does not require a Presidential disaster declaration before it is implemented. However, in order for the sponsoring agency to be eligible for state cost share, the Governor must have proclaimed a state of emergency for the event. For additional information refer to: <a href="http://www.nrcs.usda.gov">www.nrcs.usda.gov</a>
Emergency flood and post-flood activities	USACE Emergency Operations /USACE Flood Control and Coastal Emergencies Act (P.L.84-99)	100% USACE	The USACE may provide manpower, supplies, and equipment for flood-fighting, debris clearance and temporary levee repairs during the emergency period and up to a maximum of 10 days thereafter. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: <a href="http://www.usace.army.mil">www.usace.army.mil</a>
Restoration of publicly sponsored flood control structures	USACE Rehabilitation Program/USACE Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE Rehabilitation program provides assistance for permanent repairs to federal system levees. Although USACE covers the repair costs, the local sponsoring agency may be required to purchase additional soil and must sign "Hold Harmless" agreements and other applicable assurances before work can begin. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: <a href="http://www.usace.army.mil">www.usace.army.mil</a>
Emergency repairs to federal roads and highways	FHWA Emergency Relief (ER) Program/FHWA Title 23, U.S.C., Section 125	100% FHWA if performed within 180 days of an event.	This program may be implemented upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA ER program is administered through Caltrans. For additional information refer to: <a href="http://www.fhwa.dot.gov/programadmin/erelief.html">http://www.fhwa.dot.gov/programadmin/erelief.html</a>
Permanent restoration of damaged federal aid highways	FHWA ER Program / FHWA Title 23, U.S.C., Section 125	88.53% FHWA 8.6% State 2.87% Local	FHWA funds 88.53 percent of repairs upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA program is administered through Caltrans in close coordination with OES. For additional information refer to: <a href="http://www.fhwa.dot.gov/programadmin/erelief.html">http://www.fhwa.dot.gov/programadmin/erelief.html</a>
Long-term economic redevelopment	HUD Disaster Recovery Initiative/HUD Section 122 of the Housing and Community Act of 1974, as amended	75% Federal 18.75% State 6.25 % Local	Funds earmarked for certain HUD projects may be transferred to emergency projects if not covered by FEMA and are in the best interest of the post-disaster stricken community. California Department of Housing and Community Development administers this program. For additional information refer to: <a href="http://www.hud.gov/offices/cpd/communitydevelopment/programs">http://www.hud.gov/offices/cpd/communitydevelopment/programs</a>

## Individual and Family Assistance

The following table describes the implementation criteria for programs that are available to assist businesses, families and individuals, and Private non-Profit (PNPs) agencies in recovering from a disaster.

**Table 8: Individual and Family Assistance**

Type of Assistance	Program Name and Authority	Loan/Grant Maximum*	General Implementation Criteria
Low interest loans for losses to real property (primary residences) which may include mitigation measures	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$200,000	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. Victims are required to first seek loan assistance through SBA before they can be considered for a federal grant through FEMA. SBA also has the authority to independently (without a Presidential declaration) implement the program when at least 25 homes and/or businesses suffer 40% uninsured losses of their estimated fair market or pre-disaster fair market value, whichever is lower. In this case, a request for SBA declaration must be requested through OES within 60 days of the occurrence.
Low interest loans for losses to personal property	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$40,000	Same as above.
Grants to cover temporary housing needs, home repairs, losses to personal property, transportation expenses, funeral and medical expenses, etc.	Individual and Households Program (IHP) Robert T. Stafford Act Disaster Relief and Assistance Act, 44 CFR Ch. 1, Part 206, Subpart D, Sect. 206.110	\$25,600	This is a federal grant program managed and administered by FEMA upon a Presidential Declaration of an Emergency or Major Disaster. Victims who are found to be ineligible for an SBA loan are referred to FEMA's IHP program.
Grants to individuals and families that have received the maximum IHP grant but still have unmet needs	State Supplemental Grant Program  California Department of Social Services W/I 13600-13601	\$10,000	This program is administered through the state Department of Social Services. It is only implemented when FEMA has activated the IHP. The state has no authority to activate the SSGP independent of a federal declaration.
Disaster Unemployment Assistance	DUA  U.S. Department of Labor, 20 CFR, Part 625 44 CFR, part 206.141	N/A	This program may be implemented by the Department of Labor upon a Presidential declaration. It allows those unemployed due to a disaster up to 26 weeks of unemployment benefits.

\*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

### Businesses, Ranchers and PNP Assistance

The following table describes the implementation criteria of programs that are available to assist businesses, ranchers, and Private non-Profit (PNP's) agencies in recovering from a disaster.

**Table 9: Business, Ranchers, and PNP Assistance**

Type of Assistance	Program Name and Authority	Loan Maximum*	Implementation Criteria
Low interest loans to businesses and PNPs, for losses to real property	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$1.5 Million	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. SBA also has the authority to independently implement the program when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses due to a disaster. Typically, when SBA declares a disaster for a county, contiguous counties are also eligible.
Low interest loans to businesses and to help cover working capital	SBA EIDL 13 CFR Ch. 1 Part 123	\$1.5 Million	SBA also the authority to independently implement the program with certification by the OES Director that at least five small business concerns in a disaster area have suffered economic injury and are in need of financial assistance not otherwise reasonably available. The SBA may provide economic injury assistance for a disaster determined by the Secretary of Agriculture. Under these designations, SBA makes economic injury assistance available to eligible small businesses. EIDL loans become available under all SBA physical declarations. The maximum SBA loan assistance is \$1.5 Million, whether it is a Physical Disaster Loan, an EIDL loan, or a combination of both programs.
Low interest loans to farmers, ranchers and aqua culturists for physical and/or crop production losses resulting from an unusual natural occurrence (weather pattern, pest, etc.)	Secretarial Designation-Agricultural disaster  U.S. Department of Agriculture, Farm Services Agency 7 CFR, Ch 18, part 1945, Subpart A	\$500,000	Emergency loans are made to farmers and ranchers who have suffered at least a 30-percent loss in crop production or a physical loss to livestock products, real estate or chattel property. The Secretary of Agriculture can implement this program when requested by OES on behalf of a local agricultural commissioner or local government authority, or implemented automatically when the President declares a major disaster or emergency. When requested on its own authority, supporting documentation to the types of crops and level of damage must be submitted. A proclamation of local or state emergency is not required for this program.

\*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

## **AFTER-ACTION REPORTS**

The Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to OES within 90 days of the close of the incident period. Please reference Attachment 2 for a sample. The After-Action Report will provide, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to date.

The After-Action Report will include an overview of the incident, including enclosures, and will address specific areas of the response. It will provide information regarding coordinated efforts and activities. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the after-action report as well as suggested planning efforts.

The After-Action Report will serve as a source for documenting the Yuba County Operational Area's emergency response activities, and actions. The report will identify areas of concern and provide information for addressing modifications of procedures and plans. It will also be utilized to develop a work plan for implementing modifications to the EOP and local government policy.

The Yuba County Office of Emergency Services will be responsible for the completion and distribution of the Operational Area after-action report, including sending it to the Governor's Office of Emergency Services, Inland Region, within the required 90 day period. The designated emergency services coordinators for each affected Operational Area jurisdiction will be responsible for submitting the jurisdiction's report to the Yuba County Office of Emergency Services. .



## PART III - GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Emergency Management and is consistent with terms used in the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

### A

**Activate:** At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

**Aerial Reconnaissance:** An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

**After Action Report:** A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

**Agency:** An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

**Agency Assistance:** Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

**Agency Dispatch:** The agency or jurisdictional facility from which resources are allocated to incidents.

**Agency Executive or Administrator:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

**Agency Representative:** An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

**Air Operations Branch Director:** The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

**Allocated Resources:** Resources dispatched to an incident.

**American Red Cross:** A non-governmental volunteer organization (NGO) agency that provides disaster relief to individuals and families.

**Area Command:** An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

**Assigned Resources:** Resources checked in and assigned work tasks on an incident.

**Assignments:** Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

**Assistant:** Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

**Assisting Agency:** An agency directly contributing tactical or service resources to another agency.

**Available Resources:** Incident-based resources which are available for immediate assignment.

## **B**

**Base:** The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

**Base Flood Elevation (BFE):** The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

**Branch Director:** The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

## C

**Cache:** A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

**California Emergency Council:** The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

**Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

**Care and Shelter:** A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

**Casualty Collection Points (CCP):** A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

**Catastrophic Disaster:** Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

**Catastrophic Disaster Response Group (CDRG):** The national-level group of representatives from the Federal department and agencies under the Plan. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policy-makers in their respective parent organizations to facilitate decisions on problems and policy issues.

**Chain of Command:** The order in which authority and power in an organization is wielded and delegated from top management to every employee at every level of the organization. Instructions flow downward along the chain of command and accountability flows upward.

**Check-in:** The process whereby resources first report to an incident or into an EOC/ Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

**Checklist:** A list of actions taken by an element of the emergency organization in response to a particular event or situation.

**Civil Air Patrol:** A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

**Civil Unrest:** Any incident intended to disrupt community affairs that require police intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

**Code of Federal Regulations (CFR):** "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

**Command:** The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post:** (See Incident Command Post)

**Command and Control (Emergency Management):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Command Staff:** The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**Community Right-to-Know:** Legislation requiring the communicating of chemical information to local agencies or the public.

**Compact:** Formal working agreements among agencies to obtain mutual aid.

**Compensation Unit/Claims Unit:** Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

**Complex:** Two or more individual incidents located in the same general area which is assigned to a single Incident Commander or to a Unified Command.

**Comprehensive Emergency Management (CEM):** An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

**Continuity of Government (COG):** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including lines of succession for key decision makers.

**Contingency Plan:** A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

**Cooperating Agency:** An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etc.).

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

**Coordination Center:** Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Cost Sharing Agreements:** Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

**Cost Unit:** Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

## **D**

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Dam Failure:** Part or complete collapse of a dam causing downstream flooding.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

**Declaration Process:** When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Demobilization Unit:** Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

**Department Operations Center:** An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

**Deputy Incident Commander (Section Manager or Branch Director):** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

**Designated Area:** Any emergency or major disaster affected portion of a State that has been determined eligible for Federal assistance.

**Designation:** The action by the Associate Director, SLPSD, to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

**Disaster:** A sudden calamitous emergency event bringing great damage loss or destruction.

**Disaster Application Center:** A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

**Disaster Assistance Program:** A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

**Disaster Field Office:** A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

**Disaster Recovery Manager (DRM):** The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

**Disaster Service Worker:** Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

**Disaster Support Area (DSA):** A predestinated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft, to adequate medical care facilities.

**Disaster Welfare Inquiry (DWI):** A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

**Dispatch:** The implementation of a command decision to move a resource or resources from one place to another.

**Dispatch Center:** A facility from which resources are assigned to an incident.

**Division:** Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

**Division or Group Supervisor:** The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

**Documentation Unit:** Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

## E

**Earthquake Advisory:** A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

**Economic Stabilization:** The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Emergency Alert System:** A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

**Emergency Management (Direction and Control):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Emergency Management Coordinator:** The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

**Emergency Management Director (Emergency Services Director):** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

**Emergency Management Preparedness Grant:** Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

**Emergency Medical Services:** Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

**Emergency Medical Technician (EMT):** A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.



**Emergency Operations:** Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

**Emergency Operations Center (EOC):** A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Emergency Operations Plan:** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Emergency Period:** A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

**Emergency Plans:** Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

**Emergency Public Information (EPI):** Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

**Emergency Public Information System:** The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

**Emergency Response Agency:** Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**Emergency Response Personnel:** Personnel involved with an agency's response to an emergency.

**EOC Incident Action Plan:** The plan developed at SEMS EOC levels which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

**Essential Facilities:** Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department

buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

**Evacuee:** An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

**Exercise:** Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

**Exercise Scenario:** Background detail (domestic, international, political, military) against which an exercise is conducted.

**Expedient Shelter:** Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

## **F**

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Federal Agency (Federal Definition):** Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

**Federal Coordinating Officer (FCO):** The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

**Federal Disaster Assistance:** Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

**Federal Emergency Management Agency:** This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

**Federal Hazard Mitigation Officer (FHMO):** The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

**Federal Insurance Administration (FIA):** the government unit, a part of FEMA that administers the National Flood Insurance Program.

**FEMA-State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

**Field Coordination Center:** A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

**Field Operations Guide:** A pocket-size manual of instructions on the application of the Incident Command System.

**Finance/Administration Section:** One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

**Flood Hazard Boundary Map (FHBM):** the official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

**Flood Insurance:** The insurance coverage provided under the National Flood Insurance Program.

**Flood Insurance Rate Map (FIRM):** The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. the study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

**Food Unit:** Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are

found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

**Functional Element:** Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

## G

**General Staff:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Manager
- Planning/Intelligence Section Manager
- Logistics Section Manager
- Finance/Administration Section Manager

**Ground Support Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division) Groups are located between Branches (when activated) and Resources in the Operations Section.

## H

**Hazard:** Any source of danger or element of risk to people or property.

**Hazard Area:** A geographically defined area in which a specific hazard presents a potential threat to life and property.

**Hazardous Material:** A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hazardous Material Incident (Stationary):** Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials well as all sites that treat, store, and dispose of hazardous material.

**Hazardous Material Incident (Transportation):** Any spill during transport of material that is potentially a risk to health and safety

**Hazard Mitigation:** A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Assistance Program:** Authorized under Section 404 of the Stafford Act. Provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

**Helibase:** The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

**Helispot:** Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

**Hierarchy of Command:** (See Chain of Command)

## I

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan:** "Incident Action Plan" is the plan prepared at an Incident Command Post and in the EOC containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**Incident Base:** Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") the Incident Command Post may be collocated with the Base. There is only one Base per incident.

**Incident Commander:** The individual responsible for the command of all function at the field response level.

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common

organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Incident Communication Center:** The location of the Communications Unit and the Message Center.

**Incident Management Team:** The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

**Initial Action:** The Actions taken by resources which are the first to arrive at an incident.

**Initial Response:** Resources initially committed to an incident.

**Intermediate-Term Prediction:** A prediction of an earthquake that is expected within a period of a few weeks to a few years.

## **J**

**Joint Information Center (JIC):** The physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. In the case of a Unified Command, those contributing to joint public information management do not lose their individual identities or responsibilities. Rather, each entity contributes to the overall unified message.

**Jurisdiction:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**L**

**Landing Zone:** (See Helispot)

**Leader:** The ICS title for an individual responsible for a functional unit, task forces, or teams.

**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Lifelines:** A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

**Life-Safety:** Refers to the joint consideration of both the life and physical well-being of individuals.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

**Local Government:** Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA, 2900(y).

**Local Government Advisory Committee (LGAC):** Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

**Logistics Section:** One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

**Long-Term Earthquake Potential:** No specific time frame. Can refer to decades, centuries or millennia.

**Long-Term Prediction:** A prediction of an earthquake that is expected within a few years up to a few decades.

## M

**Major Disaster:** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm,, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objectives:** In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

**Marshaling Area:** An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas area utilized particularly for disasters outside of the continental United States.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

**Master Mutual Aid Agreement:** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

**Media:** All means of providing information and instructions to the public, including radio, television, and newspapers.

**Medical Unit:** Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

**Message Center:** The Message Center is part of the Incident or EOC Communications Center is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

**Mitigation:** Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).



**Mobilization:** The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center:** An off-incident location at which emergency service personnel and equipment area temporarily located pending assignment to incidents, release, or reassignment.

**Medical Self-Help:** The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

**Multi-Agency Coordination:** The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

**Multi-Agency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

**Multi-jurisdiction Incident:** An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

**Multi-purpose Staging Area (MSA):** A predesignated location such as a County/District Fairgrounds having a large parking areas and shelter for equipment and operator, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery or emergency.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of the Governor's Office of Emergency Services established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

**Mutual Aid Staging Area:** A temporary facility established by the Governor's Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

## N

**National Emergency Training Center (NETC):** FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

**National Incident Management System (NIMS):** Developed and administered by the Secretary of Homeland Security at the direction of Homeland Security Presidential Directive – 5 issued February 28, 2003. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity. It is also intended to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

**National Flood Insurance Program (NFIP):** The Federal program, created by an act of Congress in 1968, which makes flood insurance available in communities that enact satisfactory floodplain management regulations.

**National Warning System:** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**Nuclear Incident (Fixed Facility):** Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

## O

**Office of Emergency Services:** At the State level refers to the Governor's Office of Emergency Services. At the Operational Area level refers to the County Office of Emergency Services. At the local level refers to a City or governmental agency Office of Emergency Services.

**One Hundred (100)-Year Flood:** The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Area Coordinator:** The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

**Operational Area Satellite Information System (OASIS):** A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

## **P**

**Plan:** As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

**Planning Meeting:** A meeting held, as needed, throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

**Planning Section:** (Also referred to as Planning/Intelligence Section). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

**Planning Zone:** A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county;

4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

**Political Subdivision:** Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**Procurement Unit:** Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Public Assistance (PA):** Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Public Information Officer per incident. The Public Information Officer may have assistants. This position is also referred to as Public Affairs Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

## R

**Radio Amateur Civil Emergency Services (RACES):** An emergency service designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

**Radiological Protection:** The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

**Radiological Officer: (RO)** An individual assigned to an Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

**Radiological Monitor:** An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

**Reception Area:** An area which, through a hazard analysis and related preparedness planning, is predesignated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

**Recorders:** Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

**Regional Director (RD):** A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

**Regional Emergency Operations Center (REOC):** Facilities found at The Governor's Office of Emergency Services Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

**Remedial Movement:** The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

**Remedial Operations:** Actions taken after the onset of an emergency situation to offset or alleviate its effects.

**Reporting Locations:** Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

**Rescue Group:** Two or more rescue teams responding as a unified group under supervision of a designated group leader.

**Rescue Team:** Four or more personnel organized to work as a unit. One member is designated team leader.

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

**Resources Unit:** Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic

human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

## S

**Safety Officer:** A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Search:** Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

**Search Dog Team:** A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

**Section:** That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

**Section Chief:** The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Manager.

**Self-Help:** A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

**Sensitive Facilities:** Facilities in reception areas that will not normally be used as lodging facilities for relocation. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

**Service:** An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

**Service Branch:** A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

**Shelter Complex:** A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about ½ mile.

**Shelter Manager:** An individual who provides for the internal organization, administration, and operation of a shelter facility.

**Short-Term Prediction:** A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

**Alert--**Three days to a few weeks

**Imminent Alert--**Now to three days

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**Situation Unit:** Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Manager.

**Span of Control:** The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operates or maintains a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include joint powers authority established under section 6500 et seq. of the Code.

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**Staging Area Managers:** Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, and State.

**State Agency:** Any department, division, independent establishment, or agency of executive branch of the state government.

**State Coordinating Officer (SCO):** The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

**State Emergency Organization:** The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

**State Emergency Plan:** The State of California Emergency Plan as approved by the Governor.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

**State of War Emergency:** The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

**State Operations Center (SOC):** An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

**Stay-Put:** A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

**Strategy:** The general plan or direction selected to accomplish incident or EOC objectives.

**Supply Unit:** Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**Support Branch:** A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

**Support Resources:** Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

**Supporting Materials:** Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.



**T**

**Tactical Direction:** Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

**Task Force:** A combination of single resources assembled for a particular tactical need with common communications and a leader.

**Team:** (See Single Resource.)

**Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS or EOC organization.

**Technological Hazard:** Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

**The Petris Bill #1841:** As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

**Time Unit:** Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

**Tort:** An act that harms another. It occurs when a person commits an act, without right and as a result another is harmed.

**Traffic Control Points (TCP):** Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

**Tsunami:** Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

**Type:** Refers to resource capability. A Type 1 resources provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resources. Resource typing provides managers with additional information in selecting the best resource for the task.

**U**

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Unified Command.

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person.

**Urban Fire:** Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

**Urban Rescue:** The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

**V**

**Volunteers:** Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

**W**

**Wildfire:** Any instance of uncontrolled burning in grasslands, brush, or woodlands.

**Winter Storm (Severe):** This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

---

# **COUNTY OF YUBA EMERGENCY OPERATIONS PLAN**

## **PART IV - FUNCTIONAL ANNEXES TABLE OF CONTENTS**

Annex A:	Animal Care Services SOP
Annex B:	Care and Shelter SOP
Annex C:	ChemPack Deployment SOP
Annex D:	Extreme Temperature Emergencies SOP
Annex E:	Evacuations SOP
Annex F:	Hazardous Materials Response Area Plan
Annex G:	Multi-year Exercise Plan
Annex H:	Probation EOM
Annex I:	Sandbag Distribution SOP
Annex J:	Severe Weather Emergencies SOP
Annex K:	Slow-Rise Flood Event SOP
Annex L:	Tactical Interoperable Communications Plan
Annex M:	Disaster Area Identification and Credentialing SOP
Annex N:	Emergency Public Information SOP
Annex O:	Operational Area Emergency Operations Center Operations SOP
Annex P:	Operational Area Emergency Operations Center Position Checklists

# **COUNTY OF YUBA EMERGENCY OPERATIONS PLAN**

## **EOP ATTACHMENTS**

Attachment 1: Sample Emergency Proclamation  
Attachment 2: Sample After-Action Report Survey

DRAFT

---

# ATTACHMENT 1: SAMPLE EMERGENCY PROCLAMATION

## PROCLAMATION OF LOCAL EMERGENCY

**WHEREAS**, pursuant to California Government Code Section 8630 and the Yuba County Ordinance Code, Title IV, Chapter 4.20, empowers the *Director of Emergency Services* to proclaim the existence or threatened existence of a local emergency when the County of Yuba is affected or likely to be affected by a local emergency and the Board of Supervisors is not in session; and;

**WHEREAS**, the *Director of Emergency Services*\* of the County of Yuba does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by \_\_\_\_\_ (fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the \_\_\_\_\_th day of \_\_\_\_\_, 20\_\_\_\_. and;

**WHEREAS**, these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said County, and;

**WHEREAS**, the County Board of Supervisors of the County of Yuba is not in session and cannot immediately be called into session;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that a local emergency now exists throughout the County of Yuba, and;

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said local emergency the powers, functions, and duties of the emergency organization of the County of Yuba shall be those prescribed by state law, by ordinances, and resolutions of this County of Yuba, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the Board of Supervisors of the of County of Yuba.

Dated: \_\_\_\_\_ By: \_\_\_\_\_

*Robert Bendorf, CAO/Director of Emergency Services  
County of Yuba*

*Address: 915 Eighth St. Suite 117, Marysville, CA 95901*

# ATTACHMENT 2: SAMPLE AFTER-ACTION REPORT SURVEY

## AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE for responses to

Name of Incident or Event

*(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).*

### GENERAL INFORMATION

Information Needed	Text goes in text boxes below.
<b>Name of Agency:</b>	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
<b>OES Admin Region:</b> (Coastal, Inland, or Southern)	
<b>Completed by:</b>	
<b>Date report completed:</b>	
<b>Position: (Use SEMS/NIMS positions)</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>Dates and Duration of event:</b> (Beginning and ending date of response or exercise activities - using mm/dd/yyyy)	
<b>Type of event, training, or exercise:*</b> * Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
<b>Hazard or Exercise Scenario:*</b> *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

**SEMS/NIMS FUNCTION EVALUATION****MANAGEMENT** (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**FIELD COMMAND** (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**OPERATIONS** (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)**

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**LOGISTICS (Services, support, facilities, etc.)**

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)**

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	



## AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

---

**Additional Questions**

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

---

---

---

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

---

---

---

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

---

---

---

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

---

---

---

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

---

---

---

**NARRATIVE**

Use this section for additional comments.

---

---

---

---

**POTENTIAL CORRECTIVE ACTIONS**

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management. (Code: I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

**ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC****EMAC / SEMS After Action/Corrective Action Report Survey**

**NOTE:** Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for (Insert name of the disaster)?

---

2. Have you taken an EMAC training class in the last 24 months?

---

3. Please indicate your work location(s) (State / County / City / Physical Address):

---

4. Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

---

5. Please indicate what discipline your deployment is considered (please specify):

---

6. Please describe your assignment(s):

---

**Questions:**

You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name/Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment <b>outside</b> of California?					
3	Where your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name/Phone	Estimated Date of Completion
6	Were mobilization instructions clear?					
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
---	-----------------------------	--------------------------------------	----------------------------------	-------------------------------	------------------------------

---


DRAFT

EMAC - Additional Questions**Identify the areas where EMAC needs improvement (check all that apply):**

- ☐ Executing Deployment  
☐ Command and Control  
☐ Logistics  
☐ Field Operations  
☐ Mobilization and Demobilization

Comments:

---



---



---

Identify the areas where EMAC worked well:

---



---



---

**Identify which EMAC resource needs improvement (check all that apply):**

- ☐ EMAC Education  
☐ EMAC Training  
☐ Electronic REQ-A forms  
☐ Resource Typing  
☐ Resource Descriptions  
☐ Broadcast Notifications  
☐ Website

Comments:

---



---



---

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

---



---



---

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

---



---



---



---

CAL OES USE ONLY		
Form Received on: (DATE)	Form Reviewed On:	Form Reviewed BY: