

County of Sutter

Emergency Operations Plan



Sutter Operational Area

Annex 1

Emergency Support Function (ESF) Handbook and Checklists

January 2015

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EMERGENCY SUPPORT FUNCTION (ESF) HANDBOOK AND CHECKLISTS

Section 1 – OVERVIEW

INTRODUCTION

The Emergency Support Function (ESF) Handbook and Checklists provides a quick reference of responsibilities for field responders. The ESF Handbook and Checklists has been developed to supplement the emergency checklists identified for use in the Sutter County OA Emergency Operations Plan (EOP) and the emergency response SOPs of the responding agencies. ESF description summaries and checklists are outlined for each of the ESFs as they relate to the Sutter County/OA Emergency Operations.

Not all of the ESFs will have checklists listed. The checklist will be identified by the ESF and one of three categories; **Increased Readiness, General Response, or Specific Hazards Response.**

Use of the ESF Handbook and Checklists will enhance organization and performance through standardization of activities and procedures between Operational Area and jurisdiction/field level response teams. **This handbook is intended to provide guidelines for field responders and not intended to be a substitute for the decisions of the Incident Commander.**

EMERGENCY PLAN MANAGEMENT AND UPDATES

The Office of Emergency Management will be responsible for updates and maintenance of this plan.

AUTHORITY CITATIONS

The authority for Emergency Operations and Disaster Preparedness used in development of this annex of the Sutter County OA EOP can be found in the **Sutter County OA EOP, Basic Plan, Chapter A, Section 6.**

THE EMERGENCY SUPPORT FUNCTIONS

The National Incident Management System (NIMS) identifies through its National Response Framework (NRF) fifteen (15) ESFs (see **Appendix 3 of EOP Basic Plan**). These ESFs are listed with a brief description, as they pertain to the Sutter County OA below:

(ESF-1) Transportation – Transportation describes the surface transportation resources (human, technical, information, equipment, facility, materials, and supplies) needed to support the Sutter County OA, other government participants, and civilian organizations having the capacity to perform emergency transportation response missions in the event of a public emergency. ESF-1 also

serves as a coordination point for response operations and restoration of the transportation infrastructure. The department lead coordinating this ESF is the Assistant Director of Development Services – Public Works for Sutter County.

(ESF-2) Communications – Ensures the provision of communications support to Sutter County OA response efforts following a declared public emergency under the EOP. The primary lead coordinating this ESF is the Deputy Director of General Services – Information Technology for Sutter County.

(ESF-3) Public Works and Engineering – Provides technical advice and evaluation, engineering services, contracting for construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities, potable water and ice, and emergency power support to assist the Sutter County OA in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities following a public emergency. The department lead coordinating this ESF is the Assistant Director of Development Services – Public Works for Sutter County.

(ESF-4) Firefighting – Supports the response and suppression of fires resulting from, or occurring coincidentally with, a public emergency in an extraordinary situation. Sutter County OA manages and coordinates firefighting activities including search, rescue, containment, suppression, coordination of evacuation in the hazard areas, and delivery of emergency medical services. The OA lead for Fire Services is the Sutter County Fire Chief.

(ESF-5) Emergency Management – Collects, analyzes, processes, and disseminates information about a potential or actual public emergency to facilitate the overall activities of the Sutter County OA in providing assistance. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS. The Sutter County Emergency Operations Manager is responsible for the day-to-day coordination and management of OA emergency planning and readiness.

(ESF-6) Mass Care, Housing, and Human Services – Coordinates the OA efforts to provide mass care needs to victims of a public emergency. These services could include, but are not limited to, providing shelter, food, and emergency first aid assistance to those impacted by a public emergency. The department lead coordinating this ESF is the Director of Social Services for Sutter County.

(ESF-7) Resource Support – Provides logistical/resources support following a public emergency and establish lines of communication between the primary and supporting agencies. During public emergency operations, the Logistics Section Chief is the lead for this function under SEMS.

(ESF-8) Public Health and Medical Services – Provides coordinated assistance and resources to respond to public health and medical care needs following a public emergency. Assistance provided under ESF-8 is supported by several agencies within the OA as well as the coordination between the agencies

and private health service providers. The primary lead coordinating this ESF is the Public Health Officer.

(ESF-9) Urban Search and Rescue – Deploys components of the OA Law, Fire, and Emergency Medical Services to provide specialized lifesaving assistance in the event of a public emergency involving structural collapse or other cave in. Operational activities include conducting physical search and rescue in collapsed buildings; providing emergency medical care to trapped victims; assessment and control of gas and electricity and hazardous materials; and evaluating and stabilizing damaged structures. The OA lead for Search and Rescue is the Sutter County Sheriff.

(ESF-10) Oil and Hazardous Materials Response – Within the context of this ESF, the term “hazardous materials” is defined broadly to include oil; hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended; pollutants and contaminants defined under Section 101 (33) of CERCLA; and certain chemical, biological, and radiological material, including weapons of mass destruction (WMD). The purpose of ESF-10 is to provide a coordinated response to actual or potential discharges and/or releases of oil, chemical, biological, radiological, or other hazardous substances in the Sutter County OA. The OA lead for Hazardous Materials Response is the Sutter County Fire Chief.

(ESF-11) Agriculture and Natural Resources – The purpose of this ESF is to identify Nutritional services, determine impact of the emergency on agricultural production, animal health, and natural resource protection and restoration. The department lead coordinating this ESF is the Agriculture Commissioner for Sutter County.

(ESF-12) Energy – Helps restore the Sutter County OA’s energy systems following a public emergency. The Sutter County Development Services Department is the primary agency in the OA responsible for coordinating with all other governmental department response elements and utilities to restore the energy systems.

(ESF-13) Public Safety and Security – Provides for the safety of citizens and security of property during public emergencies. It operates under SEMS with procedures for the command, control, and coordination of OA law enforcement personnel to support emergency operations. The Sutter County Sheriff-Coroner is the lead for OA emergency law enforcement operations and security.

(ESF-14) Long-Term Community Recovery - Provides guidance on the community outreach function to expedite the OA’s ability to help citizens recover from the effects of a public emergency. Provides guidance on Public Assistance in a public emergency and establishes a consistent framework for coordinating with volunteer organizations supporting a response. This ESF performs economic impact assessment. Performs mitigation analysis and program implementation. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS.

(ESF-15) External Affairs – Provides guidance on the media relations and serves as a direct link to media outlets, community leaders, and OA residents. Works in close coordination with other program elements to develop and deliver critical information during and immediately following a public emergency. This ESF will coordinate and collaborate with media, community, and public information personnel from the OA jurisdictions to support communities and provide the media and public with needed and useful information. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS.

CALIFORNIA EMERGENCY FUNCTIONS

The State Emergency Plan (SEP) establishes the California Emergency Functions (CA-EFs) as a key component of California's system for all-hazards emergency management. The Governor's Office of Emergency Services (CalOES) initiated the development of the CA-EFs in cooperation with California's emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management. The development of the CA-EFs involves organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the CA-EFs as a permanent component of California's emergency management system. Sutter County OEM will use NIMS approved ESF's for planning purposes and to comply with federal grant funding guidance. The CA-EFs will be used to interpret the SEP and bridge the federal and state guidance in Sutter County's emergency planning efforts. A comparison of Federal ESF's and CA-EFs is found in **Attachment A**.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

During a disaster or emergency, this annex will be implemented in accordance with the Standardized Emergency Management System (SEMS).

Personnel assigned to the different sections of ICS under SEMS will follow checklists/SOPs established by the Emergency Operations Director or his/her designee.

For more information on SEMS/ICS refer to the **Sutter County OA EOP Chapter A**.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The federal Department of Homeland Security has established that the National Incident Management System (NIMS) will be used during an emergency/disaster. The State of California, through Executive Order S-2-05, has established that the implementation of SEMS/ICS substantially meets the requirements of NIMS.

For more information on NIMS refer to the **Sutter County OA EOP Chapter A**.

Section 2 – INCREASED READINESS CHECKLISTS

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each agency are designed to flow from (1), actions which increase an agency's readiness stature to (2), those actions of general initial response preparedness, and then to (3), actions for specific hazard response.

This section contains **Increased Readiness Checklists**. The Increased Readiness Checklists provide for general guidelines for a non-Public Health emergency or non-Bioterrorism event. For information regarding response to a Public Health Emergency or Bioterrorism event, refer to **ANNEX 13**. All response actions will conform to the SEMS procedures reflected in Chapter A of this EOP.

For **General Response Checklists**, refer to **Section 3 of this Annex** and for **Specific Hazards Response Checklists**, refer to **Section 4 of this Annex**.

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(ESF-13) Sheriff – Dispatch Center

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster, adopt an increased readiness posture:
 - Establish and maintain an incident log.
 - Review appropriate emergency operations plans, guidelines, and checklists.

- Establish contact with the Dispatch Supervisor, Office of Emergency Management, and the Public Information Officer.

- Depending on the seriousness/complexity of the incident, consider alerting/recalling off-duty dispatch personnel to handle the increased workload.

- Establish an emergency work schedule for Dispatch.

- Log availability and condition of personnel and resources as reports are received from the County departments.

- Coordinate requests for emergency public information from the public and the media with Office of Emergency Management and the Public Information Officer.

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(ESF-13) Sheriff

INCREASED READINESS CHECKLIST

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists including mutual aid agreements.
- Consider alerting and/or recalling off-duty personnel.
- Prepare an emergency work schedule and manpower patterns.
- Assess the availability and condition of resources including the number of on-duty deputies and vehicle status.
- Assess and determine the necessity of specialized equipment and resources such as riot gear, search dogs, etc.
- Provide resource status report to Office of Emergency Management and to Dispatch.
- Stage equipment and personnel in strategic locations as deemed necessary.
- Coordinate emergency public information with Office of Emergency Management and the Public Information Officer.

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(ESF-4) Fire Services

INCREASED READINESS CHECKLIST

- Upon notification of potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.
- Consider alerting/recalling off-duty personnel.
- Assess the availability and condition of resources.
- Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.
- Anticipate division logistical needs (i.e., feeding and lodging requirements, potential re-supply needs, etc.).
- Anticipate specialized equipment needs (i.e., medical supplies, rescue equipment, firefighting materials, and equipment, etc.).
- Provide status report to Emergency Management and Central Dispatch.
- Stage equipment in strategic locations, as deemed necessary.
- Coordinate emergency public information with Office of Emergency Management and the County/OA Public Information Officer.

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(ESF-8) Health Services

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Alert hospital administrators and consider alerting and/or recalling off-duty personnel.
- Assess the availability and condition of resources, including the number of on-duty personnel, number of open hospital beds, availability of ambulances, and the status of medical supplies and other specialized equipment.
- Provide resource status report to the Office of Emergency Management and to the Dispatch Center.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with Office of Emergency Management and the County/OA PIO.

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(ESF-5) Office of Emergency Management

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Recall all Office of Emergency Management staff necessary for the situation to the office.
- Make all necessary preparations to activate the County EOC in the event activation is required or requested.
- Provide a status report to Sheriff's Dispatch and coordinate any notification functions.
- Establish communications with key County officials as necessary to assess the situation.
- Establish communications with Operational Area Cities and applicable Special Districts.
- Perform a communications check for all Operational Area radio frequencies.
- Anticipate EOC logistical needs (feeding, lodging, re-supply, etc.). Coordinate emergency public information with the Public Information Officer.

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(ESF-3) Public Works

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Consider alerting and/or recalling off-duty personnel.
- Prepare an emergency work schedule and manpower patterns (i.e., two people per vehicle).
- Assess the availability and condition of resources including the number of on-duty personnel, vehicle status, and communications systems.
- Assess and determine the necessity of specialized equipment and resources such as barricades, road repair equipment, traffic cones, etc.
- Provide a resource status report to Office of Emergency Management.
- Stage equipment and personnel in strategic locations as deemed necessary. Coordinate emergency public information with Office of Emergency Management and Public Information Officer.

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Section 3 – GENERAL RESPONSE CHECKLISTS

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each agency are designed to flow from (1), actions which increase an agency's readiness stature to (2), those actions of general initial response preparedness, and then to (3), actions for specific hazard response.

This section contains **General Response Checklists**. The General Response Checklists provide for general guidelines for a non-Public Health emergency or non-Bioterrorism event. For information regarding response to a Public Health Emergency or Bioterrorism event, refer to **ANNEX 13**. All response actions will conform to the SEMS procedures reflected in Chapter A of this EOP.

For **Increased Readiness Checklists**, refer to **Section 2 of this Annex** and for **Specific Hazards Response Checklists**, refer to **Section 4 of this Annex**.

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(ESF-13) Sheriff – Dispatch Center

GENERAL RESPONSE CHECKLIST

- Depending on the seriousness/complexity of the incident, consider establishing a dedicated dispatcher for the incident.
- Dispatch emergency responders and maintain status on their disposition.
- Obtain status reports promptly.
- Establish a clear line of communications with the Incident Commander (IC).
- Obtain location of Incident Facilities (Command Post(s), Staging Areas, etc.) from the Incident Commander.
- Coordinate the assignment of tactical frequencies with the IC.
- Contact appropriate personnel on the Emergency Alert List and key personnel/agencies as directed by the IC. Provide situation status and/or request their presence in the County EOC as directed by the IC.
- Recall off-duty county departmental personnel as requested by the IC.
- Establish communications with dispatch centers from Operational Area member jurisdictions and determine any effects of the event throughout the Operational Area.
- Relay evacuation instructions as directed by the IC.
- Coordinate warning and emergency public information with the IC, Office of Emergency Management, and the Public Information Officer.
- Determine, with the County Health Department, the need for Critical Incident Stress Debriefing for Dispatch staff.
- Maintain a log of all incident activities.

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(ESF-13) Sheriff

GENERAL RESPONSE CHECKLIST

- The Sheriff of Sutter County or designee will evaluate the situation and determine the appropriate level of Operational Area response.
- If **any two** of the following indicators are present, consider the possibility of Terrorism and refer to appropriate checklists/annexes:
 - Has there been a threat?
 - Are there multiple, non-trauma related victims?
 - Are responders victims?
 - Are hazardous substances involved?
 - Has there been an explosion?
 - Has there been a secondary attack/explosion/occurrence?
- Coordinate the initial activities of Sheriff's Dispatch.
- Depending on the situation, implement the appropriate Sheriff's Office specific incident response checklist (Earthquake, Flood, HazMat, etc.).
- Deploy a forward Command Post in the area(s) most affected by the incident for optimum on-scene communications and coordination of resources.
- Ensure all responding/deployed units conduct intelligence/damage assessment duties during all transit and on-scene assignments.
- For Sheriff's personnel, upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- The Sheriff or designee will consider the appropriateness of declaring an emergency or disaster for the County.
- The Sheriff or designee will consider activating the County EOC and recalling necessary departmental and other County EOC representatives.

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(ESF-4) Fire Services

GENERAL RESPONSE CHECKLIST

- The Incident Commander will evaluate the situation and determine the appropriate level of Operational Area response.
- If **any two** of the following indicators are present, consider the possibility of Terrorism and refer to appropriate checklists/annexes:
 - Has there been a threat?
 - Are there multiple, non-trauma related victims?
 - Are responders victims?
 - Are hazardous substances involved?
 - Has there been an explosion?
 - Has there been a secondary attack/explosion/occurrence?
- Depending on the situation, implement the appropriate Fire Services' specific incident response checklist (Earthquake, Flood, HazMat, etc.).
- If Incident Commander, deploy a forward Command Post in the area(s) most affected by the incident for optimum on-scene communications and coordination of resources.
- Ensure all responding/deployed units conduct intelligence/damage assessment duties during all transit and on-scene assignments.
- The Incident Commander will consider the appropriateness of requesting a declaration of an emergency or disaster for the County.
- If necessary, the Incident Commander will consider requesting activation of the County EOC and recall of necessary departmental and other County EOC representatives.
- For Fire Services' personnel, upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.

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(ESF-8) Health

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Health emergency and assistance required, including personnel and equipment required.
- Determine what actions that the Health Division is required to perform, including the following actions:
 - Activation of Field Treatment Sites (FTS).
 - Activation of triage operations.
 - Patient movement operations to hospitals or other medical facilities.
 - Activation of the Hospital Emergency Amateur Radio system.
 - Conduct damage assessment of sewage and potable water systems.
 - Determination of general health hazards confronting emergency responders and the Sutter Operational Area communities.
 - Establish vector control operations.
 - Provide sanitation services for all emergency facilities.
- Assist the Coroner with the identification and preservation of the deceased.
- Coordinate emergency public information with County PIO and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.

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(ESF-5) Office of Emergency Management

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, contact the Incident Commander to discuss the incident status.
- Determine whether or not the County EOC will need to be activated and to what level of activation.
- Recall all Sutter County EOC representatives necessary for the situation to the EOC.
- Make all necessary preparations to activate the County EOC.
- Provide a status report to Sheriff's Dispatch and coordinate any notification functions.
- Establish communications with key County officials as necessary to assess the situation.
- Establish communications with Operational Area Cities and applicable Special Districts.
- Ensure a communications check is performed on all Operational Area radio frequencies.
- Based on the situation, ensure a recommendation of an emergency proclamation is provided to the Emergency Operations Director or to the Board of Supervisors.
- Coordinate emergency public information with Public Information Officer.
- On a regular basis, provide activity status reports to the Incident Commander.
- Anticipate EOC logistical needs (feeding, lodging, re-supply, etc.).
- Ensure all incident documentation, including reports, is forwarded to OEM by each of the responding emergency response agencies for the preparation of the after-action report; organize and prepare the incident after-action report.

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(ESF-3) Public Works

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works' assistance required including personnel and equipment needed.
- Determine if mutual aid is required. If required, contact those local, state, and federal agencies with the needed equipment available and with mutual aid agreements in force.
- Assist the County Sheriff's Office with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.

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Section 4 – SPECIFIC HAZARDS RESPONSE CHECKLISTS

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each agency are designed to flow from (1), actions which increase an agency's readiness stature to (2), those actions of general initial response preparedness, and then to (3), actions for specific hazard response.

This section contains **Specific Hazards Response Checklists**. The General Response Checklists provide for general guidelines for a non-Public Health emergency or non-Bioterrorism event. For information regarding response to a Public Health Emergency or Bioterrorism event, refer to **ANNEX 13**. All response actions will conform to the SEMS procedures reflected in Chapter A of this EOP.

For **Increased Readiness Checklists**, refer to **Section 2 of this Annex** and for **General Response Checklists**, refer to **Section 3 of this Annex**.

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(ESF-13) Sheriff – Dispatch Center

Dispatch Center personnel are always on duty handling all communications for Sheriff's Deputies in the field and all coordination activities with other entities. The Dispatch Center is a Public Safety Answering Point (PSAP) handling emergency 911 calls from throughout the County. Dispatchers are, generally, the first persons to receive notice of an incident and must immediately respond to many types of specific hazard reports.

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(ESF-13) Sheriff – Dispatch Center

HAZARDOUS MATERIALS CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).

- Obtain following information from Incident Commander:
 - exact location of incident.
 - hazardous materials involved.
 - quantity of materials.
 - potential area(s) threatened.
 - areas evacuated and/or shelter-in-place operations.
 - directions to Command Post.
 - property owner/responsible party.

- Provide responding emergency response agencies with directions to Incident Command Post (ICP) and other incident facilities.

- As directed by the Incident Commander, make appropriate spill notifications:
 - State OES Warning Center.
 - National Response Center.

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(ESF-13) Sheriff

Sheriff's Deputies are always on duty and available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Sheriff's personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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(ESF-13) Sheriff

TORNADO CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).

- Conduct an internal damage assessment of Sheriff facilities:
 - Check safety of Sheriff personnel providing first aid as necessary
 - Check structural integrity of Sheriff facility
 - Check structural integrity of correctional facility
 - Check structural integrity of County Courts
 - Test communications (radios, telephones, etc.)
 - Check utility systems
 - Check availability of fuel

- Establish communications with Dispatch and provide initial status report:
 - Personnel available.
 - Vehicle and equipment availability.
 - Availability of fuel.
 - Check structural integrity of buildings.

- Through Dispatch, request the presence of the following at the Incident Command Post:
 - Operational Area Law Enforcement Mutual Aid Coordinator
 - Deputy Coroner

- Establish communications and coordination efforts with other County and Operational Area emergency response agencies.

- In coordination with area law enforcement, fire agencies, and Public Works, conduct a windshield survey of assigned critical facilities including but not limited to the following:
 - Essential service buildings (primary government facilities)
 - School district facilities
 - Hospitals and skilled nursing facilities
 - Utility facilities throughout the County

- Provide “Windshield Survey” report to Dispatch.

Consider the following when conducting your "Windshield Survey"

- * **Stay in your vehicle - This is an information-gathering task only!!!**
- * **Two persons per vehicle - One to drive and the other to take notes.**
- * **Utilize the predetermined lists of critical facilities.**
- * **Gathering this information will determine the big picture, prioritization of response, and the incidents requiring greatest allocation of resources.**
- * **The faster this is accomplished, the sooner resources can be allocated!!!**

- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- In coordination with area law enforcement and fire agencies, and as directed by the Incident Commander or Operations Section Chief, control access to incident sites restricting access to emergency responders only.
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Direct Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - Request that the American Red Cross activate a shelter if long-term evacuation is expected
 - Provide security for evacuated areas
- Develop and implement a traffic control plan for the affected area coordinating with Public Works and/or CALTRANS for the use of street barricades.
- Provide for crowd control at all incident sites.
- Once activated, coordinate all response actions and resource requests with the Operations Section Chief in the OA Emergency Operations Center.

- Assist the Deputy Coroner with the removal and disposition of the deceased as requested.
- Provide alternate communications systems as required.
- In coordination with the Incident Commander and the County EOC, manage the arrival and use of spontaneous volunteers referring all volunteers to designated reception areas.
- Regularly provide status reports on all incident activities to the Operations Section Chief.
- Refer all emergency public information requests to the Public Information Officer.

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(ESF-13) Sheriff

FLOODS CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Request the Law Enforcement Mutual Aid System if needed.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.

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(ESF-13) Sheriff

WILDLAND FIRES CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to OEM for the preparation of the after-action report.

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(ESF-13) Sheriff

EXTREME WEATHER/STORM CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.

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(ESF-13) Sheriff

DAM FAILURE CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.

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HAZARDOUS MATERIALS CHECKLIST

HAZARDOUS MATERIALS RESPONSE GUIDELINES:

- Upon dispatch, always approach hazardous materials incident from UPWIND, UPHILL, and UPSTREAM!!!
- Toxic materials may be odorless and invisible.
- Minimize all exposures by not driving through or in the area of the suspect release.
- If Sheriff's Department personnel are on-scene first, establish a LARGE perimeter until the jurisdictional fire department arrives.
- If Sheriff's Department personnel discover a hazardous material or an unlabeled container and suspect it contains a hazardous material, take the following actions:
 - Do not move the container or attempt to determine if it is full.
 - Retreat to an UPWIND, UPHILL, and UPSTREAM position.
 - Notify the jurisdictional fire and police departments through Central Dispatch.
 - Isolate the area and deny entry to non-emergency responders.

- Implement "General Response Checklist" (refer to **Section 3 of this annex**).
- Obtain directions to the Incident Command Post from Dispatch to avoid contamination.
- Report to the Incident Commander or the Operations Section Chief, if activated, and receive a briefing.
- Ensure that all Sheriff's Office personnel remain out of the hazard zones established by fire agency personnel.
- In coordination with area law enforcement and fire agencies and as directed by the Operations Section Chief, control access to the incident site restricting access to emergency responders only.
- Through Dispatch, request that off-duty deputies be recalled to duty.

- Activate the Law Enforcement Mutual Aid System as required.

- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.

- In coordination with area law enforcement and fire agencies, take the following actions:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.

- Ensure that all emergency public information is transmitted through the Public Information Officer.

(ESF-13) Sheriff

TRANSPORTATION EMERGENCIES CHECKLIST
(Train Accident, Major Vehicle Accident, Aircraft Accident)

Train Accident

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
 - Provide security for evacuated areas.
- Through Dispatch, request that off-duty deputies be recalled to duty.
- Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- In coordination with area law enforcement and fire agencies, take the following actions in response to flooding:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.
- Assist law enforcement and fire agencies with safeguarding all evidence for federal accident investigators.

- Assist the Coroner with the removal and disposition of the deceased as requested.
- Ensure that all emergency public information is transmitted through the Public Information Officer.

Major Vehicle Accident

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).

- Assume Incident Command* and provide Dispatch with the Incident Commander's name. Establish a Unified Command for all multi-agency responses.

****The Incident Commander position may be handed over to the applicable fire authorities if the emergency response to the accident involves actions usually handled by the fire services.***

- Relay initial assessment of incident to responding units and Dispatch. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch who to notify and inform of the incident.
- Ensure the safety of all personnel involved with incident.
- Direct the Sheriff’s Office to isolate and deny entry to the accident site in coordination with the responding Fire Agency.
- If evacuation of affected areas is necessary, take the following actions in coordination with the Fire Department:
 - Identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas

- Develop and implement a traffic control plan, coordinating with the County Engineering and/or CALTRANS for the use of street barricades.
- Provide for crowd control at the accident site.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Assist County Fire with safeguarding all evidence for federal accident investigators.
- Assist the Coroner with the removal and disposition of the deceased, as requested.
- Provide periodic status reports to Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with County OEM and the County PIO.
- Forward all incident documentation, including a report, to OEM for the preparation of the after-action report.

Aircraft Accident *(Civilian and Military)*

WARNING: For Military Aircraft – Some aircraft will have explosives in the cockpit for ejection of the seat and/or canopy. These are usually marked and the color-scheme is yellow/black striping. Use caution when securing site.

WARNING: For Military Aircraft – Some aircraft will have hazardous chemicals on board (e.g. Hydrazine) and/or the burning materials may create hazardous smoke/fumes. Use caution when securing site.

NOTE: For Military Aircraft – Once lives are saved and fires are out, Incident Commander will transfer control of mishap scene to the Military On-Scene Commander upon request and provide support as needed.

NOTE: For Military Aircraft – Local Law Enforcement Officer(s) need to remain on scene to perform law enforcement duties. Law prevents military personnel from performing this duty.

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).

- Report to the Incident Command Post or Emergency Operations Center and receive a briefing from the Incident Commander or the Operations Section Chief, if activated.

- In coordination with area law enforcement and fire agencies, and as directed by the Incident Commander, take the following actions
 - Establish a perimeter to isolate the incident (minimum 2000 foot perimeter for military crashes)
 - Control access to the incident site restricting access to emergency responders only
 - Ensure the Military Liaison and the Disaster Control Group (DCG) are allowed access to the ICP (or incident site when it is safe).***

- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.

- In coordination with area law enforcement and fire agencies, take the following actions:
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

- Through Dispatch, request that off-duty deputies be recalled to duty.

- Activate the Law Enforcement Mutual Aid System as required.

- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if activated.

- Assist law enforcement and fire agencies with safeguarding all evidence for federal accident investigators.

- Assist the Coroner with the removal and disposition of the deceased as requested.

- Refer all emergency public information relating to the accident to the Beale Air Force Base's Public Affairs Information Officer, if on site, or to the Public Affairs Office at Beale Air Force Base.***

NOTE: For Military Aircraft – If a National Defense Area is declared, jurisdiction for the declared area of the site will be given to the Military and continued support will be provided if requested.

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(ESF-13) Sheriff

CIVIL DISTURBANCES CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Assume Incident Command and provide Dispatch with the IC’s name (establish a Unified Command if a multi-agency response is required).
- Relay initial assessment of incident to responding units and Dispatch (information should include, but not be limited to: complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Ensure the following agencies have been notified and/or are on scene:
 - Applicable Operational Area law enforcement and fire agencies
 - Public Works
 - Governor’s Office of Emergency Management (to request state and federal assistance).
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch who to notify and inform of the incident.
- Authorize the activation of the Emergency Operations Center if the situation warrants.
- Authorize off-duty deputies be recalled to duty if the situation warrants.
- In coordination with area law enforcement and fire agencies, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

- Provide periodic status reports to Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with County OEM and the Public Information Officer (PIO).
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.

(ESF-13) Sheriff

TERRORISM CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Assume Incident Command and provide Dispatch with the IC’s name (establish a Unified Command if a multi-agency response is required).
- Relay initial assessment of incident to responding units and Dispatch (information should include, but not be limited to: complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Ensure the following agencies have been notified and/or are on scene:
 - Applicable Operational Area law enforcement and fire agencies
 - Public Works
 - Governor’s Emergency Management Division (to request state and federal assistance).
 - Federal Bureau of Investigation (FBI)
 - Bureau of Alcohol, Tobacco, and Firearms (BATF)
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch who to notify and inform of the incident.
- Authorize the activation of the Emergency Operations Center if the situation warrants.
- Authorize the off-duty deputies be recalled to duty if the situation warrants.
- In coordination with area law enforcement and fire agencies, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site restricting access to emergency responders only
 - Develop and implement a traffic control plan coordinating with Public Works and/or CALTRANS for the use of street barricades.
 - Provide for crowd control.

- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Provide security for evacuated areas.
- Provide periodic status reports to Dispatch
- and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with County OEM and the Public Information Officer (PIO).
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.

(ESF-13) Sheriff (Coroner)

Coroner personnel are always available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Coroner personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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(ESF-13) Sheriff (Coroner)

CORONER OPERATIONS CHECKLIST

- Upon notification of incident fatalities, activate all Coroner personnel.
- Report directly to the Incident Command Post or Emergency Operations Center, if activated, and contact the Incident Commander or the Operations Section Chief, if activated, for a situation briefing to determine the extent of coroner involvement in the incident.
- Coordinate with the appropriate agencies (i.e., CHP, FBI, NTSB, etc.).
- Make an initial assessment of the incident scene surveying the area and noting any special conditions.
- Determine resource requirements, including equipment and specialists (i.e., body bags, plastic tarps, sheeting, reseal-able plastic bags, toe tags, etc.).
- Establish a body processing area and a temporary morgue.
- In body processing area, identify and tag remains, perform body recovery operations, and process personal belongings.
- Coordinate emergency public information announcements with the Public Information Officer.
- Provide periodic status reports to the Operations Section Chief, if activated, or to the Incident Commander.
- Coordinate with the County Mental Health Branch regarding any need for Critical Incident Stress Debriefing for emergency responders who have performed body recovery/coroner operations.
- Forward all incident documentation, including a report, to Office of Emergency Management for the preparation of the after-action report.

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(ESF-4) Fire Services

The Fire Services personnel are always on duty and available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Fire Services' personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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(ESF-4) Fire Services

FLOODS CHECKLIST

- Assume Incident Command and provide the Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Request additional resources and establish a Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with the incident.
- In coordination with the Public Works, determine the flood stage and related flood inundation area.
- Assist the Sheriff's Office with evacuating areas within the dam inundation zone and in the identification of safe evacuation routes to be used.
- Coordinate with the Sheriff's Office to isolate and deny entry to flood inundation area.
- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

- Ensure that rescue operations are established; include swift water rescues.
- Assist Public Works in any way possible, including diverting and/or diking flood waters, pumping out flooded critical facilities, clearing drains, and sandbagging operations.
- Coordinate emergency public information with County OEM and the County PIO.
- Forward all incident documentation, including report, to Office of Emergency Management for the preparation of the after-action report.

(ESF-4) Fire Services

WILDLAND FIRES CHECKLIST

- Assume Incident Command and provide Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Through Dispatch Center, request the presence of the following individuals at the Incident Command Post:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - Hazardous Materials Specialists
- Through the Dispatch Center, notify all the Operational Area member jurisdictions' fire agencies of the wildfire incident.
- Establish Staging Area to receive incoming resources, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with incident.
- Assist the Sheriff's Office with evacuating areas within the fire zone and in the identification of safe evacuation routes to be used.
- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)

- Coordinate with Sheriff's Office to isolate and deny entry to the wildfire area.
- Provide periodic status reports to Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of wildfire.
- Through the Hazardous Materials Specialists, determine locations within the current and forecasted fire area that store or contain hazardous materials.
- Ensure that support systems are in place to provide firefighting crews with necessary provisions, including but not limited to food and water.
- Coordinate emergency public information with County OEM and the County PIO.
- Forward all incident documentation, including the report, to Office of Emergency Management for the preparation of the after-action report.

(ESF-4) Fire Services

EXTREME WEATHER/STORMS CHECKLIST

- Assume Incident Command & provide the Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- In coordination with other emergency response agencies responding to the incident, determine the extent of damage from the storm and/or extreme storm situation.
- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- Ensure the safety of all personnel involved with incident.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of extreme weather/storm.
- Coordinate emergency public information with the County OEM and the County PIO.
- Forward all incident documentation, including a report, to Office of Emergency Management for the preparation of the after-action report.

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(ESF-4) Fire Services

DAM FAILURE CHECKLIST

- Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of the incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with incident.
- Coordinate with Sheriff's Office to isolate and deny entry to dam inundation area.
- Assist the Sheriff's Office with evacuating areas within the dam inundation area and in the identification of safe evacuation routes to be used.
- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Ensure that rescue operations are established; include swift water rescues.
- Assist the Public Works, in any way possible, with diverting flood waters or pumping out critical facilities that have become flooded.

- Coordinate emergency public information with the County OEM and the County PIO.

- Forward all incident documentation, including reports, to the Office of Emergency Management for the preparation of the after-action report.

(ESF-4) Fire Services

HAZARDOUS MATERIALS CHECKLIST

******Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!******

- Using the Incident Command System (ICS), assume Incident Command and provide the Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and the Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP), providing directions for incoming units.
- Establish hazardous materials zones: Support Zone, Decontamination Zone, and Exclusion Zone, at a minimum.
- Assign an Incident Safety Officer to ensure the safety of all personnel involved with the incident, including the proper selection of personnel protective clothing. Develop a site safety plan.
- Coordinate with the County Sheriff's Office to establish site access control to isolate and deny entry to incident.
- Identify the hazardous material(s) involved and develop an appropriate Incident Action Plan (IAP).
- Provide medical care to injured persons and, if transporting the injured persons to local hospitals, ensure that proper decontamination is performed prior to transport.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform of the incident.

- Ensure that the following individuals are notified and responding to incident:
 - Appropriate Hazardous Materials Response Team including:
 - Hazardous Materials Specialists
 - County Health Officer
 - Operational Area Fire & Rescue Mutual Aid Coordinator (OAC)

- Request additional resources and establish Staging Area, as required.

- Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the Sheriff's Office with evacuating affected areas and in the identification of safe evacuation routes to be used.

- Coordinate emergency public information with the County OEM and the County PIO.

- Provide periodic status reports to the Dispatch Center and the County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

- Forward all incident documentation, including reports, to the Office of Emergency Management for the preparation of the after-action report.

(ESF-4) Fire Services

ALL TRANSPORTATION EMERGENCIES

- Assume Incident Command* and provide Central Dispatch with the Incident Commander's name. Establish a Unified Command for all multi-agency responses.

** Except during major vehicle accidents when the law enforcement agency with jurisdiction assumes the Incident Commander function. However, the law enforcement agency may hand over the Incident Command function to the County Fire Department if the emergency response to the accident involves actions usually handled by the fire services.*

- Relay initial assessment of incident to responding units and the Dispatch Center. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Dispatch Center who to notify and inform about the incident.
- Ensure the safety of all personnel involved with the incident.
- Coordinate with Law Enforcement to isolate and deny entry to accident site.
- Provide periodic status reports to the Dispatch Center and the County EOC, if activated, information regarding response activities, injuries, and sustained damage.
- Forward all incident documentation, including report, to Office of Emergency Management for the preparation of the after-action report.

Train Accident

- Through the Dispatch Center make the following notifications and/or request response to incident:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - Public Information Officer
 - Amtrak and Union Pacific Railroad

- Locate any relevant paperwork relating to car placement and cargo (i.e., manifest, bill of lading, consist, shipping papers, etc.).

- Request the Dispatch Center to recall off-duty fire department personnel.

- Coordinate emergency public information with County OEM, the County PIO, and representatives from the Amtrak and Union Pacific Railroad, if on site.

Major Vehicle Accident

- Through the Dispatch Center, make the following notifications and/or request response to incident:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - Public Information Officer
 - California Highway Patrol (CHP), if on a highway
 - Trucking Company, if known and applicable

- Participate in the Unified Command, under the authority of the Sheriff's Office or other law enforcement agencies with Incident Command authority for highway incidents.

- Assist the law enforcement agencies in locating any relevant paperwork relating to cargo (manifest, shipping papers, etc.).

- Coordinate emergency public information with OEM, the County PIO, and the California Highway Patrol, if designated as the Incident Commander.

Aircraft Accident

Civilian Aircraft

- Through the Dispatch Center, make the following notifications and/or request response to incident:
 - Federal Aviation Administration
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - Public Information Officer
 - Freemont, Rideout, and/or Sutter North Hospitals
 - Involved Airline Carrier
 - Bi-County Ambulance and other ambulance companies, as needed

- Coordinate emergency public information with County OEM, the Public Information Officer and the Federal Aviation Administration.

- Assist the Sheriff's Office with evacuating affected areas and identifying safe evacuation routes to be used.

- Assist the Sheriff's Office with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, the EOC will notify and coordinate with the Three Rivers Chapter of the American Red Cross regarding the activation of a shelter.)

- Ensure that rescue operations are established, including triage operations.

- Assist the Sheriff's Office with establishing a temporary morgue site.

- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

Military Aircraft

WARNING: For Military Aircraft – Some aircraft will have explosives in the cockpit for ejection of the seat and/or canopy. These are usually marked and the color-scheme is yellow/black striping. Use caution when extricating occupants.

WARNING: For Military Aircraft – Some aircraft will have hazardous chemicals on board (e.g. Hydrazine) and/or the burning materials may create hazardous smoke/fumes. Use caution when extricating occupants.

- Due to the unknown cargo, establish a 2000 foot safety zone around the aircraft.

- Provide the Dispatch Center with the following information regarding the military aircraft:
 - Time of accident
 - Exact location of accident
 - Whether or not parachutes were sighted
 - Whether or not aircraft was on fire
 - Damage to private property, if known
 - Extent of civilian injuries/deaths
 - Identification number on tail of military aircraft
 - Established Incident Command Post location

- Through the Dispatch Center, make the following notifications and/or request response to incident:
 - Beale Air Force Base (Instruct the Dispatch Center to provide the information as indicated above, which is on their Aircraft Accident [Military] Checklist) **Request Assistance, if needed.**
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - Public Information Officer
 - Freemont, Rideout, and/or Sutter North Hospitals
 - Bi-County Ambulance and other ambulance companies, as needed

- Unless the Air Force determines the site to be a National Defense Area, Sutter County Fire Services Division personnel will represent the County under a Unified Command structure. County Fire will assist with the mitigation of the incident.

- Ensure the Air Force Liaison and the Disaster Control Group (DCG) are allowed access to the ICP (or incident site when it is safe).**

- Refer all emergency public information relating to the accident to the Beale Air Force Base's Public Affairs Information Officer, if on site, or to the Public Affairs Office at Beale Air Force Base.
- If the aircraft is on fire, all actions should be taken with extreme caution.
- Search crash site for survivors (outside 2000 foot safety zone).
- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.
- Once lives have been saved and fires are out, the Incident Commander will transfer control of the incident scene to the USAF On-Scene Commander upon request and provide support as needed.***

NOTE: For Military Aircraft – If a National Defense Area is declared, jurisdiction for the declared area of the site will be given to the Military and continued support will be provided.

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(ESF-3) Public Works

Public Works personnel are always available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Public Works' personnel are brought on duty and working hours lengthened for an immediate response to the situation.

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(ESF-3) Public Works

DAM FAILURE CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Report to the Emergency Operations Center and obtain an incident briefing from the Incident Commander or from the Operations Section Chief if the position has been established.
- Establish communications and coordinate efforts with the dam operators.
- Station heavy equipment at critical points to keep evacuation routes clear.
- Assist the County Sheriff’s Office with personnel, barricades, and cones to establish road blocks.
- Assist the County Sheriff’s Office in establishing detours and alternate routes.
- In any way possible, divert flood waters.
- Review and complete all required actions on the “General Response Checklist.”

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(ESF-3) Public Works

FLOODS CHECKLIST

- Implement “General Response Checklist” (refer to **Section 3 of this annex**).
- Upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works’s assistance required including personnel and equipment needed.
- Determine if mutual aid is required. If required, contact those local, state, and federal agencies with the needed equipment available and with mutual aid agreements in force.
- Mobilize crews for flood fighting operations which may include the following actions:
 - Diverting flood waters.
 - Clearing debris from bridges within Sutter County as the situation permits it to be accomplished safely.
 - Levee reinforcement (controlled by the Army Corps of Engineers).
- Assist the County Sheriff’s Office with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to Office of Emergency Management for the preparation of the after-action report.
- Review and complete all the required actions on the “General Response Checklist.”

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Attachment A

Comparison of Federal Emergency Support Functions and California Emergency Functions

Federal Emergency Support Function	California Emergency Function
ESF #1 Transportation	CA-EF #1 Transportation
ESF #2 Communications	CA-EF #2 Communications
ESF #3 Public Works and Engineering	CA-EF #3 Construction and Engineering
ESF #4 Firefighting; ESF #9 Search & Rescue	CA-EF #4 Fire and Rescue
ESF #5 Emergency Management	CA-EF #5 Management
ESF #6 Mass Care	CA-EF #6 Care and Shelter
ESF #7 Resource Support	CA-EF #7 Resources
ESF #8 Public Health & Med Services	CA-EF #8 Public Health and Medical
ESF #9 Search and Rescue	CA-EF #9 Search and Rescue
ESF #10 Oil and HazMat Response	CA-EF #10 Hazardous Materials
ESF #11 Ag and Natural Resources	CA-EF #11 Agriculture
ESF #12 Energy	CA-EF #12 Utilities
ESF #13 Public Safety; ESF #9 Search & Rescue	CA-EF #13 Law Enforcement
ESF #14 Long-Term Community Recovery	CA-EF #14 Long-Term Recovery
ESF #15 External Affairs	CA-EF #15 Public Information
N/A	CA-EF #16 Evacuation
N/A	CA-EF #17 Volunteer and Donations Management

The following tables provide definition, lead agency, and comparison of California Emergency Functions to the Federal Emergency Support Functions.

These tables are found at www.caloes.ca.gov.

CA-EF Title	Definition	Lead Agency	Federal ESF
Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	Business, Transportation and Housing Agency	ESF #1 – Transportation
Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data. Lead will transfer to the Office of the Chief Information Officer on May 1, 2009, upon implementation of the Governor's Reorganization Plan.	Office of Chief Information Officer	ESF #2 - Communications
Construction and Engineering	Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	State and Consumer Services Agency	ESF #3 – Public Works and Engineering
Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	California Emergency Management Agency	ESF #4 – Firefighting
Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Emergency Management Agency	ESF #5 – Emergency Management
Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	State and Consumer Services Agency	ESF #7 – Logistics Management and Resource Support
Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Health and Human Services Agency	ESF #8 – Public Health and Medical Services

CA-EF Title	Definition	Lead Agency	Federal ESF
Search and Recue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. CalEMA Law Enforcement supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. CalEMA Fire and Rescue supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	California Emergency Management Agency	ESF #9 – Search and Rescue
Hazardous Materials	Coordinates state resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
Utilities	Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	Resources Agency	ESF #12 – Energy
Law Enforcement	Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Emergency Management Agency	ESF #13 – Public Safety and Security
Long-Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	SCSA and BTHA	ESF #14 – Long-Term Community Recovery
Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	California Emergency Management Agency	ESF #15 – External Affairs
Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Business, Transportation and Housing Agency	N/A

CA-EF Title	Definition	Lead Agency	Federal ESF
Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.	California Volunteers	N/A

ATTACHMENT B

Sutter County Office of Emergency Management
1130 Civic Center Blvd, Yuba City, CA 95993



EMERGENCY HANDBOOK

For County Departments

January 26, 2015

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I. Introduction

As a Department Head or employee, you may or may not have assigned additional duties during an emergency. Some of you may be assigned to the Emergency Operations Center (EOC) and have training that needs to be accomplished for your duties. Others may, by state law and county ordinance, be identified in an emergency as a Disaster Services Worker (DSW). Whether you have assigned duties, are a DSW, or are assigned other duties during an emergency this handbook will assist you in being prepared for an emergency.

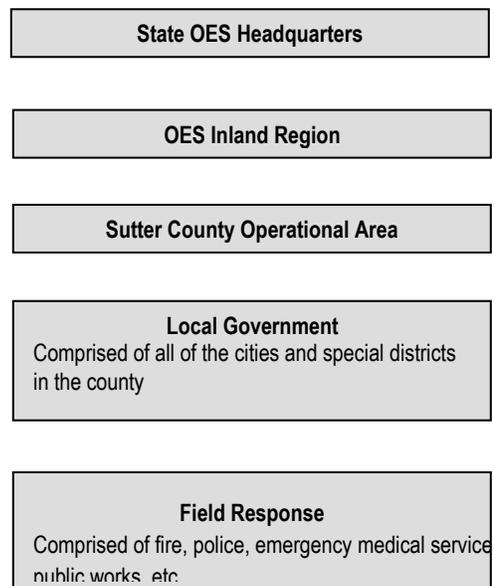
This handbook is intended to provide guidelines for Department Heads and their employees and not intended to be a substitute for the decisions of the Emergency Operations Director.

II. SEMS and NIMS

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) has been adopted by the County of Sutter for managing the response to multi-agency and multi-jurisdiction emergencies. Local governments in California are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs.

Fully activated, SEMS consists of five levels: field response, local government, operational areas (countywide), State Office of Emergency Services Regions (Southern, Coastal & Inland), and state government. The various levels are activated from the Field Level up as the size of an incident increases and additional resources are needed. In Sutter County, the SEMS levels are as follows:



Field Response Level

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.

Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.

The *Department Operations Center (DOC)* is an Emergency Operations Center (EOC) used by a distinct discipline, such as law, fire, public health, community services, public works, or a

special district. They may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

DOCs operating at the County level shall communicate through the County EOC for resource needs that extend beyond their existing capabilities, mutual aid requests, situation updates, and other information sharing.

Operational Area

The operational area is defined as a county and all political subdivisions within the county area. In Sutter County, the Emergency Services Manager, serves as the Operational Area Coordinator. The Community Services Department’s Emergency Services Division is the designated “lead agency” of the operational area and is headed by the Emergency Services Manager. During a disaster/emergency the CAO is the Emergency Operations Director.

As an operational area, the county is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area;
 - Coordinating information, resources and priorities between the regional and local government level; and
 - Establishing a Unified Command group in a multi-discipline, multi-agency response. Comprised of representatives from the lead agencies having jurisdictional responsibility in the response, this group facilitates decisions for operational area level response activities
- (a) Using SEMS, management of an incident is organized by the following five functions:
management, operations, planning/intelligence, logistics, & finance/administration.

Management Section – 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 jurisdictional operations in support of the emergency response through implementation of the County’s EOC Action Plan.

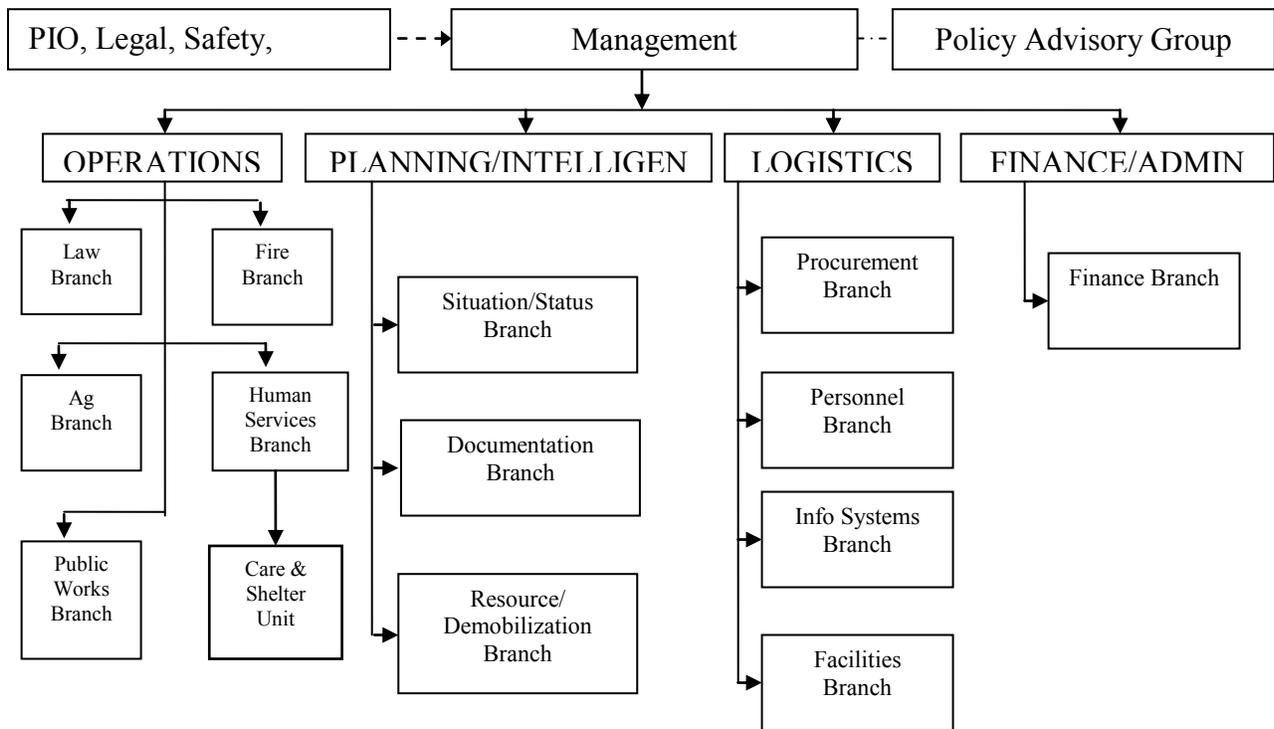
Planning/Intelligence Section – Responsible for collecting, evaluating and disseminating information; developing the county’s EOC Action Plan in coordination with other sections; initiating and preparing the county’s After-Action Report and maintaining documentation.

Logistics Section – Responsible for coordinating and providing equipment, supplies and materials, communications, facilities, services, and personnel.

Finance/Administration Section – Responsible for financial activities – such as personnel and equipment cost accounting and documentation -- and other administrative aspects.

The diagram on the next page shows, in general, how this is applied in a Sutter County EOC.

Emergency Operations Center Organization Chart (SEMS)



Regional

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

State OES has also established three Administrative Regions (Coastal, Inland, and Southern). These Administrative Regions are the means by which State OES maintains day-to-day contact with emergency services organizations at local, county and private sector organizations.

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 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.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The federal Department of Homeland Security has established that the National Incident Management System (NIMS) will be used during an emergency/disaster. The State of California, through Executive Order S-2-05, has established that the implementation of SEMS/ICS substantially meets the requirements of NIMS.

The following is a brief description of the components of NIMS. Note the similarity with the components of SEMS listed previously.

Command and Management

NIMS standard incident command structures are based on the following key organizational systems:

- The Incident Command Structure (ICS)
- Multi Agency Coordination Systems
- Public Information Systems

Preparedness

Effective incident management begins with preparedness activities conducted continually, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

Resource Management

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information- sharing at all levels of incident management.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

Ongoing Management and Maintenance

There needs to be both routine review and the continuous refinement of the NIMS system and its components over the long term.

The National Incident Management System (NIMS) identifies through its National Response Framework (NRF) fifteen (15) ESFs (see **Appendix 3 of EOP Basic Plan**). These ESFs are listed with a brief description, as they pertain to the Sutter County OA below:

(ESF-1) Transportation – Transportation describes the surface transportation resources (human, technical, information, equipment, facility, materials, and supplies) needed to support the Sutter County OA, other government participants, and civilian organizations having the capacity to perform emergency transportation response missions in the event of a public emergency. ESF-1 also serves as a coordination point for response operations and restoration of the transportation infrastructure. The department lead coordinating this ESF is the Assistant Director of Development Services – Public Works.

(ESF-2) Communications – Ensures the provision of communications support to Sutter County OA response efforts following a declared public emergency under the EOP. The primary lead coordinating this ESF is the Deputy Director of General Services – Information Technology.

(ESF-3) Public Works and Engineering – Provides technical advice and evaluation, engineering services, contracting for construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities, potable water and ice, and emergency power support to assist the Sutter County OA in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities following a public emergency. The department lead coordinating this ESF is the Assistant Director of Development Services – Public Works.

(ESF-4) Firefighting – Supports the response and suppression of fires resulting from, or occurring coincidentally with, a public emergency in an extraordinary situation. Sutter County OA manages and coordinates firefighting activities including search, rescue, containment, suppression, coordination of evacuation in the hazard areas, and delivery of emergency medical services. The OA lead for Fire Services is the Sutter County Fire Chief.

(ESF-5) Emergency Management – Collects, analyzes, processes, and disseminates information about a potential or actual public emergency to facilitate the overall activities of the Sutter County OA in providing assistance. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS. The Sutter County Emergency Operations Manager is responsible for the day-to-day coordination and management of OA emergency planning and readiness.

(ESF-6) Mass Care, Housing, and Human Services – Coordinates the OA efforts to provide mass care needs to victims of a public emergency. These services could include, but are not limited to, providing shelter, food, and emergency first aid assistance to those impacted by a public emergency. The department lead coordinating this ESF is the Director of Social Services.

(ESF-7) Resource Support – Provides logistical/resources support following a public emergency and establish lines of communication between the primary and supporting agencies. During public emergency operations, the Logistics Section Chief is the lead for this function under SEMS.

(ESF-8) Public Health and Medical Services – Provides coordinated assistance and resources to respond to public health and medical care needs following a public emergency. Assistance

provided under ESF-8 is supported by several agencies within the OA as well as the coordination between the agencies and private health service providers. The primary lead coordinating this ESF is the Public Health Officer.

(ESF-9) Urban Search and Rescue – Deploys components of the OA Law, Fire, and Emergency Medical Services to provide specialized lifesaving assistance in the event of a public emergency involving structural collapse or other cave in. Operational activities include conducting physical search and rescue in collapsed buildings; providing emergency medical care to trapped victims; assessment and control of gas and electricity and hazardous materials; and evaluating and stabilizing damaged structures. The OA lead for Search and Rescue is the Sutter County Sheriff.

(ESF-10) Oil and Hazardous Materials Response – Within the context of this ESF, the term “hazardous materials” is defined broadly to include oil; hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended; pollutants and contaminants defined under Section 101 (33) of CERCLA; and certain chemical, biological, and radiological material, including weapons of mass destruction (WMD). The purpose of ESF-10 is to provide a coordinated response to actual or potential discharges and/or releases of oil, chemical, biological, radiological, or other hazardous substances in the Sutter County OA. The OA lead for Hazardous Materials Response is the Sutter County Fire Chief.

(ESF-11) Agriculture and Natural Resources – The purpose of this ESF is to identify Nutritional services, determine impact of the emergency on agricultural production, animal health, and natural resource protection and restoration. The department lead coordinating this ESF is the Agriculture Commissioner.

(ESF-12) Energy – Helps restore the Sutter County OA’s energy systems following a public emergency. The Sutter County Public Works is the primary agency in the OA responsible for coordinating with all other governmental department response elements and utilities to restore the energy systems.

(ESF-13) Public Safety and Security – Provides for the safety of citizens and security of property during public emergencies. It operates under SEMS with procedures for the command, control, and coordination of OA law enforcement personnel to support emergency operations. The Sutter County Sheriff-Coroner is the lead for OA emergency law enforcement operations and security.

(ESF-14) Long-Term Community Recovery – Provides guidance on the community outreach function to expedite the OA’s ability to help citizens recover from the effects of a public emergency. Provides guidance on Public Assistance in a public emergency and establishes a consistent framework for coordinating with volunteer organizations supporting a response. This ESF performs economic impact assessment. Performs mitigation analysis and program implementation. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS.

(ESF-15) External Affairs – Provides guidance on the media relations and serves as a direct link to media outlets, community leaders, and OA residents. Works in close coordination with other program elements to develop and deliver critical information during and immediately following a public emergency. This ESF will coordinate and collaborate with media, community, and public

information personnel from the OA jurisdictions to support communities and provide the media and public with needed and useful information. During public emergency operations, the Emergency Operations Director is the lead for this function under SEMS.

MULTI-AGENCY COORDINATION

Multi-agency or inter-agency coordination is the decision making system used by member jurisdictions of the Sutter Operational Area. Multi-agency or inter-agency coordination is agencies and disciplines involved at any level of the SEMS organization working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents. Two types of Multi-Agency Coordination are Mutual Aid and Unified Command.

Mutual Aid

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Master Mutual Aid Agreement as referenced in the California Emergency Services Act.

Unified Command

During a multi-agency, multi-jurisdictional emergency response, representatives from all responding agencies come together to form a Unified Command group. This group meets on a regular basis to make decisions and coordinate the various emergency response activities through:

- sharing information and critical resources;
- prioritizing incidents;
- establishing a common set of incident objectives and strategies; and,
- developing a single Incident Action Plan.

Under SEMS, jurisdictions must establish a Unified Command in a multi-disciplinary, multi-agency response. A Unified Command Group is formed among the lead agencies that have jurisdictional responsibility for all or part of the response.

III. Department Checklists

The following information is intended to provide guidelines for Department Heads and their employees and not intended to be a substitute for the decisions of the Emergency Operations Director. Any concerns, or comments, about the content that follows can be addressed to the Emergency Operations Manager.

The Role of Department Heads

Sutter County Department Heads have a number of responsibilities in the event of a disaster, including:

- Control and direct the effort and resources of their department in responding to the emergency;
- Ensure Department Operation Center (DOC) is activated and staffed appropriately, *if needed*;
- Ensure that personnel and equipment resources applied to the response are documented appropriately;
- Provide representation in the EOC as needed/requested;
- Be prepared to request mutual aid and/or respond to requests for mutual aid from other jurisdictions; and,
- Provide a briefing to the Board of Supervisors upon request regarding the status and availability of their departmental resources.

The Role of County Employees

All Sutter County employees may be called upon to be Disaster Service Workers. As a disaster service worker, the role of County employees includes the following:

- Report to work and be prepared to assist in the emergency response as assigned by their supervisor, including activities that are outside their normal scope of work.
- Employees who cannot get to work after a disaster, due to road closures or similar complication, may report to the closest government office to volunteer their assistance.
- Employees who cannot get to work after a disaster, due to road closures or similar complication, should reasonably attempt to contact their department, provide status to their Department Head (or Supervisor), comply with county instructions regarding the disaster/emergency and (when safe to do so) return to their designated work assignment location as directed by their department.

Important Phone Numbers

County Administrator	822-7100
Sheriff's Dispatch	822-7307
Office of Emergency Management	822-7400
Human Services	822-7327
Public Health	822-7215
Sutter County EOC (Yuba City)	822-7400
Sutter County EOC (Sutter)	822-7556

Increased Readiness Checklist

The following checklist provides guidance for Department Heads and is not intended to substitute for the Emergency Operations Director's judgment/decisions based upon training, experience, the situation, and circumstances.

- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklist is designed to flow from (1), actions which increase your readiness stature to (2), those actions of general initial response preparedness, and then to (3), actions for specific hazard response which are addressed in the County's Emergency Operations Plan (EOP).

The Increased Readiness Checklist provides general guidelines for a non-Public Health emergency or non-Bioterrorism event. For information regarding response to a Public Health Emergency or Bioterrorism event, refer to **ANNEX 13**. All response actions will conform to the SEMS procedures reflected in Chapter A of the County's EOP.

DEPARTMENT INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Establish contact with the County Administrative Officer or designee.
- Establish communications with key County officials *as necessary* to assess the situation.
- Depending on the seriousness/complexity of the incident, consider alerting and/or recalling off-duty personnel to handle the increased workload.
- Establish an emergency work schedule for the department.
- Log availability and condition of personnel and resources in preparation to report the information to the CAO or Board of Supervisors.
- If your department has radios, perform a communications check for all assigned radio frequencies.
- Make all necessary preparations to activate your DOC in the event activation is required or requested.
- If you have staff assigned to the Emergency Management Team or the EOC make arrangements necessary for them to report when needed. Reassign or postpone work assignment to ensure availability to the EOC/DOC.
- Provide a status report to Sheriff's Dispatch and coordinate any notification functions if required/needed.
- Coordinate requests for emergency public information from the public/media with the County OEM and the Public Information Officer.

IV. References

1. Emergency Operations Plans/Information for the County www.BePreparedSutter.org
2. Rules Regarding Governing Employee Compensation, Benefits, and Working Conditions www.suttercounty.org/pdf/personnel/sc_benefits_book.pdf
3. Personnel Rules and Regulations www.suttercounty.org/pdf/personnel/SC_rule_book.pdf

V. County Emergency Ordinance

The following is the verbiage found in Chapter 500 of the County Ordinance #1537 adopted by the Board of Supervisors on October 5, 2010, and is on file with the County Recorder's Office. It is provided here for reference during this exercise.

**Chapter 500
EMERGENCY ORGANIZATION
AND FUNCTIONS**

500-010	Purpose
500-020	Definitions
500-025	Office of Emergency Management
500-030	Emergency Operations
500-031	Emergency Operations Manager
500-033	Emergency Operations Plan
500-035	Emergency Operations – Executive Responsibilities
500-037	Emergency Operations – Continuity of Government
500-040	Emergency Planning
500-041	Emergency Planning – Disaster Council Membership
500-043	Emergency Planning – Disaster Council Duties
500-045	Emergency Planning – Powers and Duties of the Chairperson of the Disaster Council
500-047	Emergency Planning – Powers and Duties Vice-Chairperson of the Disaster Council
500-049	Emergency Planning – Disaster Council Order of Succession
500-050	Expenditures
500-060	Punishment of Violations

500-010 PURPOSE

The purpose of this chapter is to provide for the county's preparation for, response to, and recovery from emergencies pursuant to the California Emergency Services Act.

500-020 DEFINITIONS

(A) "Emergency Organization" means all officers and employees of Sutter County, together with those volunteer forces enrolled to aid them during an emergency; all groups, organizations, and/or persons who may, by agreement or operation of law, including persons impressed into service under the provisions of Section 500-035(B)(6)(d) hereof, who may be charged with the duties incident to the protection of life and property in this County during such emergency.

(B) "Disaster Council" means the body of individuals who are identified by the Board of Supervisors to assist the Emergency Operations Manager in developing appropriate emergency and disaster plans.

(C) "Incident Command System (ICS)" means a 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 accomplish stated objectives pertinent to an incident.

(D) “Local Emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of Sutter County caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, acts of terrorism, drought, sudden and severe energy shortage, or earthquake or other conditions, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of this county and require the combined forces of other political subdivisions to combat.

(E) “Operational Area (OA)” means the designation of a county, in accordance with Government Code Section 8605, for the coordination of emergency activities and to serve as a link in the communications system during a state of emergency or a local emergency. The Sutter County OA is an intermediate level of the state emergency management organization, consisting of the County of Sutter and all political subdivisions within the county area.

(F) “National Incident Management System (NIMS)” means a consistent nationwide approach for responding to all kinds of incidents no matter what the size, scope, cause or complexity.

(G) “Standardized Emergency Management System (SEMS)” means a standardized response to emergencies involving multiple jurisdictions or multiple agencies. SEMS requires emergency response agencies to use basic principles and components of emergency management including the Incident Command System, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems.

(H) “State of Emergency” means 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, 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, by reason 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.

(I) “State of War Emergency” means the condition which 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.

(J) “Unavailable” means that the officer is dead, missing, or so seriously injured as to be unable to attend meetings and otherwise performs his/her duties.

There is hereby created the Office of Emergency Management. The Office of Emergency Management shall have responsibilities which include: development and maintenance of county/operational area emergency plans; supervision and maintenance of the county/operational area emergency operations center; coordination of county/operational area disaster mitigation/prevention, preparedness, response, and recovery; serving as the coordination link between the local government level and the regional, state and federal level, as well as liaison between the operational area jurisdictions/agencies, the California Emergency Management Agency (CalEMA), and the Federal Emergency Management Agency (FEMA); providing training, exercises, and educational outreach to agencies within the operational area; and coordination of resource and information management, public information/warning systems, mutual aid, and damage assessment information.

500-030 EMERGENCY OPERATIONS

Emergency Operations are those actions taken by the Emergency Organization before, during, and after a period of emergency to protect lives and property by coordinating and providing appropriate response and recovery activities.

500-031 EMERGENCY OPERATIONS MANAGER

There is hereby created the position of Sutter County Emergency Operations Manager. The individual so selected shall be responsible for the day-to-day management of the county/operational area emergency management program and be responsible to the Emergency Operations Director during emergency situations.

The Emergency Operations Manager is hereby authorized to:

1. Coordinate the activities of all emergency management in pre-emergency planning, during an emergency, and in post emergency activities by functioning as the chief staff officer to the Emergency Operations Director.
2. Prepare and maintain the basic emergency operations plan for Sutter County and to submit such plan to the Disaster Council for review. Such plan shall be consistent with the State and National plans.
3. Assist Service Chiefs and Department Heads in the preparation of service annexes and departmental emergency operations plans, and to make recommendations thereon to the disaster council.
4. Prepare and submit all emergency or disaster reports required by the Federal Department of Homeland Security and the California Emergency Management Agency.
5. To consult with the California Emergency Management Agency to identify and implement those requirements deemed appropriate by the State of California to ensure compliance with the National Incident Management System.

6. To carry out actions necessary for the purpose of obtaining Federal financial assistance provided by the Federal Department of Homeland Security and sub-granted through the State of California, California Emergency Management Agency financial assistance, or funding through any other state agencies, for the Emergency Management program, Homeland Security and/or disaster assistance funding, or other related activities.
7. Formulate the Office of Emergency Management annual budget and monitor revenues and expenditures for the Emergency Management program
8. Carry out any of the duties assigned/delegated by the Emergency Operations Director.

500-033 EMERGENCY OPERATIONS PLAN

The Emergency Operations Manager shall be responsible for the development of the Emergency Operations Plan (EOP) for the county. The Emergency Operations Manager shall have the authority to request documents, training, or information from County departments, special districts, or other entities in the county/operational area necessary to develop and maintain the EOP. These plans shall provide for the effective mobilization of all resources in the county/operational area, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the Emergency Organization pursuant to Government Code Section 8607 and 8610. Such plans shall take effect upon adoption by resolution of the Board of Supervisors.

500-035 EMERGENCY OPERATIONS – EXECUTIVE RESPONSIBILITIES

The Board of Supervisors of the County of Sutter shall be responsible for the effective mobilization of all of the resources of Sutter County, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall direct the organization, powers and duties, services, and staff of the Emergency Organization pursuant to Government Code Sections 8605, 8607, and 8610.

The County Administrative Officer (or designee) as the Emergency Operations Director is hereby empowered to:

- (1) Request the Board of Supervisors to proclaim the existence or threatened existence of a “local emergency” if the Board of Supervisors is in session, or to issue such proclamation if the Board of Supervisors is not in session. Whenever a local emergency is proclaimed by the County Administrative Officer, the Board of Supervisors shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
- (2) Recommend that the Chairperson of the Board of Supervisors request the Governor to proclaim a “state of emergency” when, in the opinion of the County Administrative Officer, the locally available resources are inadequate to cope with the emergency.

(3) Coordinate the effort of the Emergency Organization of Sutter County for the accomplishment of the purposes of this Chapter.

(4) Direct cooperation between the coordination of services and staff or the Emergency Organization of Sutter County; and resolve questions of authority and responsibility that may arise between them.

(5) Represent this County in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(6) In the event of the proclamation of a “Local Emergency” as herein provided, the proclamation of a “State of Emergency” by the Governor or the California Emergency Management Agency Secretary, or the existence of a “State of War Emergency,” the County Administrative Officer, subject to the provisions of State law, is hereby empowered:

a) To use all means necessary to ensure the effective mobilization of all resources of Sutter County, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall direct the organization, powers and duties, services, and staff of the Emergency Organization pursuant to Government Code Section 8607 and 8610.

b) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of Supervisors;

c) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the county for the fair value thereof and, if required immediately, to commandeer the same for public use;

d) To require emergency services of any county officer or employee and, in the event of the proclamation of a “State of Emergency” in the county or the existence of a “State of War Emergency,” to command the aid of as many citizens of this county as deemed necessary in the execution of duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided for registered disaster service workers; pursuant to the Labor Code, Division 4 Part 1, Chapter 1, starting with Section 3201.

e) Request all necessary supplies and material of any county department or agency; and

f) To execute all of the ordinary powers as Sutter County Administrative Officer, all of the special powers conferred by this chapter or by resolution or emergency plan pursuant hereto adopted by the Board

of Supervisors, all powers conferred by any statute, by any agreement approved by the Board of Supervisors, and by any other lawful authority.

500-037 EMERGENCY OPERATIONS – CONTINUITY OF GOVERNMENT

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. It is essential that the County of Sutter and all the cities within the County continue to function as government entities. The Constitution of California and the California Government Code provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve. The California Government Code provides for the preservation and continuity of local governments in the event of a state of war emergency, state of emergency, or local emergency.

(A) Order of Succession:

To provide a method to preserve the existing continuity of effective leadership and authority the following steps will be taken:

- (A) The Emergency Operations Plan will include the line of succession for the County Administrative Officer by title. When such succession is implemented for an ongoing emergency, the Acting Emergency Operations Manager will notify the Board of Supervisors within seven (7) days.
- (B) The Emergency Operations Plan will include the line of succession by title for each department in the County. The temporary officers shall have the same authority and powers as the regular officers or department heads.

(B) Reconstitution of the Board of Supervisors:

A method for reconstituting the Board of Supervisors is established in Government Code Section 8644. Should any members of the Board of Supervisors be unavailable temporary officers shall be appointed:

1. By the Chairperson of the Board of Sutter County, and if he or she is unavailable,
2. By the Chairperson of the Board of any other county within 150 miles beginning with the nearest and most populated county and going to the farthest and least populated, and if he or she is unavailable,
3. By the Mayor of any city within 150 miles beginning with the nearest and most populated city and going to the farthest and least populated.

(C) Reconstitution of the County of Sutter:

As authorized by Government Code Section 8642, the Board of Supervisors shall convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. The duties of the Board of Supervisors during emergencies include ascertaining the damage to the County and its personnel and property,

reconstituting itself and the County, and performing functions in preserving law and order and furnishing local services.

California Government Code Section 23600 provides that the Board of Supervisors shall designate alternative temporary county seats within or outside of county boundaries (real property cannot be purchased for seats outside of county boundaries). A resolution designating the alternate county seats must be filed in the appropriate county and in any alternative county. A different temporary county seat may be designated subsequent to the original site designations if circumstances warrant.

Pursuant to the above mentioned section of the California Government Code, the alternative county seat is the community of Sutter.

500-040 EMERGENCY PLANNING

Emergency Planning is essential to address the planned response to emergencies associated with natural disasters, technological incidents, and national security emergencies in or affecting Sutter County. The Emergency Operations Manager, as stated in Section 500-033 hereof, is responsible for developing the Emergency Operations Plan. To assist in the development of the EOP, an emergency planning advisory committee known as the Disaster Council is appointed by the Board of Supervisors as stated in Section 500-041 hereof. Any EOP adopted by the Board of Supervisors will be deemed situational and may be modified, with regard to emergency response or support to emergency response efforts, by the Emergency Operations Director during an emergency or disaster to meet the basic tenets of Section 500-033 hereof.

500-041 EMERGENCY PLANNING – DISASTER COUNCIL MEMBERSHIP

The Sutter County Disaster Council shall consist of the following:

- (A) The Chairperson of the Board of Supervisors or designee who shall be Disaster Council Chairperson
- (B) The County Administrative Officer or designee who shall be the Vice Chairperson of the Disaster Council
- (C) The Sutter County Operational Area Emergency Management Mutual Aid Coordinator. This position is normally held by, but not limited to, the Emergency Operations Manager
- (D) The Sutter County Operational Area Law Enforcement Mutual Aid coordinator. This position is normally held by, but not limited to, the Sutter County Sheriff
- (E) The Sutter County Operational Area Fire Mutual Aid Coordinator. This position is normally held by, but not limited to, the Sutter County Fire Chief
- (F) The Sutter County Operational Area Health Mutual Aid Coordinator. This position is normally held by, but not limited to, the Sutter County Public Health Officer
- (G) Such representatives having an official Operational Area emergency responsibility as appointed or invited by the Chairperson or Vice Chairperson of the Disaster Council

500-043 EMERGENCY PLANNING – DISASTER COUNCIL DUTIES

The Disaster Council serves in an advisory capacity to the Board of Supervisors, recommending for adoption those emergency operations plans developed by the Emergency Operations Manager as required by Government Code Section 8607; and recommending such ordinances and resolutions as are necessary to implement such plans as provided for by Government Code Section 8610. Upon review, any decision on recommendation of an emergency operations plan to the Board of Supervisors for adoption shall be made by simple majority vote of the members in attendance. The Disaster Council shall hold regular meetings upon the call of the Chairperson, or successor as provided for in Section 500-049 hereof, or designee.

500-045 EMERGENCY PLANNING – POWERS AND DUTIES OF THE
CHAIRPERSON OF THE DISASTER COUNCIL

The Chairperson of the Disaster Council, or designee, is hereby empowered to:

- (A) Identify the need for, and assist in, the development of an Emergency Operations Plan and associated annexes to ensure effective emergency operations in the Sutter County Operational Area.
- (B) Ensure the plan is developed to meet requirements necessary to support the SEMS/NIMS/ICS.
- (C) Call meetings of the Disaster Council.

500-047 EMERGENCY PLANNING – POWERS AND DUTIES OF THE VICE-
CHAIRPERSON OF THE DISASTER COUNCIL

The Vice-Chairperson of the Disaster Council, or designee, is hereby empowered to, in the absence of the Chairperson of the Disaster Council and all successors as provided for in Section 500-049 hereof, perform the duties of the Chairperson as listed in Section 500-045 hereof.

500-049 EMERGENCY PLANNING – DISASTER COUNCIL ORDER OF
SUCCESSION

In the event the Chairperson of the Board of Supervisors is unavailable to attend meetings or otherwise perform his/her duties as the Chairperson of the Disaster Council, the Vice-Chairperson of the Board of Supervisors shall succeed to that office. In the event the Vice-Chairperson is unavailable or otherwise unable to perform his/her duties, the line of succession will fall to the first numerical District Supervisor (District 1, District 2, District 3, etc.) that is able and available to perform the duties required.

500-050 EXPENDITURES

Any expenditure made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the County of Sutter.

It shall be a misdemeanor, punishable by a fine of not to exceed One Thousand Dollars (\$1000), or by imprisonment not to exceed six months, or both, for any person, during a state of war emergency, state of emergency, or local emergency, to:

- (A) Willfully obstruct, hinder, or delay any member of the Emergency Organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter.
- (B) Act in a manner forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of Sutter County, or to prevent, hinder, or delay the defense or protection thereof.
- (C) Wear, carry, or display, without authority, any means of identification specified by the Sutter County's Emergency Operations Plan.

VI. Lines of Succession

An explanation and appropriate statute references for the Sutter County Lines of Succession listed here are found in the **Sutter County OA EOP, Basic Plan Chapter B, Section 3.**

LINE OF SUCCESSION FOR COUNTY ADMINISTRATIVE OFFICER

- | | |
|-------------------------------|--|
| County Administrative Officer | 1. Assistant County Administrative Officer |
| | 2. Deputy County Administrative Officer |

LINE OF SUCCESSION FOR COUNTY DEPARTMENTS

<u>FUNCTION/DEPARTMENT</u>	<u>SUCCESSOR TITLE / POSITION</u>
Agriculture Commissioner/ Sealer of Weight & Measures	1. Asst Ag. Commissioner/Sealer 2. Deputy Ag. Commissioner
Assessor	1. Chief Appraiser 2. Assessment Office Supervisor
Auditor – Controller	1. Asst Auditor-Controller 2. Accounting Systems Analyst
Child Support Services Director	1. Deputy Director 2. Accounting Clerk Supervisor
Clerk – Recorder	1. Asst County Clerk Recorder 2. Asst Registrar of Voters
County Counsel	1. Assistant County Counsel 2. Deputy County Counsel
Development Services Director	1. Assistant Director – Public Works 2. Fire Chief
District Attorney	1. Asst District Attorney 2. Deputy District Attorney

Sutter County Lines of Succession – Departments (continued)

<u>FUNCTION/DEPARTMENT</u>	<u>SUCCESSOR TITLE / POSITION</u>
General Services Director	<ol style="list-style-type: none"> 1. Deputy Director - IT 2. Administrative Services Officer
Human Resources Director	<ol style="list-style-type: none"> 1. Risk Manager 2. Senior Personnel Analyst
Human Services Director	<ol style="list-style-type: none"> 1. Asst Dir. of Social Services 2. Asst Dir. of Public Health
Asst Director, Mental Health Division	<ol style="list-style-type: none"> 1. Dep Dir. Mental Health – Administrative Services 2. Dep Dir. Mental Health – Clinical Services
Asst Director, Public Health Division	<ol style="list-style-type: none"> 1. Director of Nursing 2. Administrative Services Officer
Asst Director, Social Services Division	<ol style="list-style-type: none"> 1. Deputy Director 2. Program Manager
Health Officer	<ol style="list-style-type: none"> 1. Designated Public Health Physician
Librarian	<ol style="list-style-type: none"> 1. Adult Services Coordinator
Museum Director	<ol style="list-style-type: none"> 1. Assistant Curator
Probation	<ol style="list-style-type: none"> 1. Deputy Chief
Public Defender	<ol style="list-style-type: none"> 1. Designated Attorney
Sheriff/Coroner	<ol style="list-style-type: none"> 1. Undersheriff 2. On-Call Commander
Treasurer – Tax Collector	<ol style="list-style-type: none"> 1. Asst Treasurer-Tax Collector 2. Deputy Treasurer-Tax Collector

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