

County of Sutter

Emergency Operations Plan



Sutter Operational Area

BASIC PLAN

Office of Emergency Management
1160 Civic Center Boulevard
Yuba City, CA 95993

October 2011
(Updated January 2015)

Sutter County Emergency Operations Plan

TABLE OF CONTENTS

Table of Contents	I
Letter of Promulgation	II
Record of Changes	III
Distribution List	IV
Introduction	A
Preparation Phase	B
Response Phase – Increased Readiness	C
Response Phase – Initial Response Operations	D
Response Phase – Extended Response Operations	E
Recovery & Mitigation Phases	F
<u>APPENDICES</u>	
Acronyms and Abbreviations	Appendix 1
Glossary of Terms	Appendix 2
Emergency Support Functions	Appendix 3
Disaster Assistance Programs	Appendix 4
Lines of Succession	Appendix 5
After Action Report Template	Appendix 6
Emergency Disaster Deployment and Intergovernmental Aid	Appendix 7
Classifications and General Duties of Disaster Service Workers	Appendix 8
<u>ANNEXES</u>	
Emergency Support Functions Handbook and Checklists	Annex 1
Emergency Operations Center Handbook and Checklists	Annex 2
Incident Command System (ICS) Forms	Annex 3
Communication Operations (Comm OPS) Plan	Annex 4
Floods/Dam Failure	Annex 5
Wildfire	Annex 6
Extreme Weather and Seismic Events	Annex 7
Transportation Emergency and Hazardous Materials Events	Annex 8
Evacuation and Mass Care/Shelter	Annex 9
Domestic Pets & Livestock Care	Annex 10
Volunteer and Donation Management	Annex 11
Terrorism	Annex 12
Public Health Emergency/Bioterrorism	Annex 13



BOARD OF SUPERVISORS COUNTY OF SUTTER

1160 Civic Center Blvd.
Yuba City, CA 95993

(530) 822-7106
FAX: (530) 822-7103

October 25, 2011

To The Citizens of Sutter County:

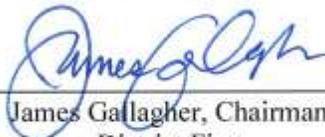
Disasters strike individuals, neighborhoods, communities, states, and nations from a variety of sources, disrupting the normal activities of life. Disasters may come from natural events, from the failure of [man-made] technology, or from acts of war, including terrorism.

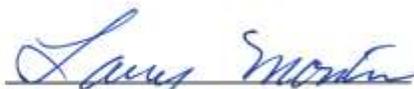
Although disasters cannot be totally avoided, their impact can be mitigated through proper preparation, response, and recovery. This Emergency Operations Plan (EOP) has been developed in an effort to effectively use appropriate resources to prepare for, respond to, and recover from disasters. This EOP conforms to the Standardized Emergency Management System (SEMS) as required by state law. It reflects the State of California Emergency Plan, and is an extension of that Plan. Additionally, this EOP incorporates the National Incident Management System (NIMS) into its procedures to comply with federal requirements and the National Response Framework (NRF).

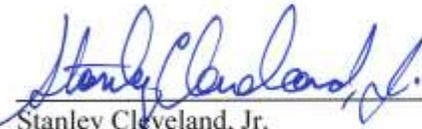
We encourage businesses, families, and individuals to prepare for disasters at their appropriate level. Public access to this plan and additional information on business, family, and individual preparedness for a variety of disasters may be found at each branch of the Sutter County Library system, as well as on the internet at www.bepreparedsutter.org.

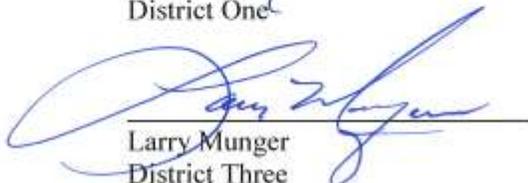
Sincerely,

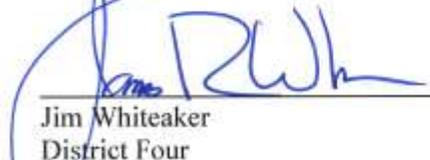
THE SUTTER COUNTY BOARD OF SUPERVISORS


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Jim Whiteaker
District Four

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County Administrator
Stephanie J. Larsen
Clerk of the Board
Donna M. Johnston

Sutter County Emergency Operations Plan

Distribution List

County of Sutter

Board of Supervisors – Each (SC, HC)
Agricultural Commissioner (SC)
Assessor (SC)
Auditor – Controller (SC)
Child Support Services (SC)
Community Services (SC, HC)
 - Director
 - Office of Emergency Management
County Administrative Office (SC, HC)
 - County Administrative Officer
 - Asst County Administrative Officer
 - Public Information Officer
 - Public Copy
Clerk-Recorder (SC)
County Counsel (SC)
District Attorney (SC)
Human Resources (SC)
 - Director
 - Risk Management
Human Services (SC)
 - Director
 - Mental Health
 - Public Health
 - Welfare and Social Services
Information Technology (SC)
Library (SC, HC)
 - Director
 - Public Copy
Museum (SC)
Probation (SC)
Public Works (SC)
Sheriff – Coroner (SC)
Treasurer – Tax Collector (SC)

Cities

Yuba City (SC, HC)
Live Oak (SC, HC)
Marysville (Yuba County) (SC, HC)

Contiguous Operational Areas (SC, HC)

Butte County OEM
Colusa County OES
Placer County OEM
Sacramento County OES
Yolo County OES
Yuba County OEM

Special Districts (SC)

Levee District 1
Levee District 9
Reclamation District 70
Reclamation District 1000
Reclamation 1001
Reclamation District 1500
Reclamation District 1660
Sutter Community Services District
Meridian Fire Protection District
Sutter Basin Fire Protection District
Yuba City Unified School District

State Agencies (SC)

Emergency Management Agency
 - Inland Region Administrator
Highway Patrol – Yuba City Office
Department of Transportation
 - District 3 Office (Marysville)
Department of Water Resources
 - Flood Operations Center
 - Sutter Maintenance Yard

Other Agencies (SC)

American Red Cross – Yuba City
Bi-County Ambulance
Rideout Hospital
Salvation Army
Sutter Co. Superintendent of Schools
Sutter County Superior Courts

Private Partners (SC)

CalPine
Pacific Gas & Electric
Sunsweet
Yuba-Sutter Transit

*NOTE: HC – Hard Copy (Paper)
SC – Soft Copy (DVD)

Chapter A

Introduction

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INTRODUCTION

Table of Contents

Section 1 - OVERVIEW	A-1-1
General	A-1-1
Organization	A-1-2
Emergency Operations Plan (EOP)	A-1-3
Emergency Operations Center (EOC)	A-1-3
Incident Command Post (ICP)	A-1-3
County Employees as Disaster Service Workers (DSW)	A-1-4
Community Emergency Response Teams (CERT)	A-1-4
EOC Organization Chart	A-1-5
Section 2 – EMERGENCY PHASES	A-2-1
General	A-2-1
Emergency Phases	A-2-1
Preparedness Phase	A-2-1
Response Phase	A-2-2
Recovery Phase	A-2-4
Mitigation Phase	A-2-4
Section 3 – STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)	A-3-1
General	A-3-1
SEMS Organization	A-3-1
Incident Command System (ICS)	A-3-1
General	A-3-1
Functions	A-3-2
Principles	A-3-2
Components	A-3-2
Mutual Aid System	A-3-4
Multi-agency / Inter-agency Coordination	A-3-5
California Administrative and Mutual Aid Regions	A-3-5
Coordination with Other Levels of Government	A-3-6
Mutual Aid Concept: Flow of Resource Requests	A-3-6
National Incident Management System (NIMS)	A-3-7
SEMS and NIMS Comparison	A-3-7
Section 4 – PUBLIC AWARENESS AND EDUCATION	A-4-1
Section 5 – EMERGENCY OPERATIONS PLAN MANAGEMENT	A-5-1
Emergency Operations Plan Modifications	A-5-1
Training and Exercising	A-5-1
Section 6 - AUTHORITY CITATIONS	A-6-1
Federal	A-6-1
State	A-6-2
Local	A-6-2

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Section 1 – OVERVIEW

General

The Sutter County Emergency Operations Plan (EOP) addresses the planned response to emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting Sutter County.

This EOP has been developed to provide a comprehensive (multi-use) emergency management program for Sutter County. It is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for Sutter County, a political subdivision of the State of California, located within Mutual Aid Region III (as designated by the Governor's Office of Emergency Services). **Further, this EOP and its associated Annexes meet those conditions of emergency management and the basic tenets of Incident Command System (ICS) required by the National Incident Management System (NIMS).**

This EOP is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between Sutter County and local governments, including special districts and state agencies, in emergency operations. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system in order to return the County and the cities/towns to their normal state of affairs.

This EOP is operational in design, but serves a secondary use as a planning reference. Departments within the County of Sutter and local governments that have roles and responsibilities identified in this EOP are encouraged to develop emergency operations plans, detailed Standard Operating Procedures (SOP), and emergency response checklists based on the provisions of this plan. This plan will be used in conjunction with the *State Emergency Plan*. As a public document, this EOP is accessible to anyone upon request at the offices of the Office of Emergency Management at 1130 Civic Center Boulevard, at any branch of the Sutter County Library System, or on the internet at www.bepreparedsutter.org.

This EOP is designed to guide the user through each phase of an emergency: preparedness, response, recovery, and mitigation. It is divided into the following six chapters with supplemental annexes.

Chapter A – Introduction – designed to provide a level of understanding in a general context of the overall EOP. This chapter consists of an overview, general information about the structure and procedures that are needed to effectively manage an emergency situation, and the list of authority citations.

Chapter B – Preparation Phase – focuses on the preparedness phase, and describes the structure of Sutter County emergency management organization; its responsibilities and operational concepts for multi-hazard emergency preparedness, response, recovery, and mitigation; and its role and responsibility as the lead agency for the Sutter County Operational Area.

Chapter C – Emergency Response Phase, Increased Readiness – contains increased readiness checklists, established resolutions and ordinances, and sample local emergency resolutions and proclamations.

Chapter D – Emergency Response Phase, Initial Response Operations – focuses on initial emergency response, including Partial EOC Activation. It is the initial operations guide. It is a series of general and hazard-specific checklists designed to provide field-level responders with the basic considerations and actions necessary for effective emergency response. It also provides field-level responders with the framework to implement SEMS.

Chapter E – Emergency Response Phase, Extended Response Operations – addresses extended emergency operations (response) outlining the operational procedures for County emergency management staff to conduct extended emergency response operations, which are usually coordinated by the Sutter County EOC. It also addresses the framework to implement SEMS, full EOC activation, demobilization, and the transition to the recovery phase.

Chapter F – Recovery and Mitigation Phases – addresses the procedures to coordinate recovery operations within Sutter County and procedures for obtaining state and federal disaster assistance funds for damage restoration. This chapter also addresses activities which can eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions which lessen the undesirable effects of unavoidable hazards.

Appendices – Acronyms and abbreviations, a glossary, and other related ancillary information is provided in the appendices of this EOP.

Annexes – Separate but related Annexes to the Emergency Operations Plan contain a list of checklists, forms, and specific plans describing necessary procedures to be followed for specific disasters prevalent in Sutter County. The Annexes are published and updated separately from this Plan. Because the Annexes contain sensitive material (e.g., named representatives' personal contact information), they are not public documents in their complete forms.

County Emergency Organization

Sutter County has been designated by the Governor's Office of Emergency Services (CalOES) as part of the Inland Region. The County's emergency management structure follows the Standardized Emergency Management System (SEMS). Response procedures for emergencies have been practiced during actual situations and exercises. SEMS is incorporated into exercises and additional training will be provided as needed. All field response teams follow SEMS/ICS.

Pursuant to state law, the Sutter County Board of Supervisors (Board) established the Sutter County Operational Area (OA), comprising all political subdivisions therein and designated the County of Sutter as the lead agency. The Sutter County Disaster Council was created by the Board to develop recommendations for adoption by the Board for emergency and mutual aid plans/agreements, including this EOP, and such ordinances, resolutions, rules and regulations as are necessary to implement such

plans and agreements. The Board of Supervisors determines if a State of Emergency exists and then either confirms the County Administrator's proclamation or proclaims it themselves. Additionally, the Board will coordinate its liaison activities with the community and other jurisdictions with the Incident Commander/Emergency Operations Director using Incident Command System guidelines (refer to section **A-3-1**). The Director of Community Services is responsible for implementing the EOP through the efforts of the Office of Emergency Management (OEM). The Office of Emergency Management is a part of the Sutter County Administrator's Office and is located in the County office building on Civic Center Boulevard in Yuba City. A full-time Emergency Operations Manager is assigned to administer OEM functions. Within the emergency organization, departments and agencies have specified roles and responsibilities.

Emergency Operations Plan (EOP)

This plan is dated October 2011 and will be reviewed at least annually, and updated as necessary, to meet Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines.

Emergency Operations Center (EOC)

The County's EOC is located jointly with the Fire Station in the community of Sutter. Alternate locations are identified and will be used if, during the course of the disaster/emergency, it is determined that the EOC must be relocated. Activation is dependent on the level of the need of response and the nature of the disaster/emergency. Actual activation and operation of the EOC is addressed in SOPs and/or appropriate checklists. When activated, the EOC is equipped with computers, phones, fax machine, photocopier, office supplies, wall maps, charts, and a back-up power system.

Depending on the nature of the disaster/emergency and during activation, County representatives will be present in the EOC. Representatives of additional local, state, and federal government agencies and private organizations may participate as needed depending on the situation.

Incident Command Post (ICP)

The Incident Commander may establish an on-scene/near-scene command post to coordinate operations. This may be an operations vehicle, a nearby facility, or other area deemed suitable for emergency operations. Location will be determined by the Incident Commander in accordance with safety, security, and operational concerns in respect to the nature of the disaster/emergency and associated hazards/resources availability.

Mobile Command Vehicle: The Sheriff utilizes a mobile command vehicle which is to be used during emergency activations approved by, or coordinated with, the Sheriff. Depending on the type of emergency, it may be based at one of the two substations in Live Oak or East Nicolaus or at other locations throughout the county to provide on-scene coordination with emergency personnel.

County Employees as Disaster Service Workers (DSW)

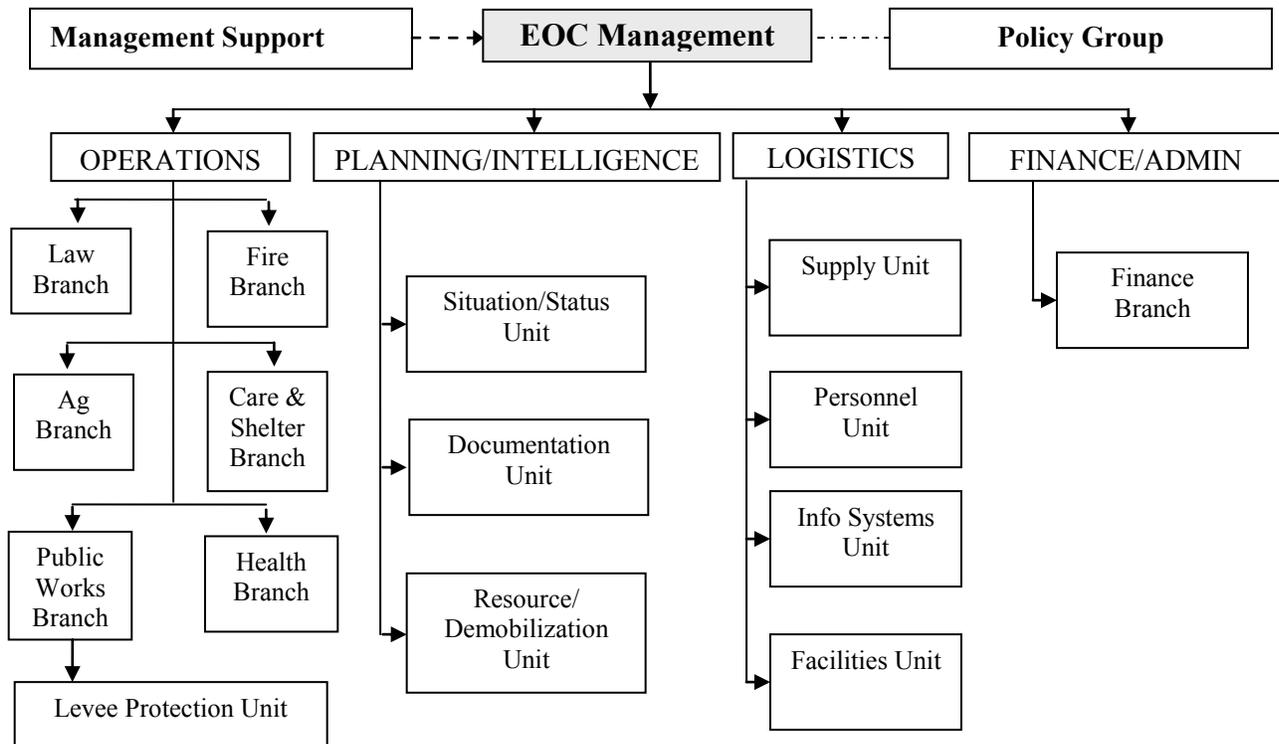
During a disaster/emergency, public employees *may* be instructed by their employer to carry out disaster-related activities within the course and scope of their employment. In addition, Chapter 500 of the Sutter County Ordinance Code empowers the County Administrator to assign County employees to duty positions other than their normal day-to-day positions during emergency situations. During a disaster/emergency, the Sutter County Emergency Management Team will determine the need for, and identification of, those County employees who will be designated DSW. California Government Code 3100 provides that any public employee, by virtue of their public employment, may be assigned as a Disaster Service Worker (DSW) during a disaster, state of emergency, state of war emergency, or local emergency. The Office of Emergency Management will coordinate training opportunities with departments, who will ensure their employees are trained in their emergency operations positions.

Community Emergency Response Teams (CERT)

These teams are comprised of volunteers from the community who have received specialized training in disaster/emergency response. This training is usually received through the local law enforcement/fire services or the American Red Cross. Twenty (20) hours of initial training and mandatory courses specified by the US Department of Homeland Security are required for certification.

All volunteers, including CERT, participate in disaster/emergency operations only as requested pursuant to **ANNEX 11** of this EOP. If assigned to work during disaster/emergency operations, volunteers are subject to the command and control of the Operational Area EOC and/or the Incident Commander. Any questions regarding CERT operations should be directed to the Office of Emergency Management.

Emergency Operations Center Organization Chart



Management

Emergency Operations Director (CAO),
Emergency Operations Manager

Management Support

Public Information Officer, Liaison,
Legal, Safety

Operations

Law Branch:

Field Ops, Detention, and Dispatch

Fire Branch:

Fire, HazMat Response, and Rescue

Ag Branch:

Ag Analysis and Animal Control

Care & Shelter Branch:

Care & Shelter, Red Cross,
and Medical Transport

Public Works Branch:

Reconnaissance, Engineering Support,
Heavy Equipment Support, and Levee
Protection

Health Branch:

Environmental Health, Mental Health,
and Public Health

Policy Group

Sutter County Board of Supervisors

Planning & Intelligence

Situation/Status Branch:

Planning & Forecasting, Field Observation,
and Information Collection/Display

Documentation Branch:

Written and Visual/Graphic

Resource and Demobilization Branch:

Personnel, Equipment, and Material

Logistics

Supply Unit:

Supplies, Equipment, and Communications

Personnel Unit:

County Employees and Volunteers

Information Systems Unit:

Technicians

Facilities Unit:

EOC, Off-Site Work Areas, and R&R Areas

Finance & Administration

Finance Branch:

Invoice Processing and Payroll Tracking

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Section 2 – EMERGENCY PHASES

General

This Emergency Operations Plan addresses the entire spectrum of contingencies ranging from relatively minor incidents to large-scale disasters such as a slow-rise flood. Some emergencies will be preceded by a build-up or warning period providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning thus requiring immediate activation of the emergency operations plan and efficient and coordinated mobilization and deployment of resources. All departments and agencies of the County must be prepared (1) to promptly and effectively respond to any foreseeable emergency and (2) to take all appropriate actions including requesting and providing mutual aid.

Emergency Phases

Emergency management activities during peacetime and national security emergencies are often associated with the four phases:

- Preparedness;
- Response;
- Recovery; and
- Mitigation/Prevention.

Preparedness Phase

The preparedness phase is addressed in Chapter B of this EOP and involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: **Readiness** and **Capability**.

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities may include, but are not limited to, the following:

- developing hazard analyses;
- developing and maintaining emergency plans and procedures;
- conducting general and specialized training;
- conducting exercises;
- developing mutual aid agreements; and
- improving emergency public education and warning systems.

The Sutter County departments and the Operational Area (OA) member jurisdictions that have responsibilities in this plan will prepare Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists.

Emergency response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs. Capability activities involve the procurement of items or tools necessary to complete the task(s) or mission(s).

Capability activities might include:

- assessment of Sutter County and OA resources;
- comparison and analysis of anticipated resource requirements and resources; and
- identification of local sources to meet anticipated resource "shortfall."

Response Phase

The response phase, which includes **Increased Readiness**, **Initial Response Operations**, and **Extended Response Operations** activities, is addressed in Chapters C, D, and E, respectively, of this EOP. Upon observation or receipt of a warning that an emergency situation is imminent or likely to occur, Sutter County will initiate increased readiness actions.

Events that may trigger the first function of the Response Phase, **Increased Readiness** may include, but are not limited to, the following:

- receipt of a flood advisory or other special weather statement;
- receipt of a potential dam failure advisory;
- conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- an expansive hazardous materials incident;
- a rapidly-deteriorating international situation that could lead to an attack upon the United States; and
- information or circumstances indicating the potential for acts of violence or civil disturbance (including any form of terrorism).

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

- briefing of County Administrative Officer and other key officials or employees of Sutter County;
- reviewing and updating of the Sutter County Emergency Operations Plan & SOPs;
- increasing public information efforts;
- reviewing and updating all lists;
- inspecting critical facilities and equipment, including testing warning and communications systems;
- recruiting additional staff and Disaster Service Workers;
- warning threatened elements of the population;
- conducting precautionary evacuations in the potentially impacted area(s);
- mobilizing personnel and pre-positioning resources and equipment; and
- contacting state and federal agencies that may be involved in field activities.

In the second function of the Response Phase, ***Initial Response Operations*** provides hazard-specific guidance to the departments who are responsible for initial response operations in the County and Operational Area. Sutter County's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

Examples of Initial Response Operations may include, but are not limited to, the following:

- making all necessary notifications, including County departments and personnel, the Sutter County Operational Area member jurisdictions, and the State OES Inland Region;
- disseminating warnings, emergency public information, and instructions to the citizens of Sutter County;
- conducting evacuations that are limited in scope or are advisory, and/or rescue operations;
- caring for displaced persons and treating the injured;
- conducting initial damage assessments and surveys;
- assessing need for mutual aid assistance;
- restricting movement of traffic/people and unnecessary access to affected areas;

The final function of the Response Phase, ***Extended Response Operations***, provides specific guidance for the conduct of extended operations including those functions performed by the EOC staff. Sutter County's extended response activities are primarily conducted from the Emergency Operations Center (EOC). Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Examples of Extended Response Operations may include, but are not limited to, the following:

- disseminating emergency public information;
- declaring a local emergency;
- protecting, controlling, and allocating vital resources;
- operating mass care facilities;
- preparing detailed damage assessments;
- documenting situation status and expenditures;
- procuring required resources to sustain operations;
- tracking resource allocation;
- conducting mass advisory or mandatory evacuations, and/or extensive rescue operations;
- restoring vital utility services;
- preparatory recovery planning activities;
- examining areas of damage for possible future mitigation programs;
- developing and implementing Action Plans for extended operations; and
- coordinating with state and federal agencies working within the County.

Recovery Phase

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

Chapter F of this plan, *Recovery and Mitigation Phases*, describes the roles and responsibilities of each level of government following a disaster. The Recovery Phase addresses the procedures for accessing federal and state programs available for individual, business, and public assistance following a disaster.

Examples of Recovery Operations may include, but are not limited to, the following:

- restoring utilities;
- applying for state and federal assistance programs;
- conducting hazard mitigation analyses;
- identifying residual hazards; and
- determining and recovering costs associated with response and recovery.

Mitigation/Prevention Phase

Chapter F of this plan, *Recovery and Mitigation/Prevention Phases*, also describes the roles and responsibilities of each level of government to mitigate/prevent a disaster/emergency. Mitigation/prevention efforts occur before, during, and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within Sutter County.

While this plan identifies areas where mitigation efforts can benefit emergency operations planning, the **Sutter County Multi-jurisdictional Hazard Mitigation Plan (MJHMP)** provides more detailed plans for mitigation by jurisdictions/agencies in the Sutter County Operational Area.

Mitigation efforts may include, but are not limited to, the following:

- amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes;
- assessing tax levees or abatements;
- emphasizing public education and awareness; and
- assessing and altering land use planning.

Section 3 – STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

General

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. 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.

SEMS Organization

There are five designated levels in the SEMS organization. Each level is activated as needed.

Field Response - commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

Local Government - manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

Operational Area - manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level. The Operational Area includes all the cities and special districts within the County geographical area. The County of Sutter is the lead agency for the Sutter Operational Area.

Regional - manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities. There are six mutual aid regions and three administrative regions. Sutter County is in Mutual Aid Inland Region III, comprising the twelve Inland counties from Siskiyou and Modoc in the north to Colusa, Sutter, Yuba, and Sierra in the south, Plumas and Lassen on the east, with Trinity, Tehama, and Glen comprising the western border of the region.

State - manages and coordinates information and resources among the regions and request resources, if needed, from the federal level.

Incident Command System (ICS)

General

The Incident Command System (ICS) is 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 effectively accomplish stated objectives pertinent to an incident.

Function

The five functions of the ICS organization are command, operations, planning, logistics, and finance.

- Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.
- Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.
- Planning is responsible for the collection, evaluation, documentation, and use of information about the development of the incident.
- Logistics is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.
- Finance is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by the other functions.

Principles

The principles of ICS are that the system provides the following kind of operations:

- single jurisdictional/agency involvement,
- single jurisdictional responsibility with multiple agency involvement, and
- multiple jurisdictional responsibilities with multiple agency involvement.

The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system:

- will be applicable and acceptable to all user agencies,
- is readily adaptable to new technology;
- expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease; and
- has basic common components in organization, terminology and procedures.

Components

The components of ICS are:

- common terminology;
- modular organization;
- unified command structure;
- consolidated action plans;
- manageable span-of-control;
- pre-designated incident facilities;

- comprehensive resource management; and
- integrated communications.

Common terminology is the established common titles for organizational functions, resources, and facilities within ICS. Acronyms and abbreviations used in this EOP are found in **Appendix 1** and a glossary of terms is found in **Appendix 2** of this plan.

Modular organization is the method by which the ICS organizational structure develops based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows with responsibility and performance placed initially with the Incident Commander.

At all incidents there will be five functions: command; operations; planning; logistics; and finance. These may, as the incident grows, be organized and staffed into sections. Initially, the Incident Commander may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

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

Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated action plans for an incident documents the tactical and support activities required for the operational period.

Manageable span-of-control within ICS is a limitation on the number of emergency response personnel or subdivisions which can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The effective span of control may vary from three to seven, but a ratio of one to five reporting elements is recommended.

The need for pre-designated incident facilities is identified within ICS. The determination of the types and locations of facilities to be used will be based upon the requirements of the incident.

Comprehensive resource management is the identification, grouping, assignment, and tracking of resources.

Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

Mutual Aid System

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. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six Mutual Aid Regions and three Administrative Regions (refer to page **A-3-5**). Sutter County is located within Mutual Aid Region II. The general flow of mutual aid resource requests is depicted in the diagram on page **A-3-6**.

The statewide system includes several discipline-specific mutual aid systems such as, but not limited to, fire and rescue, law enforcement and emergency management. The adoption of SEMS does not alter existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Law Enforcement Mutual Aid Coordinators have been selected and function at Operational Area, regional, and state levels.

Regional Disaster Medical Health Coordinators have been identified for each Mutual Aid Region to coordinate medical mutual aid during disasters. During a disaster, the Sutter County Operational Area Mutual Aid Coordinators will be assigned to the Sutter County Emergency Operations Center.

Emergency Managers Mutual Aid/Assistance (EMMAA) is a state plan to facilitate mutual aid to Emergency Operations by providing assistance from Operational Areas to other Operational Areas and/or to Governor's Office of Emergency Services (CalOES) during disasters/emergencies. Trained emergency management personnel are deployed to disaster centers/locations providing expertise in one of the five functions of SEMS/ICS.

The basic role of a Mutual Aid Coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next SEMS level.

During a proclaimed emergency, the Sutter County EOC will coordinate mutual aid requests between Sutter County, the Sutter Operational Area member jurisdictions, and the State OES Inland Regional Emergency Operations Center (REOC). Requests should specify, at a minimum:

- number and type of personnel needed, and/or;
- type and amount of equipment needed;
- reporting time and location;

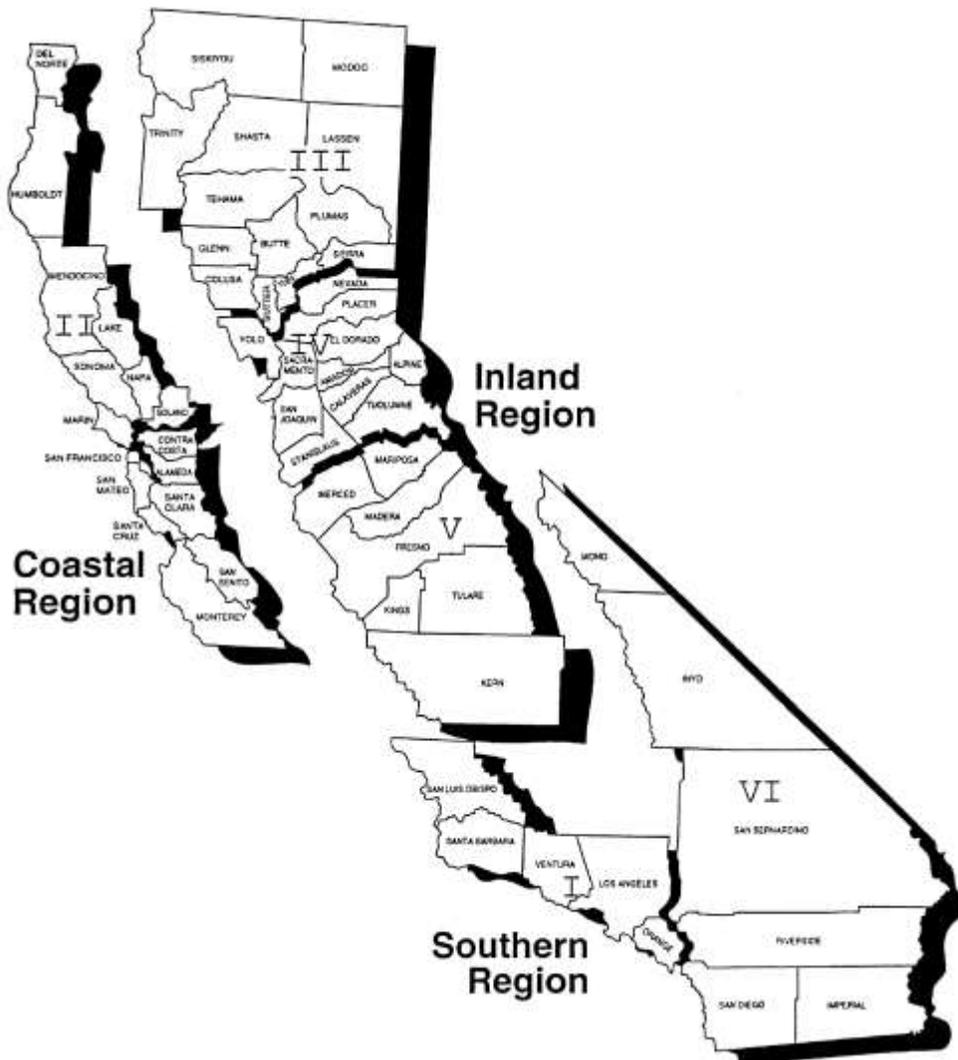
- authority to whom forces should report;
- access routes into the affected area(s);
- estimated duration of operations; and
- risks and hazards.

Multi-Agency/Inter-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.

California Administrative and Mutual Aid Regions

California Governor’s Office of Emergency Services Administrative Regions (3) and Mutual Aid Regions (6)

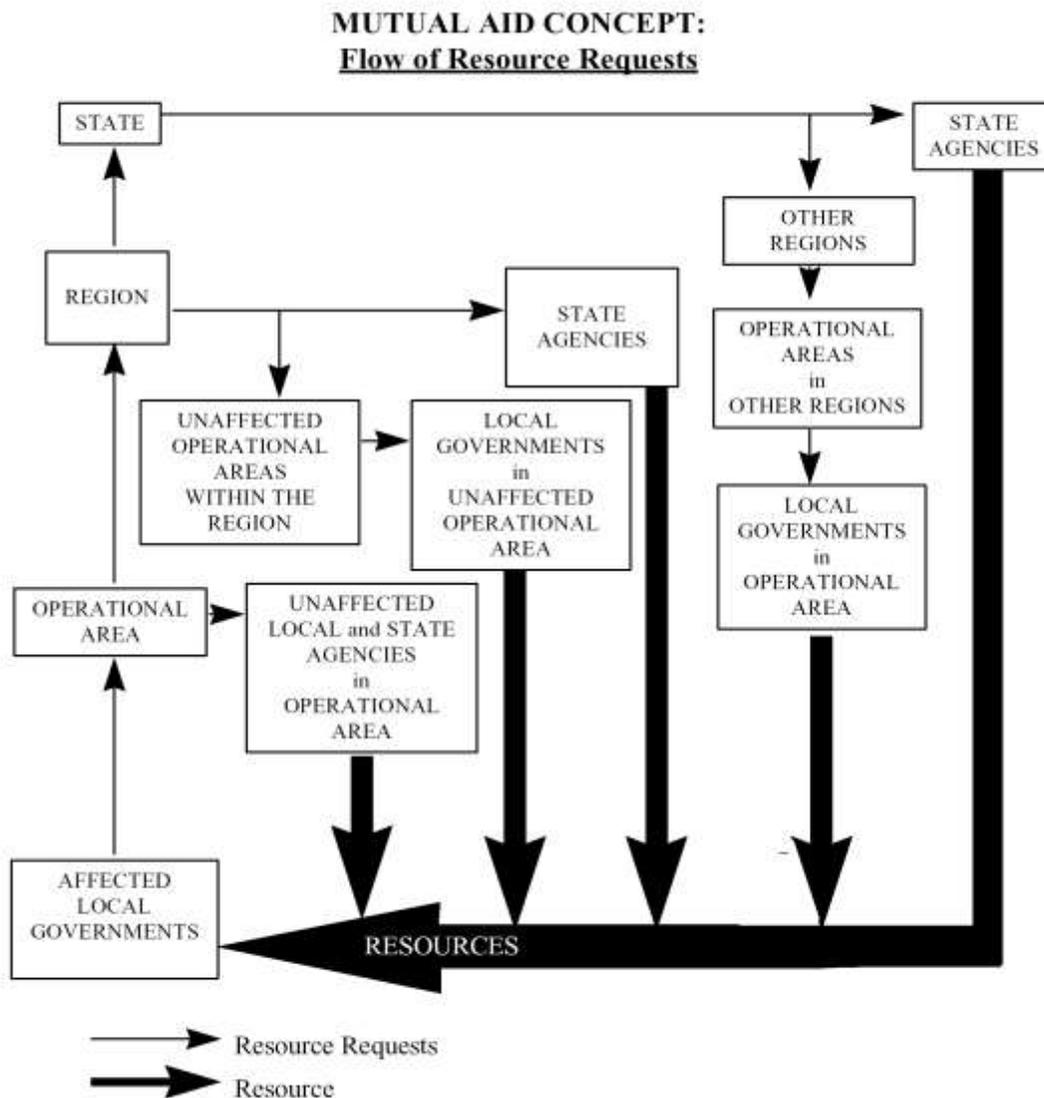


Coordination With Other Levels Of Government

Sutter County has identified the cities, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an emergency, or disaster, which affects Sutter County. Their emergency roles have been identified and provisions for coordination with each of them made.

The County will also work with state and federal agencies that have emergency responsibilities to ensure they are integrated into County emergency operations.

A flow chart delineating the various paths for mutual aid and resource requests is shown below.



National Incident Management System (NIMS)

Homeland Security Presidential Directive 5 ordered the establishment of a National Incident Management System (NIMS). NIMS provides a consistent nationwide approach for responding to all kinds of incidents – no matter what the size, scope, cause or complexity.

NIMS establishes standard incident management processes, protocols and procedures:

- Command and Management
- Preparedness
- Resource Management/Mutual Aid

NIMS provides all responders with the same foundation for incident management, terrorist attacks and natural disasters:

- Communications and Information Management
- Supporting Technologies
- NIMS Management and Maintenance

NIMS Benefits:

- Standardized organizational structures, processes and procedures;
- Standards for planning, training and exercising;
- Personnel qualification standards;
- Equipment acquisition and certification standards;
- Interoperable communications processes, procedures and systems;
- Information management systems with a commonly accepted architecture; and
- Supporting technologies – voice and data communications systems, information systems, data display systems, specialized technologies

Comparison of SEMS and NIMS

One of the most fundamental NIMS requirements is that jurisdictions utilize the Incident Command System. Under SEMS, the Sutter County OA utilizes the ICS organization structure and procedures. NIMS and SEMS both incorporate the principles of unified command for incidents involving multiple jurisdictions or agencies.

The National Incident Management System (NIMS) identifies through its National Response Framework (NRF) fifteen (15) Emergency Support Functions (ESFs). These ESFs identified in the NRF are addressed in **Appendix 3** of the EOP and in **ANNEX 1 Emergency Support Functions Handbook and Checklists**.

The NRF is based on the NIMS; together they provide the structure that integrates response capabilities and resources into a unified, coordinated national approach to incident management. The NRF provides for a concept of operations, incident management actions and responsibilities of incident management partners. The requirements established by NIMS are currently being met by the Sutter County OA through the implementation of SEMS and ICS. This EOP will continue to provide policy and procedures in accordance with the basic tenets of NIMS and ICS.

This Basic EOP, (and associated annexes), comply with NIMS through the implementation ICS and SEMS. The State of California, through Executive Order S-2-05, establishes that the SEMS Functions and ICS substantially meet the objectives of the National Incident Management System.

Any additional policy or procedure changes to the operational content of the Basic EOP, or any associated annexes, will be addressed at least annually, during the scheduled review.

Section 4 – PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public awareness and education prior to an emergency or disaster will directly affect Sutter County's emergency operations and recovery efforts.

The Sutter County Office of Emergency Management (OEM) will make emergency preparedness information from local, state, and federal sources available to the Operational Area (OA) member jurisdictions and to the citizens of Sutter County. Further, OEM will provide special emphasis on specific hazards, as necessary, through its webpage and the local media to aid in the disaster preparation and education of the communities within the Sutter County Operational Area.

Additionally, OEM will coordinate emergency information and media releases with Sutter County's Public Information Officer (PIO) to ensure consistent and accurate information in times of crisis. The PIO will be the OA lead in establishing a Joint Information Center during a large event/emergency/disaster. The PIO will be responsible for developing and maintaining the Operational Area Public Information Plan.

The Public Information Officer and OEM will collaborate on events for public outreach and awareness to ensure maximum dissemination of disaster preparedness and homeland security information to the citizenry of Sutter County.

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Section 5 – EMERGENCY OPERATIONS PLAN MANAGEMENT

Emergency Operations Plan Modifications

The Sutter County's Emergency Operations Plan (EOP) will be reviewed annually and revised, as necessary, by the Office of Emergency Management. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change. Major changes to the EOP require Board approval. Minor changes, such as addresses, phone numbers, and statutory updates that do not affect the overall operation of the plan may be approved by the County Administrative Officer or designated representative.

Those agencies having assigned responsibilities under this plan are obligated to inform Sutter County OEM in writing when changes occur or are imminent. Changes will be published and distributed by OEM when needed to all EOP holders of record. Each EOP holder of record will ensure changes are made to the EOP in their possession and record the change on the Record of Changes page in the Forward. Master records of revision to this plan will be maintained by the Sutter County OEM.

Training and Exercises

Coordination of exercises and training will be through the Sutter County Office of Emergency Management. The Office of Emergency Management will inform County departments and Sutter Operational Area entities of training opportunities associated with emergency management. Individual departments will be responsible for maintaining training records. County departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. A department or jurisdiction/agency will forward pertinent training documents, as requested, to the Office of Emergency Management to ensure appropriate record-keeping/reimbursement under established state/federal requirements and/or grants programs.

The Office of Emergency Management may determine the appropriate level(s) of SEMS instruction for each member of the Sutter County Emergency Organization, including field personnel. The determination will be based on individuals' potential assignments during emergency response. Sutter County OEM will provide or obtain SEMS instruction and other needed training classes to assigned EOC representatives.

The Office of Emergency Management will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives as contained in the Approved Course of Instruction (ACI) Syllabus referenced in the SEMS regulations. Additionally, the Office of Emergency Management will ensure that these objectives are met through the completion of materials from the ACI and incorporation of the objectives into exercises.

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems which they will actually use in emergency situations. The Office of Emergency

Management is responsible for the planning and conducting of emergency exercises for Sutter County.

Exercises will be conducted on a regular basis to maintain readiness. The Office of Emergency Management will document exercises by conducting a critique, and using the information obtained from the critique to revise the emergency operations plan.

Section 6 - AUTHORITY CITATIONS

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

Federal

- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325.
- Architectural Barriers Act of 1968, 41 U.S.C. 4151 et seq.
- Army Corps of Engineers Flood Fighting (Public Law 84-99).
- Civil Rights Act of 1964, Title VI, Public Law 88-352.
- Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2009.
- Consolidated Appropriations Act, 2008, Public Law 110-161.
- Disaster Mitigation Act of 2000, Public Law 106-390.
- Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, August 11, 2000.
- Executive Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Homeland Security Act of 2002 (Public Law 107-296)
- The Public Health Security and Bioterrorism Preparedness and Response Act of 2002, (Public Law 107-188)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- National Security Presidential Directive 51/ Homeland Security Presidential Directive 20, *National Continuity Policy*, May 4, 2007.
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308.
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295.
- Rehabilitation Act of 1973, Public Law 93-112.
- Superfund Amendments and Reauthorization Act of 1986, Public Law 99-149, as amended.

Homeland Security Presidential Directives (HSPD)

- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003. *National Incident Management System (NIMS) and National Response Framework (NRF)*
- Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 17, 2003.
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003.
- Homeland Security Presidential Directive 8, Annex I, *National Planning*, February 2008.
- Homeland Security Presidential Directive 9 Defense of the United States Agriculture and Food – 30 Jan 04

State

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code §8607 et seq).
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §2720-2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5)
- California Department of Water Resources Flood Control (California Water Code §128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations which may be Selectively Promulgated by the Governor to take affect upon the Existence of a STATE OF WAR.

Local

- Resolution of the Sutter County Board of Supervisors relative to Workers' Compensation Insurance for Registered Volunteer Disaster Service Workers, dated 27 June 1949.
- Sutter County Board of Supervisors adopted the California Disaster and Civil Defense Master Mutual Aid Agreement, dated 30 November 1950.

- Resolution of the Sutter County Board of Supervisors adopting the National Incident Management System (NIMS), dated September 6, 2005.
- Emergency Organization and Functions Ordinance No. 1537, adopted on October 5, 2010, by the Sutter County Board of Supervisors, as amended.
- Standard Operating Procedures as developed by responding departments or agencies as required.

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Chapter B

Preparation Phase

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PREPARATION PHASE

Table of Contents

Section 1 – INVENTORY OF NORMALLY EXISTING CONDITIONS	B-1-1
Sutter County Geography / Demographics / Climate	B-1-1
Infrastructure	B-1-1
Water Supply	B-1-1
Electric Supply	B-1-1
Surface Transportation	B-1-1
Public Communications Facilities	B-1-1
Airports	B-1-2
Medical Facilities	B-1-2
Wastewater Facilities	B-1-2
Education Facilities	B-1-2
Parklands	B-1-2
Structure Construction	B-1-2
Local State of Readiness	B-1-2
Resources / Strengths	B-1-2
Communications	B-1-2
Operational Area Satellite Information System (OASIS)	B-1-3
Response Information Management System (RIMS)	B-1-3
Exercises	B-1-3
After Hours Contact	B-1-3
Operational Area Disaster Experiences	B-1-3
<i>Sutter County Map</i>	B-1-5
Section 2 – HAZARDS AND THREAT ANALYSIS	B-2-1
General	B-2-1
<i>Threat Matrix</i>	B-2-2
Natural Hazards	B-2-3
Slow Rise Flooding	B-2-3
Wildland Fires	B-2-3
Extreme Weather/Storm Emergencies	B-2-4
Earthquakes and Volcanos	B-2-4
Technological Hazards	B-2-5
Dam Failure	B-2-5
Hazardous Materials	B-2-6
Transportation Emergencies	B-2-7
Domestic Security Threats	B-2-7
Civil Disturbance/Disobedience	B-2-7
Terrorism	B-2-8
Section 3 – CONTINUITY OF GOVERNMENT	B-3-1
Introduction	B-3-1
Lines of Succession	B-3-1
Reconstitution of the Governing Body	B-3-1
Protection of Vital Records	B-3-2

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Section 1 – INVENTORY OF NORMALLY EXISTING CONDITIONS

Sutter County Geography / Demographics / Climate

Sutter County is located in the central portion of the Sacramento Valley in Northern California. It is bordered by Sacramento and Yolo Counties to the south, by Butte County in the north, to the west by Colusa County, and to the east by Yuba and Placer Counties.

Sutter County encompasses an area of over 607 square miles or 388,300 acres. The population of Sutter County is 94,737, as reported by the 2010 National Census. It has two incorporated cities, Yuba City, population 64,925 and Live Oak, population 8,392.

The following rural communities are also located within the unincorporated area of the county:

Nicolaus
E. Nicolaus
Trowbridge

Rio Oso
Meridian

Robbins
Sutter

The climate of Sutter County is mild; the average temperature ranges from 37.5° to 96.4° Fahrenheit. During the winter months, the County is frequently subject to thick ground fog for extended periods of time. Average annual rainfall is 20.55 inches.

Infrastructure

Water Supply

Water for urban uses in the county is obtained from surface impoundments from Oroville and water for agricultural uses comes from the Bear, Feather and Sacramento Rivers. Yuba City and Live Oak each have a distributed water processing system. However, some urban areas of Yuba City and all of the rural communities rely on groundwater for supply.

Electric Supply

Electric power in Sutter County is mostly supplied by the Pacific Gas & Electric Company. Sutter County has five energy centers that sell the excess power to PG&E and the open market.

Surface Transportation

The main north and south corridor in the county is US Highway 99. Another main transportation artery that passes through the County is Highway 20 and connects the west coast to the Sierra Nevada Mountains.

Public Communications Facilities

Landline and cellular telephone service is available in all areas of the County. High-speed internet capabilities are available to those areas located within and

close proximity to the city limits. Broadcast media in the county is out-of-the-area cable television access via microwave relay, and at local radio stations. Most of the television stations are located near Sacramento.

Airports

The County operates a small airport that offers refueling, repair, and crop dusting services. Sacramento International Airport is located 45 minutes south of Yuba City in Sacramento and offers full services to the region.

Medical Facilities

Rideout Memorial Hospital is located in Marysville with a 159 bed capacity that serves both the Sutter and Yuba areas. It is a level III Trauma Center and is the principal Emergency Room serving the Bi-County area. Additionally, there are three Urgent Care facilities in Sutter County.

Wastewater Facilities

The wastewater treatment facility provides services to the residents within the city limits of Yuba City and Live Oak. Residents in other areas of the county rely on septic tanks and leach lines to dispose of fluid household waste.

Education Facilities

Sutter County has 18 elementary schools, 2 middle schools, and 6 high schools with a total enrollment of 17,774 students.

Parklands

A variety of wildlife refuges and parks are located throughout Sutter County.

Structure Construction

Framed-type, single-unit housing structures are predominant in county residential areas.

Local State of Readiness

Resources/Strengths

The various response agencies within the county historically have demonstrated a good working relationship. Operational Area (OA) meetings hosted by the Office of Emergency Management are held when necessary to dispense information.

Communications

The county has an operating Operational Area Satellite Information System (OASIS) located in the Sutter County Emergency Operations Center. Additional

primary communications utilized are Amateur Radio Emergency Services (ARES) and the Emergency Alerting System (EAS) during emergencies and disasters.

Operational Area Satellite Information System (OASIS)

The OASIS is a back-up communications system utilizing a satellite for direct links to other OES locations throughout California located in the Emergency Operations Center.

Response Information Management System (RIMS)

RIMS is the direct electronic communications link for gathering and disseminating disaster information between the county OES, the state OES, and other users. RIMS is used to request missions, to task appropriate agencies, and for tracking activities. RIMS is in place and functional in the EOC, and RIMS training is ongoing.

Exercises

Exercises using scenarios for floods, WMD/Terrorism, and hazardous material spills have been conducted in the past, with SEMS incorporated into all exercises.

After Hours Contact

Telephone and other contact methods are in place and are regularly updated. An emergency alert list is maintained by OEM and updated annually.

Operational Disaster Experiences

1955 Flooding

This was the most devastating of all the floods to this area. A break in the levee on the Feather River south of Yuba City occurred at about midnight on December 23rd. The initial surge of water spread westerly through Gilsizer Slough to the Sutter Bypass and northerly into Yuba City. Within less than 24 hours, the heart of Sutter County was flooded from the Feather River on the east and south to the Bypass on the west and southwest. To the north, the water spread north of Colusa Avenue (Highway 20) in several areas, including some west of Walton Avenue.

Nearly 100,000 acres were flooded and resulted in 38 deaths, injuries to 3,200 people, and nearly \$40 million in property damage. The bridge over the Feather River at 5th Street was washed out and telephone service was lost south of Colusa Avenue.

1986 Flooding

While the most severe flooding occurred in neighboring Yuba County, Sutter County did experience flooding. The most serious problems were located in the southern area of the county which is sparsely populated. We were fortunate not to

have a break in the levee but did experience slumping in the Robbins area. In the southeast area of the county surface flow from Placer County led to extensive ponding. This, coupled with two failures of minor levees, flooded numerous rural residences and agricultural facilities.

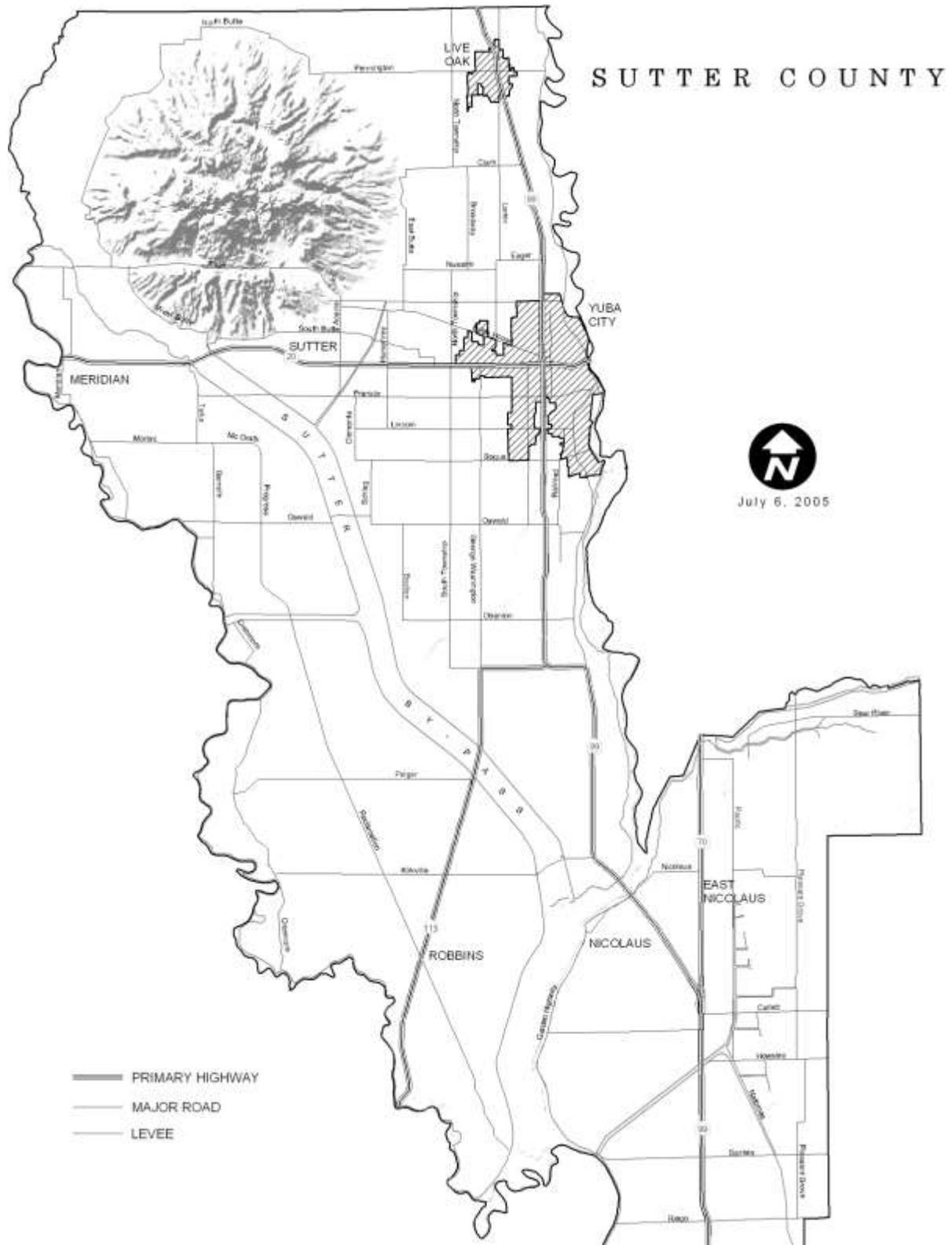
1995 Flooding

The 1995 floods were caused by two direct downpours which created major surface drainage back-ups at numerous locations throughout the county. Most of the water simply was on the wrong side of the levees. The storms were accompanied by high winds which also contributed significantly to the damage. The two separate events occurred in January and March and resulted in more than \$850,000 in damage to County facilities.

1997 Flooding

A series of storms and the “Pineapple Express” dumped warm, heavy rains onto a nearly double than average snow pack in the Sierra Nevada Mountains in late December. Runoff was filling the Shasta, Oroville, and New Bullards Bar Dams. Sutter County was notified by Oroville Dam that uncontrolled releases of huge proportions within the next 24 hours were possible. Sutter County declared an emergency on New Years Day at 11 a.m. and advised residents of voluntary evacuation. As the river continued to rise, the Sutter County Board of Supervisors directed a mandatory evacuation of the Nicolaus area and of all areas east of the Sutter Bypass and south of Pease Road. A break in the levee occurred at Arboga in Yuba County and it brought inundation to southwestern Yuba County. The mandatory evacuation was extended to Pleasant Grove and Robbins was added to the list the on January 4th due to dangerous levee conditions evolving on the south side of Tisdale Weir. The mandatory evacuation was lifted when the conditions stabilized and residents were allowed to return to the Yuba City area but the levee experienced a massive break in the Sutter Bypass. The town of Meridian was under a mandatory evacuation order and, over the next three days, earthen berms were constructed on the east and south sides of town, which successfully protected it from being flooded. Meridian was the hardest hit area of Sutter County with approximately 50 square miles under water. Virtually every facility in the basin was destroyed or damaged including nearly 100 homes and a school standing in 4 feet of water. A second break in the levee was made at the south end of the basin to allow the waters to return to the Bypass. The mandatory evacuation order was lifted on January 22nd and the basin was not dry until June. Even though Sutter County did not experience loss of lives with this flood, the estimated financial losses to individuals and businesses were about \$18 million and agricultural losses exceeded \$5 million, not including long term damage to orchard trees. Losses sustained by public agencies within the County amounted to about \$10 million.

Sutter County Map



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Section 2 – HAZARDS AND THREAT ANALYSIS

General

The primary, large-scale threat to Sutter County is slow rise flooding. Sutter County is located in the east-central part of the Sacramento Valley. The Sacramento Valley forms the northern half of the Central Valley, which is surrounded by mountains, creating a “bathtub” effect, with the Sacramento Valley, San Joaquin Delta, and San Francisco Bay forming the drain to the ocean. The lowest areas of the Central Valley are the bottom of the bathtub and receive the brunt of any flooding.

Flooding is a well-established and potentially a large-scale threat to the area. Occasionally, the flooding is catastrophic as occurred in 1955 and there was significant loss of life and property in all areas of the Sacramento Valley.

Sutter County’s topography is a relatively flat alluvial plain with the exception of the Sutter Buttes and the surrounding rolling terrain. The eastern part of the County is an alluvial terrace with elevations of 35 to 80 feet. This terrace generally drains to the southwest into the lower Sutter and American Basins, which are at 10 to 40 feet elevation.

The Sacramento, Feather, and Bear Rivers, flowing along the boundaries of Sutter County, are subject to heavy runoff from the mountains and have flooded frequently throughout the past.

Precipitation occurs primarily between November and April when 88 percent of the annual rainfall is received. The heaviest rainfall months are normally December, January, and February. Annual averages vary for the County from 17 to 21 inches, with the rain year calculated from July to June.

The next page shows a Threat Matrix for the Sutter County Operational Area. Listed on the matrix are frequency and severity ratings in relation to a particular hazard. These hazards have occurred in the history of Sutter County or have the potential to occur.

Under the heading “**Frequency**”, those hazards that have an occurrence rate of less than five (5) occurrences per 10 years are considered to have an occurrence rate of “**Infrequent**”. The hazards with more than five (5) occurrences but less than 10 per 10 years are listed as “**Sometimes**” and those occurrences with over 10 occurrences per 10 years are rated as “**Frequent**”.

Under the heading of “**Severity**”, there are three ratings listed; “**Low**”, “**Medium**”, and “**High**”. In the case of some hazards, there are more than one rating. This is based on the fact that events produced by these hazards are fluid and can escalate throughout the range of the severity ratings. Reflected in this matrix is an indication of how these hazards have affected Sutter County historically or the potential for damage associated with the threat.

The ratings described above are general in nature and not intended to minimize the seriousness of the concern/response to any hazard.

Threat Matrix

Hazard	Frequency			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Wild Fire		X		X	X	X
HazMat		X		X	X	X
Major Vehicle Accident	X			X	X	
Floods		X		X	X	X
Extreme Weather	X			X	X	X
Terrorism	X				X	X
Dam Failure	X					X
Aircraft Crash	X			X	X	
Train Accident	X			X	X	
Earthquake	X			X		
Volcano	X					X

In addition to flooding, Sutter County is also threatened by potential disasters or emergencies due to wildland fires, extreme weather/storm emergencies, dam failures, hazardous materials incidents, and possible terrorism.

Natural Hazards

Natural hazards are those which result from, what is commonly termed, an “Act of God.” Their affects are usually widespread. They include flood, wildland fire, and extreme weather/storm. (Wildland fire may also be influenced by the acts of persons, but is still considered to be natural in occurrence.)

Slow Rise Flooding

Floodwaters are a common occurrence for communities adjacent to and in the lowlands of rivers in Sutter County. Normally, wintertime storm floodwaters are kept within defined limits by levees, dikes, and open lowlands and cause no damage. Dams located outside Sutter County boundaries such as Oroville, Bullards Bar, and Shasta also help control floodwaters. Occasionally, a combination of frequent storms, extended heavy rain, and melting snow results in floodwaters exceeding the capacity of the flood control infrastructure causing damage.

Floodwater levels are closely monitored by local, state, and federal agencies. As water levels approach those limits, a coordinated warning system assists local agencies, and the public in general, to prepare for evacuation and begin flood fighting efforts. This concerted effort usually results in property damage only with no loss of life. However, as happened in 1955, loss of human and animal lives and extensive property damage sometimes occurs.

Because of past experience and ongoing emergency management planning efforts, local, state, and federal agencies located in Sutter County are well-prepared to assist Sutter County residents during flood events. Inundation areas are generally well-defined, evacuation destinations and routes are identified, and short-term support plans and contingencies for the care of evacuated persons and animals are in place. Long-term assistance contingencies will be coordinated with out-of-the-area state and federal agencies as needed.

Wildland Fires

Generally, from June to October of each year, the unincorporated areas of the County face a serious threat from wildland fires. Due to the highly flammable brush-covered land, many portions of the County have experienced numerous wildland fires in the recent past. High temperatures, low humidity, and high winds may exacerbate the potential for wildland fires. A particular area of concern in Sutter County is a small mountain range (approximately 78,000 acres) near the Community of Sutter, known as the Sutter Buttes. During the summer months when grasses and brush dry out, the Buttes are declared a “Hazardous Fire Area” by the County Fire Chief. The responsibility for fire suppression rests with the local fire protection agencies. These local fire agencies have very limited resources and a major fire incident in the Sutter Buttes poses a serious challenge for these agencies.

Extreme Weather/Storm Emergencies

Sutter County is susceptible to extreme weather/storm conditions. Extreme weather/storm condition is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. An example of this is the “gustnado” which struck Sutter County in 1995. Extreme weather may cause a variety of damage, depending on the type or weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Extreme weather such as a drought can have long-term economic repercussions.

Earthquakes and Volcanoes

No active earthquake faults are known to exist in Sutter County. However, active faults in other areas of the region could generate ground motion that may be felt in Sutter County.

Other known fault locations within Sutter County, which are not considered active, are a series of small faults located within the Sutter Buttes. These exhibit evidence of quaternary (within the past 1.6 million years) motion. Generally, these movements on these faults were associated with deep-seated volcanism, but may have been partially related to other crust deformation processes.

Based on the known active and potentially active faults in the region, Sutter County has the potential to experience low to moderate ground shaking. The intensity of ground shaking at any specific site depends on the characteristics of the earthquake, the distance from the earthquake fault, and the local geologic and soil conditions. At present, there is insufficient data to predict accurately the expected ground motions at various locations within Sutter County.

No active volcanoes are known to exist in Sutter County. The Sutter Buttes were formed from volcanic activity and are now extinct. The Sutter Buttes last erupted during a Pleistocene glacial period.

The closest “active” volcano is Mt. Lassen, in Shasta County, which is approximately 145 kilometers (90 miles) north of the Sutter County seat. It last erupted between 1914 and 1917, with minor activity continuing until 1921. The fall of fine ash was reported as far away as Elko, Nevada, more than 500 kilometers (311 miles) east of Lassen Peak. Even though the volcano has not erupted since 1917, it demonstrates volcanic activity through its fumaroles, mud pots, and hydrothermal areas.

Technological Hazards

Technological hazards are those which result from the unintentional acts or design flaws of persons. Their affects are usually localized. They can include dam failure, hazardous material, and transportation emergency. (Dam failures, the affects of which can be widespread within the confines of a particular drainage system, are still considered to be technological in occurrence.)

Dam Failure

Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, overtopping, or a seiche (oscillations of the water body). The principle consequences of dam failure are injury, loss of life, and significant downstream property damage. ***NOTE: All area dams have performed well during past disasters and are expected to exceed their design limits during future events.***

The collapse and structural failure of a dam may be caused by a severe storm, earthquake, or internal erosion (piping caused by embankment and foundation leakage). Seismic activity may also cause inundation by the action of a seismically-induced wave that overtops the dam without causing failure of the dam, but significant flooding downstream. Landslides flowing into the reservoir may also cause dams to fail or overtop.

Portions of Sutter County would be affected by the failure of one or more of three dams, all of which are located outside the County. These dams, the affected rivers, and the amount of water impounded behind them with a full reservoir are as follows:

<u>Dam Name</u>	<u>River</u>	<u>Storage Capacity in Acre-Feet</u>
Shasta	Sacramento	4,552,000
Oroville	Feather	3,538,000
Bullards Bar	Yuba	966,103

Warning time from dam failure until the resulting flood waters reach a significant area of the County will be about 1 hour from the Bullards Bar Dam, 9 hours from the Oroville Dam, and 100 hours from the Shasta Dam. The number of people to be alerted and evacuated can vary tremendously. Another factor that must be considered is the initial flow in the river when the failure occurs. This initial flow is normally very low on all the rivers during the period May through November. During winter months, the initial flow is much higher and, at times, may even be equal to or greater than flood stage. This wide variation in initial flow has a significant impact on the areas that must be evacuated, particularly in the deltas.

A catastrophic failure of any of the dams would have a significant impact on Sutter County. Complete devastation could occur throughout most of Sutter County. Water levels could be many times higher than those recorded in the worst floods.

Hazardous Materials

The production and use of hazardous materials has become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety, and the environment.

A hazardous materials incident involves the uncontrolled release of a hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Fixed facilities that handle hazardous chemicals that, when released to the environment, may coalesce into a persistent airborne plume, pose the most significant risk to local populations. Second in risk are those facilities that handle and store materials that are flammable or explosive. The third greatest risk is posed by transportation of Acutely Hazardous Materials (AHM).

Stringent safety requirements strictly enforced by local, state, and federal agencies and by local businesses help to limit the unintentional release of hazardous materials into the environment.

Hazardous materials incidents in Sutter County would most likely occur on the transportation routes or at fixed hazardous materials facilities within the county. Hazardous materials are often transported through the area on Highways 99 and 20. Surface streets are used for the local transportation of hazardous materials.

The medical center and clinics located in Sutter County have a variety of hazardous materials, radioactive materials and solvents, and they maintain current lists of the hazardous materials in their facilities.

Acutely Hazardous Materials (AHM) handled by Sutter County businesses includes chlorine and ammonia. Anhydrous ammonia is handled in large quantities by several businesses within the county and they have provided a complete Risk Management Plan to the Certified Unified Program Agency (CUPA).

Accidental releases of pesticides, fertilizers, and other agricultural chemicals may be harmful to human health and the environment. The majority of agricultural industry in the county consists of fruits and nuts.

Hazardous waste, (from illegal operations such as clandestine drug laboratories) is occasionally illegally dumped in remote areas of the county or along roadways also creates a significant threat to human health, property, and the environment. In many instances, the dumped residue can pose a serious health threat to unsuspecting persons.

Natural gas is delivered to Sutter County from several gas fields located in and around the Sutter Buttes area by a pipeline.

Transportation Emergencies

Sutter County is susceptible to several different types of transportation emergencies, including emergencies involving the railroad, major truck/auto accidents and airplane crashes. Many of these emergency situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and/or sheltering efforts.

The railroad system of Sutter County primarily consists of a main line running along the northeastern corner of the county. A train accident in or near the area can result in considerable injury or loss of life and property damage. An accident in rural areas of the County will pose more of a threat to livestock and the environment. Hazardous materials spills, fires, and significant property damage are the potential hazards associated with a train accident and may require movement and shelter operations in the affected area(s).

The major trucking routes are State Highways 99, 20, and 113. Highway 99 is the main north to south route in the County. Highway 20 runs from east to west and connects Colusa, Sutter, and Nevada Counties.

A major truck/auto accident on any of the major routes would severely limit access into and out of the County. Road closures would cause traffic to overflow onto local surface roads creating significant traffic problems for local law enforcement agencies. Alternate routes are not available on some portions of the major highways.

The County of Sutter operates an airport in Yuba City offering crop dusting, refueling, and repair services. Crashes of small planes in the past have not posed extensive problems to the County. However, we are in the direct flight approach path for Sacramento International Airport. A crash of a large jet would cause major damage to Yuba City if the crash occurred within the city limits. If it occurred in the rural area of the County, it could cause extensive damage to crops during the growing season.

Domestic Security Threats

Domestic security threats are those which can result from the intentional acts of persons. Their affects are usually localized. They include civil disturbance, and/or disobedience, and terrorism.

Civil Disturbance/Disobedience

Civil disturbance/disobedience includes incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbance/disobedience is generally associated with controversial political, judicial, or economic issues and/or events.

The effects of civil disturbance/disobedience are varied and are usually based upon the type, severity, scope, and duration of the disturbance. Their effects

can include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries, and loss of life.

Terrorism

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war. According to the Federal Emergency Management Agency (FEMA) publication *Principle Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property.

The effects of terrorist activities can vary significantly depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries, and the loss of life. The most successful terrorist incidents will disrupt normal daily routine for an extended period and cause anxiety for personal safety.

Previous to the World Trade Center and Pentagon attacks in 2001, terrorist activities had been targeted primarily against United States military interests abroad. The first World Trade Center bombing in New York City in 1993 and the Oklahoma City Federal Building bombing in 1995 were reminders that terrorist attacks may occur anywhere in the United States. Subsequent to those 1990s terrorist incidents, local, state, and federal government agencies slowly began increasing their planning and resource allocation efforts to respond to internal terrorist events. Those mitigation efforts continue and, since the 2001 attacks, have increased dramatically at all levels of government, private industry, and for the public at large.

The September 11, 2001 attacks far exceeded disaster-planning expectations both in scope and in severity. The devastation caused by the terrorist strikes went well-beyond the catastrophic loss of life and property damage at the sites. The daily lives of all Americans, and the daily lives of persons of many nationalities around the world, were affected by the attacks. The success of the attacks against American society has forced a complete re-evaluation of United States' internal and external security efforts. Changes in official government policy, procedure, and response efforts have begun and will continue for the foreseeable future.

Bio-terrorism presents a very real threat to all citizens, urban and rural, in the United States, and worldwide. The vast range of biological agents, their potentially catastrophic effects, and the varied delivery systems available for their use present a significant challenge for intelligence and response agencies to mitigate their impacts. The deliberate use of anthrax to cause injury and panic in the weeks following the September 11, 2001 attacks resulted in widespread citizen concerns, taxed the resources of local emergency response agencies, and disrupted the U. S. Mail delivery system. The effects of these relatively isolated anthrax incidents in a couple of small geographic areas permeated nationwide – the lives of almost all U. S. citizens were impacted to at least some small degree. One of the primary goals of terrorists – to impact the routine of

large populations with a relatively small event – was realized with these anthrax bio-terrorism incidents.

Although no known terrorist attacks have occurred in Sutter County, the County and the jurisdictions within the County are still vulnerable to terrorist activities and sabotage.

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Section 3 – CONTINUITY OF GOVERNMENT

Introduction

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations 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. To this end, it is particularly essential that the County of Sutter and all the cities within the County continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Lines of Succession

Article 15 of Chapter 7, Division 1, Title 2 of the 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. Appendix 5 lists the line of succession for each department in the County and the County Administrative Officer. The standby officers shall have the same authority and powers as the regular department heads. Section 8641(d) states, “The standby officer shall serve until the regular officer becomes available or until the election or appointment of a new regular officer.” Such Standby Officers are subject to provisions listed in Section 8639, 8640, and 8641 to ensure that they can perform their assigned duties.

Reconstitution of the Governing Body

Section 8644(c) Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the Board of Supervisors. Should all members of the Board of Supervisors, including all standbys, be unavailable, temporary officers shall be appointed by the chairman of the board of Sutter County, by the chairman of the board of any other county within 150 miles, or by the mayor of any city within 150 miles. “Unavailable” means that the officer is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise performs his/her duties.

Section 8642 authorizes the Board of Supervisors to 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 and preserving law and order and furnishing local services.

Section 23600, Article 1, Chapter 4, Division 1, Title 3 (App. 1-3, p 18) of the California Government Code provides that the Board of Supervisors shall designate an alternative temporary county seat within or outside of county boundaries. A resolution designating the alternate county seat must be filed in Sutter 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.

Protection of Vital Records

In the County of Sutter, the County Recorder's Office is responsible for the preservation and protection of vital records. Each department within the County will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, and historical information. Vital records also include those records essential for emergency response/recovery operations, including utility system maps, emergency supply/equipment locations, emergency operations plans/procedures, and personnel rosters.

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

The vital records (births, deaths, and marriages) of Sutter County are routinely stored in the County Recorder's Office.

Chapter C

Response Phase – Increased Readiness

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Chapter C – RESPONSE PHASE – INCREASED READINESS

Table of Contents

Section 1 – OVERVIEW	C-1-1
Section 2 – ORDINANCES AND RESOLUTIONS	C-2-1
Chapter 500	C-2-1
Section 3 – LOCAL EMERGENCY PROCLAMATIONS AND RESOLUTIONS	C-3-1
Proclamation of Existence of a Local Emergency	C-3-4
Resolution Ratifying the County Administrative Officer’s Proclamation of Existence of a Local Emergency and Requesting Governor to Proclaim a State of Emergency and Request a Presidential Declaration	C-3-5
Resolution Proclaiming the Existence of a Local Emergency and Requesting Governor to Proclaim a State of Emergency and Request a Presidential Declaration	C-3-7
Resolution Requesting Governor to Proclaim a State of Emergency	C-3-8
Resolution Proclaiming Termination of a Local Emergency	C-3-9

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Section 1 – OVERVIEW

Increased Readiness will begin upon observation or receipt of a warning that an emergency situation is imminent or likely to occur. Briefings of the County Administrative Officer, key officials or employees of Sutter County, and jurisdictions/agencies in the Sutter Operational Area will be provided as necessary to establish the appropriate course of action.

During this period of the Response Phase, The EOP and associated SOPs will be reviewed and refined as necessary to fit the emergency. Assessment of preliminary needs will provide an opportunity to pre-position materials and supplies, recruit additional staff and Disaster Workers, provide pertinent information to the public.

In this chapter, you will find resolutions, ordinances, and sample local emergency proclamations.

Acronyms and abbreviations are found in Appendix 1 and a glossary is in Appendix 2 of this EOP.

Checklists for Increased Readiness, General Response, and Specific Hazard Response are found in ANNEX 1 – Emergency Support Function (ESF) Handbook and Checklists.

Incident Command System (ICS) Forms are in ANNEX 3 – Incident Command System Forms.

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Section 2 – Ordinances and Resolutions

The following is the verbage 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.

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 Governor's Office of Emergency Services (CalOES), 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.

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Section 3 – Local Emergency Proclamations and Resolutions

The following information is taken from the CalOES guidance found on their webpage at www.caloes.ca.gov.

General Information about Local Emergency Proclamations

Definition of Local Emergency: “The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, 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, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat...” *Section 8558(c), Chapter 7 of Division 1 of Title 2 of the Government Code*

Issued by:

- Governing body of city, county, or city and county, or
- An official designated by an adopted local ordinance (e.g., police/fire chief, director of emergency services)

Purpose:

- Authorizes the undertaking of extraordinary police powers
- Provides limited immunity for emergency actions of public employees and governing bodies
- Authorizes the issuance of orders and regulations to protect life and property (e.g., curfews)
- Activates pre-established local emergency provisions such as special purchasing and contracting
- Prerequisite for requesting a Governor’s Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster. *

Deadlines:

- **Issuance:** Within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA).
- **Ratification:** If issued by official designated by ordinance, must be ratified by governing body within 7 days
- **Renewal:**
 - Reviewed at regularly scheduled board/council meetings until terminated
 - Reviewed every 14 days for governing bodies that meet weekly until terminated
 - No review to exceed 21 days from last review

- **Termination:** When conditions warranting proclamation have ended

Notification Process:

- Local governments should notify the Operational Area (OA) and provide a copy of the local emergency proclamation as soon as possible
- OA shall notify their CalOES Region and provide a copy of the proclamation as soon as possible
- OES Region will notify the CalOES Directory and Deputy Directors; and shall be the primary contact between the CalOES Director, OA and the local jurisdiction for updates on any requests for assistance
- CalOES Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter

Please Note: **A local emergency proclamation and/or Governor's Proclamation is not a prerequisite for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the Small Business Administration, or the U.S. Department of Agriculture.*

Levels of Disaster Assistance

Director's Concurrence:

Purpose: The CDAA authorizes the CalOES Director, at his discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

Deadline: CalOES must receive request from local government within 10 days of incident.

Supporting Information Required: Local Emergency Proclamation, Initial Damage Estimate (IDE) prepared in the Response Information Management System (RIMS), and a request from the City Mayor or Administrative Officer, or County Board of Supervisors.

Governor's Proclamation:

Purpose: Provides Governor with powers authorized by the Emergency Services Act; authorizes CalOES Director to provide financial relief for emergency actions and restoration of public facilities and infrastructure; prerequisite when requesting federal declaration of a major disaster or emergency.

Deadline: CalOES must receive request from local government within 10 days of incident.

Supporting Information Required: Local Emergency Proclamation, IDE prepared in RIMS, and a request from the City Mayor or Administrative Officer, or County Board of Supervisors.

Presidential Declaration of an Emergency:

Purpose: Supports response activities of the federal, state and local government. Authorizes federal agencies to provide “essential” assistance including debris removal, temporary housing and the distribution of medicine, food, and other consumable supplies.

Deadline: Governor must request on behalf of local government within 5 days after the need for federal emergency assistance is apparent.

Supporting Information Required: All of the supporting information required above and, a Governor’s Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state’s emergency plan, information describing the state and local efforts, identification of the specific type and extent of federal emergency assistance needed.

Presidential Declaration of a Major Disaster:

Purpose: Supports response and recovery activities of the federal, state, and local government and disaster relief organizations. Authorizes implementation of some or all federal recovery programs including public assistance, individual assistance and hazard mitigation.

Deadline: Governor must request federal declaration of a major disaster within 30 days of incident.

Supporting Information Required: All of the supporting information required above and, a Governor’s Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state’s emergency plan, and identification of the specific type and extent of federal aid required.

Federal/State Disaster Assistance that require a local emergency Proclamation

Local Government:

- Reimbursement of extraordinary emergency costs
- Funds to repair damaged public facilities
- Hazard Mitigation

Individuals and Families:

- Housing assistance such as home repairs and temporary (e.g., police overtime, debris removal, sandbagging) lodging/rental assistance
- Personal property, medical/dental expenses(e.g., buildings, roads, equipment, utilities)
- Disaster unemployment benefits
- Crisis Counseling

The following pages show samples of Local Emergency Proclamations and Resolutions.

PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Chapter 500 of the County of Sutter Ordinance Code empowers the County Administrative Officer to proclaim the existence of a local emergency when said County is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven (7) days thereafter; and

WHEREAS, the County Administrative Officer of the County of Sutter does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____; commencing at or about ____ on the day of _____, 20____; and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a disaster; and

That the Board of Supervisors of the County of Sutter is not in session and cannot immediately be called into session;

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout Sutter County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances and resolutions of this county, and by the County of Sutter emergency plan, as approved by the Board of Supervisors; and

IT IS FURTHER PROCLAIMED AND ORDERED that said disaster shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Sutter, State of California, and

IT IS FURTHER PROCLAIMED AND ORDERED that the County of Sutter requests that the Governor of the State of California and the President of the United States of America declare the County of Sutter a disaster area.

Date: _____

By: _____

County Administrative Officer
County of Sutter

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SUTTER

RESOLUTION RATIFYING COUNTY ADMINISTRATIVE
OFFICER'S PROCLAMATION OF EXISTENCE OF A
LOCAL EMERGENCY AND REQUESTING GOVERNOR
TO (1) PROCLAIM A STATE OF EMERGENCY AND (2)
REQUEST A PRESIDENTIAL DECLARATION

RESOLUTION NO. _____

WHEREAS, Chapter 500 of the County of Sutter Ordinance Code empowers the County Administrative Officer, in the absence of the Chairman of the Board of Supervisors and all successors as provided in Ordinance Code Section 035(B), to proclaim the existence or threatened existence of a local emergency, when said county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property arose within this county, caused by (incident/event), commencing at or about _____ on the day of _____, 20___, at which time the Board of Supervisors of the County of Sutter was not in session; and

WHEREAS, the County Administrative Officer of the County of Sutter did proclaim the existence of a local emergency within said county on the ___ day of _____, 20___; and

WHEREAS, said Board of Supervisors does hereby find that the aforesaid condition of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, said Board of Supervisors does hereby find:

That conditions of extreme peril to the safety of persons or property have arisen within said county, caused by (incident/event);

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

That local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that the existence of a local emergency as proclaimed by the CAO on the _____ day of _____, 20___ is ratified and now exists; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency, the powers, functions, and duties of the County Administrative Officer and the emergency organization of the County shall be those prescribed by state law, by ordinances and resolutions of this county, and by the County of Sutter emergency plan, as approved by the Board of Supervisors in order to mitigate the effects of said disaster; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this resolution be forwarded through the State Director of the Office of Emergency Services to the Governor of California with the request that he proclaim the County of Sutter to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER RESOLVED that the Emergency Operations Manager is designated as the local Hazard Mitigation Coordinator of the County of Sutter for the purposes of assessing damage within said county and consulting with Federal/State survey teams about hazard mitigation actions; and

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Sutter, State of California.

PASSED AND ADOPTED this ____ day of _____, 20____, by the following vote of the Board of Supervisors:

AYES:
NOES:
ABSENT:

Chairman, Board of Supervisors

ATTEST:

DONNA M. JOHNSTON, CLERK

By: _____
Deputy

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SUTTER

RESOLUTION PROCLAIMING EXISTENCE OF A
LOCAL EMERGENCY AND REQUESTING
GOVERNOR TO (1) PROCLAIM A STATE OF EMERGENCY, AND (2) REQUEST A PRESIDENTIAL
DECLARATION RESOLUTION NO. _____

WHEREAS, Chapter 500 of the County of Sutter Ordinance Code empowers the Board of Supervisors to proclaim the existence of a local emergency when said County is affected or likely to be affected by a public calamity; and

WHEREAS, the Board of Supervisors of the County of Sutter does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____
_____; and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a disaster; and

That local resources are unable to cope with the effects of said emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances and resolutions of this county, and by the County of Sutter emergency plan, as approved by the Board of Supervisors; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this resolution be forwarded through the State Director of the Office of Emergency Services to the Governor of California with the request that he proclaim the County of Sutter to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER PROCLAIMED AND ORDERED that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Sutter, State of California.

PASSED AND ADOPTED this ____ day of _____, 20____, by the following vote of the Board of Supervisors:

AYES: Supervisors _____

NOES: Supervisors _____

ABSENT: Supervisors _____

CHAIRMAN, Board of Supervisors

ATTEST:

DONNA M. JOHNSTON, CLERK

By _____
Deputy

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SUTTER

RESOLUTION REQUESTING THAT THE
GOVERNOR PROCLAIM A STATE OF
EMERGENCY

RESOLUTION NO. _____

WHEREAS, the Board of Supervisors of the County of Sutter found that due to _____
_____, which occurred at __:__.m., the _____ day of _____,
20__, a condition of extreme peril to life and property did exist in the County of Sutter; and

WHEREAS, in accordance with state law and Chapter 500 of the County of Sutter Ordinance Code, the
County Administrative Officer proclaimed the existence of a local emergency throughout said County
effective the __ day of _____, 20__; and

WHEREAS, said proclamation of the County Administrative Officer was confirmed by the Board of
Supervisors of the County of Sutter on the _____ day of _____, 20__; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said
emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this proclamation
be forwarded through the State Director of the Office of Emergency Services to the Governor of
California with the request that he proclaim the County of Sutter to be in a state of emergency; and
further that the Governor request a Presidential Declaration.

PASSED AND ADOPTED this . day of _____, 20____, by the following vote of the Board of
Supervisors:

AYES: Supervisors _____
NOES: Supervisors _____
ABSENT: Supervisors _____

Chairman, Board of Supervisors

ATTEST:

DONNA M. JOHNSTON, CLERK

By _____
Deputy

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SUTTER

RESOLUTION PROCLAIMING TERMINATION
OF A LOCAL EMERGENCY

RESOLUTION NO. _____

WHEREAS, a period of Local Emergency presently exists in the County of Sutter in accordance with the proclamation thereof by the Board of Supervisors on the _____ day of _____, 20__,

(or

the proclamation by the County Administrative Officer that was ratified by the Board of Supervisors on the ____ day of _____, 20__,)

as a result of conditions of extreme peril to the safety of persons and property caused by _____
_____ ; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed not to be beyond the control of the normal protective services, personnel, equipment and facilities of and within the County of Sutter;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED by the Board of Supervisors of the County of Sutter that a Local Emergency is terminated in the County of Sutter, State of California.

PASSED AND ADOPTED this . day of _____, 20____, by the Board of Supervisors of the County of Sutter, State of California, as follows:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairman, Board of Supervisors

ATTEST:

DONNA M. JOHNSTON, CLERK

By _____
Deputy

Chapter D

Response Phase – Initial Response Operations

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Chapter D – RESPONSE PHASE – INITIAL RESPONSE OPERATIONS

Table of Contents

Section 1 – CONCEPT OF OPERATIONS	D-1-1
Section 2 – ALERTING AND WARNING	D-2-1
Emergency Alert List (EAL)	D-2-1
Implementation	D-2-1
Emergency Alert System (EAS)	D-2-1
Section 3 – FIELD RESPONSE	D-3-1
Introduction	D-3-1
Coordination with Special Districts, Private and Volunteer Agencies	D-3-1
Coordination with Sutter County EOC	D-3-2

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Section 1 – CONCEPT OF OPERATIONS

Initial response operations will be accomplished by County departments and Sutter Operational Area member jurisdictions. During initial response operations, Sutter County field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations. The disaster/emergency may be controlled solely by County emergency responders or in conjunction with other agencies through the mutual aid system, and/or by involving private sector partners as appropriate. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the Sutter County Emergency Operations Center be activated to support the field operations.

This portion of the Sutter County Emergency Operations Plan is designed for field responders' initial response to emergencies, bridging the gap between a routine emergency and a disaster. Experience has shown that the outcome of many emergencies can be greatly affected by effective initial response actions. Checklists help tremendously to aid responders' actions.

Checklists for Increased Readiness, General Response, and Specific Hazard Response are found in ANNEX 1 – Emergency Support Function (ESF) Handbook and Checklists.

Incident Command System (ICS) Forms are in ANNEX 3 – Incident Command System Forms.

Additional checklists are also found in Annexes and Standard Operating Procedures as required.

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Section 2 – ALERTING AND WARNING

Alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public. Sutter County utilizes an Emergency Alert List to alert and activate its emergency response personnel.

The Public Information Officer, under the direction of the County Administrator, has the primary responsibility in alerting and warning the public. Alerting and warning the public may be accomplished through the Emergency Alert System, special media broadcasts, or any other method deemed to be effective at the time.

Emergency Alert List (EAL)

The Emergency Alert List is to be activated and implemented when an emergency or disaster affects the County of Sutter and poses a major threat to life, property, and/or the environment. The Emergency Alert List includes personnel who are part of each SEMS function in the County Emergency Operations Center, as well as other technical employees of the County. The Sutter County Office of Emergency Management will maintain and keep current the Emergency Alert List. The Office of Emergency Management will also ensure that current copies of the Emergency Alert List are distributed only to appropriate agencies. The list will only be implemented when directed by the County Administrator or his designee.

Refer to **Sutter County OA EOP ANNEX 2, Emergency Operations Center (EOC) Handbook and Position Checklists** of this EOP for the EOC Activation Policy.

Implementation

Once activation is properly authorized, the initial Emergency Alert List (EAL) notifications will be implemented by Sutter County Emergency Management personnel. Notifications and alerts begin with notifications going to the Sheriff's Dispatch section and the Fire Chief may also be notified depending on the type of emergency.

The CAO, in consultation with the appropriate operations leader, will determine what parts of the EAL will immediately be implemented, including what sections of the Sutter County Emergency Operations Center will be alerted and requested to respond. Refer to **Sutter County OA EOP ANNEX 2, Emergency Operations Center (EOC) Handbook and Position Checklists** of this EOP for specific EOC Activation Levels and a Minimum Staffing Guide per Level.

The CAO will inform the Board of Supervisors on the specifics of the situation in the County.

Emergency Alert System (EAS)

The Emergency Alert System (EAS) is an improvement to the old Emergency Broadcast System. The EAS allows real-time emergency event notifications to the populace via radio and television broadcasts. All local radio and television broadcast stations participate in the EAS. In Sutter County, the EAS can be activated by the following designated officials:

Board of Supervisors or CAO
Emergency Operations Manager
Sheriff, Undersheriff, or Fire Chief
California Highway Patrol Watch Commander
National Weather Service Forecaster-in-Charge

The EAS can be activated statewide by the Governor and by the President for State and National emergency notifications.

Section 3 – FIELD RESPONSE

Introduction

Within the County of Sutter, the Incident Command System (ICS) will be used on all incidents. When Sutter County has jurisdiction over a multiple-agency incident, County emergency responders will organize the field response using the ICS. Additionally, the principles of ICS will be used even for those incidents that begin as a single discipline response (i.e., all fire or all law enforcement). Often, single discipline incidents expand to multi-discipline/multi-agency incidents. During those expanded incidents in Sutter County, field responders will use the principles of Unified Command to the extent possible.

In order for ICS to be used at all incidents, the first emergency responder on scene who has single discipline management responsibility will always take the following basic actions:

- establish the Incident Command Post (ICP);
- size up the incident;
- determine the ICS organizational elements required;
- request additional resources necessary to mitigate the incident;
- delegate authority within the ICS organizational structure; and
- develop the Incident Action Plan, incorporating the incident objectives and strategies.

By taking these basic actions, the change from a one-person response to a 25-250 person response involves no change in the management system. The built-in capability for modular development helps to shape the organization based on the functional needs of the incident.

Coordination with Special Districts, Private, and Volunteer Agencies in Initial Response Operations

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a Sutter County Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Telephone, Utilities, American Red Cross, the Salvation Army, and other private and volunteer agencies could be cooperating agencies depending on the type of incident.

Coordination with Sutter County EOC

The Sutter County field response organization has a direct communications and reporting relationship with the Sutter County Emergency Operations Center (EOC).

When the EOC is activated, the Field Incident Commander will coordinate directly with the EOC's Operations Section Chief, if the position has been established, or with the Emergency Operations Director.

The Sutter Dispatch Center is a communications conduit which functions in an intermediary communications role between the Field Incident Commander and the EOC's Operations Section Chief. Dispatch will have no command authority over field operations. The Sutter County EOC may give policy direction directly to the Field Incident Commander.

During disaster situations with multiple incidents occurring simultaneously within Sutter County, the County EOC will be activated. Field Incident Commanders and the appropriate ICS structure will be established for each incident. Each Field Incident Commander will communicate and report to the Operations Section Chief throughout the incident.

Chapter E

Response Phase – Extended Response Operations

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Chapter E – RESPONSE PHASE – EXTENDED RESPONSE OPERATIONS

Table of Contents

Section 1 – CONCEPT OF OPERATIONS	E-1-1
Section 2 – EOC STANDARD OPERATING PROCEDURES	E-2-1
Introduction	E-2-1
Primary and Alternate Locations	E-2-1
Activation of the EOC	E-2-1
Section 3 – ACTION PLANNING/INCIDENT ACTION PLAN (IAP)	E-3-1
Section 4 – KEY ROLES OF EMERGENCY OPERATIONS	E-4-1
Introduction	E-4-1
Information Coordination	E-4-1
Resource Management	E-4-1
Coordination with Sutter County Departmental Operations Centers	E-4-3
Coordination with Field Response Level	E-4-3
Coordination with State and Federal Field Response	E-4-3
Coordination with Sutter Operational Area Member Jurisdictions	E-4-3
Coordination with Special Districts	E-4-4
Coordination with Private and Volunteer Agencies	E-4-4
Coordination with the Inland Region Emergency Operations Center	E-4-4
Damage Assessment and Situation Reporting	E-4-5
Public Information	E-4-6
Emergency Declarations	E-4-6
Transition into Recovery Operations	E-4-8

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Section 1 – CONCEPT OF OPERATIONS

During a disaster/emergency requiring extended response operations, the Sutter County EOC will support field response operations. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The Sutter County EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process, developing an IAP identifying and implementing specific objectives for each operational period of the incident.

The Sutter County EOC will serve as the Sutter Operational Area EOC for coordination and communications between the Sutter Operational Area member jurisdictions' EOCs. The Operational Area EOC will be activated whenever the County and a city, or cities or special district(s), are impacted by an emergency or disaster. The Operational Area EOC may also be activated at the request of a city, the county, or a special district to coordinate information and resources. The Sutter Operational Area EOC will utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, public works, and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/Branch within the Logistics Section.

Checklists for Increased Readiness, General Response, and Specific Hazard Response are found in ANNEX 1 – Emergency Support Function (ESF) Handbook and Checklists.

Checklists for the Activation of the EOC and EOC Positions are found in ANNEX 2 – Emergency Operations Center (EOC) Handbook and Position Checklists.

Incident Command System (ICS) Forms are in ANNEX 3 – Incident Command System Forms.

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Section 2 – EOC STANDARD OPERATING PROCEDURES

Introduction

Within Sutter County, normal day-to-day operations are conducted by the various departments and agencies that are widely dispersed throughout Sutter County. The Sutter Operational Area Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed during a major emergency or disaster. The EOC facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The location and level of EOC staffing will vary with the specific emergency situation.

The Sutter County EOC is designed to serve as a combined center for the Operational Area and the County of Sutter enabling the efficient use of available County staff. When the Operational Area (OA) and County EOC are both activated, some staff may be doing multiple tasks coordinating Operational Area and county government-level functions.

Primary and Alternate Locations

The primary Sutter County OA EOC is located at the fire station in Sutter, CA.

The alternate Sutter County OA EOC is located in the Development Services Department conference room in Yuba City, CA.

Activation of the EOC

Generally, partial activations of the EOC will occur at the alternate location and full activations will occur at the primary location, dependent upon the size, location, nature of the disaster/emergency, and the response/support needed.

Refer to **Sutter County OA EOP ANNEX 2, Emergency Operations Center (EOC) Handbook and Position Checklists** for the current activation policy and procedures.

Checklists for the EOC positions of the Sutter County Emergency Operations Team can be found in **Sutter County OA EOP ANNEX 2, Emergency Operations Center (EOC) Handbook and Position Checklists**.

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Section 3 – ACTION PLANNING/INCIDENT ACTION PLAN (IAP)

The use of IAPs provides a clear and measurable process for identifying objectives and priorities for a given event during each operational period. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, the tasks, and the personnel assignments associated with meeting the objectives.

The action planning process should involve the EO Director and Section Chiefs along with other EOC staff, as needed, such as special districts and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the IAP. IAPs are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The IAPs need not be complex, but should be sufficiently detailed to guide EOC functions in implementing the priority actions. Standard Incident Command System (ICS) forms will be used to develop the IAP. A brief description of the most common ICS forms follows:

ICS Form 201 – INCIDENT BRIEFING: A four-page form valuable for organizing and providing information for the oral or written planning process. It is the first step in developing an IAP.

ICS Form 202 – INCIDENT OBJECTIVES: A statement of objectives – what is expected to be achieved. The objectives must be measurable.

ICS Form 203 – ORGANIZATION ASSIGNMENT LIST: A description of what elements of the ICS organization will be in place for the next Operational Period.

ICS Form 204 – ASSIGNMENT LIST: A description of tactics and control operations and what resources will be assigned.

Other supporting material for the IAP include a map of the incident, Communications Plan, Medical Plan, traffic plan, weather data, safety precautions, and safety message. The only forms available for supporting materials are the **Communications Plan, ICS Form 205**, and the **Medical Plan, ICS Form 206**.

Incident Command System (ICS) Forms are in ANNEX 3 – Incident Command System Forms.

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Section 4 – OTHER STANDARDIZED PROCESSES FOR THE EMERGENCY OPERATIONS CENTER

Introduction

The following paragraphs describe additional standardized processes to be used in the EOC. Unlike the checklists/SOPs referenced in Section 2, these processes are used across the SEMS Functions and provide insight into the reporting procedures and communication coordination with all agencies internal and external.

Information Coordination

Within the Sutter County/OA EOC, a standard message form will be used to provide written communications within the EOC. Each Section, Branch, and Division will use this form to order disaster/event related resources and to record information to be transmitted within the EOC. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the County during the response to a disaster, not merely every word uttered between the various EOC Staff.

The message form will not replace face-to-face communications. It will ensure a paper trail of critical verbal communication is maintained if not recorded on the individual's or Section's/Branches' duty logs (found in the Response Information Management System [RIMS]).

Sutter County, as the Operational Area, coordinates emergency activities within the Operational Area augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the State's Inland Region EOC and the Sutter Operational Area member jurisdictions. It provides a single point of contact for information on the emergency situation as well as resource needs and priorities.

Resource Management

Critical information and resource requests from jurisdictions within the Operational Area will be provided electronically using the Response Information Management System (RIMS). Transmission of information to the State's Inland Region EOC will be accomplished electronically using RIMS.

Critical information from the County of Sutter and the Sutter Operational Area will be submitted to the State's Inland Region EOC on a Preliminary Report, Situation Summary, Status Report, and a Flash Report.

- The Preliminary Report form will be used by the County to transmit information to the State's Inland Region Emergency Operations Center during the first two hours after an event.
- The Situation Summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

- The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together at regularly scheduled intervals.
- The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resources requests will be made through one of the following processes:

- Requests for resources that are normally within the inventories of discipline-specific mutual aid systems will go from the local coordinator to the Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the OA will be coordinated to determine if the resource is available from other local governments or other sources within the OA. Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from Sutter Operational Area members must be submitted on RIMS. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the County EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Inland Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Branch Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

The purpose of the CalOES' WebEOC (CalEOC) is to improve the County's ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to:

- respond to, manage and coordinate requests for resources; and
- collect, process, and disseminate information during and after a disaster.

The County EOC has computers with internet capability to access CalEOC. The following reports or requests will be provided to the Governor's Office of Emergency Services via CalEOC during and after the emergency or disaster:

- Situation Status Reports;

- Mutual Aid Requests;
- Local Declarations, Gubernatorial, and Presidential Declaration requests; and
- After-Action Reports.

Coordination with Sutter County Departmental Operations Center (DOC)

The appropriate Sutter County EOC Section/Branch will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the Sutter County EOC in supporting field operations.

Coordination with Field Response Level

Since the Sutter County EOC is also the Sutter Operational Area's operating center, communications and coordination must be established with County field responders who are responding to both incorporated and unincorporated parts of the County.

Under normal circumstances, when no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the County EOC via the central dispatchers; or, if necessary, through the EOC radio operators or other means.

When County Departments have activated their DOCs, the field Incident Commander will continue to report directly to the Operations Section Chief in the County EOC and provide status reports to their DOC.

When the County EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode.

Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field response may result because of a flood fight effort, oil spill, hazardous materials accident, or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with the appropriate section chief and the appropriate city emergency services office where the incident occurs. State or federal agencies operating in the field may be found in any ICS section, branch, unit, or as part of a Unified Command. The incident will determine their location and the scope of their involvement.

Coordination with Sutter Operational Area Member Jurisdictions

Direct communications and coordination will be established between Sutter County and any Operational Area member jurisdictions' activated EOC. Additionally, as time permits, communications will be established with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position.

Ideally, communications and coordination with the city EOCs will occur along functional lines.

Whenever feasible, an agency representative from each jurisdiction that has activated its EOC, should be at the Sutter County EOC. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

Coordination with Special Districts

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

Under normal circumstances, the Liaison Officer in the EOC will be responsible for establishing communications and coordination with each special district. If possible, the special district involved in the emergency response will have a representative at the County EOC, serving as the focal point of coordination and work with other local government representatives in the EOC.

Coordination with Private and Volunteer Agencies

Within Sutter County, coordination of response activities with many non-governmental agencies may occur primarily at the local government level. However, the County EOC will establish coordination with private and volunteer agencies that have multi-jurisdictional or county-wide response roles. The agencies that play key roles in the response may have representatives at the County EOC. (Example: American Red Cross)

Coordination with the Inland Region Emergency Operations Center

Direct coordination and communications with the Inland Region Emergency Operations Center (REOC) are essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Inland EOC:

- Primary Method - The REOC sends a field representative to the Operational Area.
- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems.

Coordination and communications between the County EOC and the Inland Regional EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Inland Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

Damage Assessment and Situation Reporting

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation, and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the County.

Damage information will be consolidated and reported to the State's Inland Region Emergency Operations Center (REOC), and may be provided to the appropriate jurisdictions in the Operational Area. An initial assessment, sometimes called a "windshield survey," will be conducted by field responders to give a quick picture of the incident.

The Public Works Branch in the Operations Section will coordinate safety inspections searching for life and/or property-threatening situations. (Note: Should the scope of damage require additional assessment resources, a Damage Assessment Branch may be activated under the Planning/Intelligence Section Chief to oversee Operational Area damage assessment activities.) As significant damages become apparent, the Operations Section Chief should direct the Public Works Branch to prepare an Initial Damage Estimate (IDE).

When completed, the IDE should be forwarded to the State's Inland REOC. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a State of Emergency and to request a Presidential Declaration of Emergency.

A detailed assessment of damage to public and private facilities, with more precise dollar loss estimates, will be formulated and forwarded to State OES later as recovery operations begin.

Information needed to determine the operational problems and immediate needs of the community is critical. Specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but will not take priority over the operational problems and emergency needs.

Detailed damage assessment information will be used to plan both short- and long-range recovery efforts. These plans will be given the highest priority as the County emergency organization transitions from response to recovery operations.

When a disaster occurs, an immediate survey of the County will be conducted by emergency responders assessing the nature, severity, and extent of the situation. The primary responders may include members of Sutter County's Sheriff's Office, Public Works Department, Human Services Department, and/or the Development Services Department.

Field responders will accomplish the initial damage assessment by conducting ground surveys which will require the observation and reporting of damage, casualties, and status of affected areas.

The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders will report their observations to the Situation Branch or to the Damage Assessment Branch, if activated. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination of immediate future actions can be made.

Once activated, the Situation Branch of the County EOC Operations Section will begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessment.

The Planning/Intelligence Section will complete and transmit the various situation reports to the State's Inland REOC. When no damage is observed, a report will be submitted indicating no observed damage.

As directed by the Operations Section Chief, Public Works Support will begin completing the Initial Damage Estimate (IDE), which includes the location and description of the damages and provides a rough estimate of the associated dollar loss.

Note: Should the scope of damage require additional assessment resources, a Damage Assessment Branch may be activated under the Planning/Intelligence Section Chief to oversee Operational Area damage assessment activities.

Once completed on CalEOC, the IDE will be sent to the State's Inland REOC. Reports will be submitted electronically, via CalEOC, and will consist of Flash Reports, Situation Reports, and the IDE.

- Flash Reports are reports that describe the disaster situation. They may be oral at first but will be submitted via CalEOC as the disaster/event continues. Flash reports will be submitted to the region in between Situation Reports.
- Situation Reports are completed and submitted via CalEOC on a regular basis. Reports define affected areas, identify status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

Public Information

Emergency public information to both the general public and the media will be provided only through the Public Information Officer (PIO) in the County EOC. If the EOC is not yet activated, the Incident Commander will release information based on the facts of the incident. The Incident Commander may elect to delegate this authority to a field level PIO at an incident scene. All individuals working at either the field response level or in the EOC will refer inquiries from the media or general public to the PIO or to the Incident Commander.

Emergency Declarations

If conditions of extreme peril to persons and property exist, the Sutter County Board of Supervisors may pass a resolution declaring that a local emergency exists for the Sutter Operational Area. By law, this declaration will be made within 10 days of the event if

the County and the other members of the Sutter Operational Area are to qualify for financial assistance under the state's Natural Disaster Assistance Act.

In addition, the Sutter County Board of Supervisors must review, at least every 30 days, the continuing existence of the emergency situation. They must also terminate the emergency declaration at the earliest possible date that conditions warrant.

A local emergency may be declared for the Sutter Operational Area by the CAO which will be subject to ratification by the Board of Supervisors within seven (7) days.

The Declaration of a Local Emergency gives legal immunities for emergency actions taken by Sutter County employees to both the County and to the employees themselves. It also enables the Board of Supervisors to act to reassess damaged property and provide property tax relief.

A local emergency declaration enables the Sutter Operational Area and its members to request state assistance under the state Natural Disaster Assistance Act. It also allows the County Sheriff to establish curfews, take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by local ordinance.

Following the Declaration of a Local Emergency for the Sutter Operational Area, the County Board of Supervisors may request that the Director, Governor's Office of Emergency Services, concur and provide assistance under the state Natural Disaster Assistance Act. This Act provides financial assistance for the permanent restoration of public real property other than facilities used solely for recreational purposes when it is damaged or destroyed by a natural disaster.

To qualify for State concurrence in a local emergency, a declaration must be made within 10 days of the occurrence. A copy of the declaration, along with the information compiled in the damage assessment process, must accompany the request for State concurrence.

After the Declaration of a Local Emergency for the County of Sutter and/or the Sutter Operational Area, the County Board of Supervisors, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forwarded to the Director, Governor's Office of Emergency Services, with a copy of the local emergency declaration and the damage assessment summary.

After the Declaration of a Local Emergency for the County of Sutter and/or the Sutter Operational Area, the County Board of Supervisors, having determined that local forces are insufficient, may simultaneously request that both the Governor proclaim a State of Emergency and that he/she request the President declare a State of Emergency. Or, after having received a Governor's Proclamation of a State of Emergency, the County Board of Supervisors, having determined that local and state forces are insufficient, may then request the Governor seek a State of Emergency declaration from the President.

Transition into Recovery Operations

As the threat to life, property, and the environment dissipates, the EOC Director will consider deactivating the EOC. The EOC Director will direct Section Chiefs to deactivate their sections, ensuring that each branch provides its logs and files to the Documentation Branch.

The Emergency Operations Manager will prepare the after-action report, submitting it to the State's OES Inland Region within 90 days of the disaster/event.

Chapter F

Recovery & Mitigation Phases

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Chapter F – RECOVERY & MITIGATION PHASES

Table of Contents

Section 1 – CONCEPT OF OPERATIONS	F-1-1
Introduction	F-1-1
Short-Term Recovery	F-1-1
Long-Term Recovery	F-1-2
Section 2 – RECOVERY OPERATIONS ORGANIZATION	F-2-1
Section 3 – RECOVERY OPERATIONS RESPONSIBILITIES	F-3-1
<i>Functional Responsibilities</i>	F-3-1
Recovery Planning	F-3-2
<i>Recovery Planning Checklist</i>	F-3-2
Section 4 – RECOVERY DAMAGE/SAFETY ASSESSMENT	F-4-1
<i>Damage Assessment Reports</i>	F-4-1
Section 5 – RECOVERY OPERATIONS DOCUMENTATION	F-5-1
Section 6 – AFTER-ACTION REPORTING	F-6-1
Section 7 – DISASTER ASSISTANCE PROGRAMS	F-7-1
Introduction	F-7-1
<i>Public Assistance Programs</i>	F-7-2
Public Assistance Program Responsibilities	F-7-3
Federal Public Assistance Program	F-7-3
State Natural Disaster Assistance (NDAA) Program	F-7-6
Individual Assistance Program Responsibilities	F-7-8
Section 8 – HAZARD MITIGATION	F-8-1
Introduction	F-8-1
<i>Hazard Mitigation Planning Checklist</i>	F-8-1
Hazard Mitigation Grant Program Responsibilities	F-8-2
Hazard Mitigation Grant Program	F-8-2

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Section 1 – CONCEPT OF OPERATIONS

Introduction

The County of Sutter, each of the cities in the Sutter Operational Area (OA), and all the special districts serving the OA will be involved in recovery operations for the OA. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can begin to return to their pre-disaster lives.

Typically, there will be a need for such services as:

- assessment of the extent and severity of damages to homes and other property;
- restoration of services generally available in communities - water, food, and medical assistance;
- repair of damaged homes and property; and
- professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

Short-Term Recovery

Short-term recovery operations begin during the response phase of the emergency and include the appropriate jurisdictions/agencies in the OA.

The goal of short-term recovery operations is to restore local government to at least minimal capacity. The major objectives of short-term recovery operations include:

- an orderly and coordinated restoration of essential services (electricity, water, and sanitary systems);
- an orderly and coordinated restoration of essential transportation routes;
- re-establishment of Sutter County government operations;
- debris removal;
- cleanup operations.

Each jurisdiction/agency will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary.

For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits.

In coordination with the American Red Cross, the County and other jurisdictions will provide sheltering for disaster victims until housing can be arranged.

The County and cities will ensure that debris removal and cleanup operations are expedited. On the basis of the County and other OA jurisdictions' assessments, structures that pose a public safety concern will be demolished.

Long-Term Recovery

The major objectives of long-term recovery operations include:

- re-establishing the local economy to pre-disaster levels;
- recovery of disaster response costs;
- effective integration of mitigation strategies into recovery planning and operations; and
- update Sutter OA Emergency Operations Plan (EOP).

Jurisdictions/agencies will handle the long-term recovery activities on their own, with the exception of improvements made on the Sutter OA EOP. Public information during the recovery process will be handled independently by each agency or jurisdiction. However, information will be coordinated among the agencies and jurisdictions.

Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, and other land use planning techniques.

With public safety as a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. The County, OA jurisdictions, and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Additional information can be found at www.caloes.ca.gov, in the ***Recovery Manual*** and the ***Disaster Mitigation and Recovery Handbook*** both published by the California Emergency management Agency, or through the Federal Emergency Management Agency.

Section 2 – RECOVERY OPERATIONS ORGANIZATION

For the County of Sutter, recovery operations will be managed by the Sutter County Emergency Operations Manager under the direction of Sutter County Emergency Operations Director. Recovery issues involving Operational Area jurisdictions and special districts will be coordinated and managed between the Emergency Operations Manager and designated representatives.

On a regularly scheduled basis, the Emergency Operations Manager will convene meetings with County department directors, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be used to obtain and disseminate information regarding completed and ongoing recovery operations.

For a listing of recovery function responsibilities, refer to **Section 3 of this Chapter, Recovery Operations Responsibilities.**

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Section 3 – RECOVERY OPERATIONS RESPONSIBILITIES

The County of Sutter, the OA jurisdictions/agencies, and special districts have specific responsibilities in recovering from a disaster. The chart below depicts the functional responsibilities assigned to the County departments and/or key personnel, OA jurisdictions/agencies, and special districts.

Functional Responsibilities

Function	Department/Jurisdiction/Agency
Political process management; interdepartmental coordination; policy development; decision making; and public information.	County Board of Supervisors County Administrator's Office Jurisdiction's Governing Body
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	County Development Services Department County General Services Department Jurisdiction/Agency Public Works
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	County Administrator's Office County Auditor-Controller County Board of Supervisors County Risk Management County Treasurer-Tax Collector Jurisdiction Administrator's Office Jurisdiction Financial Administration Offices
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	County Board of Supervisors County Administrator's Office County Development Services Department County General Services Jurisdiction's Governing Body Jurisdiction Public Works/Planning
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	FEMA CalOES County Emergency Management Jurisdiction Emergency Management
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.	County Counsel Jurisdiction Legal Counsel
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	County Development Services Department County General Services Department County Human Resources Department Jurisdiction Public Works Jurisdiction Human Resources Department

Recovery Planning

Rebuilding efforts require decisions on a number of critical activities that have long-term social, economic and physical recovery implications. In addition to common emergency planning considerations (e.g., establishing partnerships, risk identification and reduction, plan maintenance including drills and exercises) local government may consider the activities listed below during the emergency management planning process.

Recovery Planning Checklist

<p style="text-align: center;">Physical Recovery Activities:</p> <ul style="list-style-type: none"> • Preserving historical sites • Considering environmental concerns • Upgrading infrastructure and utilities • Removing debris and managing disposal sites • Evaluating redevelopment and subdivisions • Establishing restoration committee • Deferring permits, fees, etc. • Pursuing hazard mitigation projects and advancing mitigation efforts • Modifying land use and zoning requirements • Improving infrastructure, roads, housing • Evaluating repair and rebuilding options • Incorporating changes in construction standards 	<p style="text-align: center;">Governmental Recovery Activities:</p> <ul style="list-style-type: none"> • Continuing the performance of governmental functions • Protecting essential facilities, equipment, records, etc. • Managing donations • Coordinating voluntary agencies • Building community consensus • Engaging stakeholders, special interests groups and the public in decision-making processes • Pursuing new opportunities in community planning • Upgrading communication systems • Pursuing political support • Communicating recovery activities to the public • Addressing community questions about health consequences of the event
<p style="text-align: center;">Social Recovery Activities:</p> <ul style="list-style-type: none"> • Promoting community participation • Providing services for the mental health of individuals • Evaluating community stress • Informing the public of physiological considerations • Restoring community values • Promoting family and individual preparedness • Establishing Local Assistance Centers for ‘one-stop’ disaster recovery services 	<p style="text-align: center;">Economic Recovery Activities:</p> <ul style="list-style-type: none"> • Establishing a documentation system to collect and store disaster-related cost information to ensure maximum state and federal reimbursement • Addressing economic loss of the community • Identifying available working capital • Promoting businesses in damaged areas • Maximizing the consumer base • Reestablishing commercial services • Facilitating business recovery • Securing disaster business loans, disaster recovery assistance grants and hazard mitigation project funding

Section 4 – RECOVERY DAMAGE/SAFETY ASSESSMENT

The recovery damage/safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. An Initial Damage Estimate is developed, during the emergency response phase, to support a request for a Gubernatorial Proclamation and for the State to request a Presidential Declaration.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will need to be developed by the jurisdictions' departments.

For Sutter County, the detailed damage/safety assessment will be completed by the County Development Services Department in coordination with the Office of Emergency Management and applicable County departments. The Public Works Departments of each city will, in most cases, complete the detailed damage assessment.

The chart below describes the mechanisms required to document damages and determine assistance in the impacted area.

Damage Assessment Reports

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

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Section 5 – RECOVERY OPERATIONS DOCUMENTATION

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- public buildings;
- levees;
- flood control works;
- irrigation works;
- county roads;
- city streets;
- bridges; and
- other public works.

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- roads;
- water control facilities;
- public buildings and related equipment;
- public utilities;
- facilities under construction;
- recreational and park facilities;
- educational institutions; and
- certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs.

It will be the responsibility of the County, jurisdictions, and special districts to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction. Those special districts not within a city should submit documentation to the County Recovery Manager.

The documenting information should include the location and extent of damage, and estimates of costs for:

- debris removal;
- emergency work; and
- repairing or replacing damaged facilities to a non-vulnerable and mitigated condition.

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

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Section 6 – AFTER-ACTION REPORTING

The Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after-action report (Appendix 6 - After Action Report Template) to CalOES **within 90 days** of the close of the incident period.

The after-action report will provide, at a minimum, the following:

- response actions taken;
- application of SEMS;
- suggested modifications to SEMS;
- necessary modifications to plans and procedures;
- training needs; and
- recovery activities to date.

The after-action report will serve as a source for documenting Sutter OA's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report.

The Sutter County Emergency Operations Manager will be responsible for the completion and distribution of the Sutter County after-action report, including sending it to the CalOES Inland Region within the required 90-day period.

CalOES may coordinate with the OA jurisdictions and special districts in completion of the after-action report. The designated emergency services coordinators for each affected OA jurisdiction will be responsible for submitting the jurisdiction's report to the CalOES Inland Region within the 90-day period. They may incorporate information from special districts.

The after-action reports will be written in simple language, well structured, brief and well presented. Data for the after-action report will be collected from a questionnaire, CalEOC documents, other documents developed during the disaster response, and interviews of emergency responders.

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Section 7 – DISASTER ASSISTANCE PROGRAMS

Introduction

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance.

The disaster assistance programs have been developed for the needs of four distinct groups:

- individuals;
- businesses (including agriculture interests);
- governments; and
- non-profit organizations.

Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

Funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage.

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters.

Under local emergency declarations, Sutter County and Operational Area (OA) jurisdictions may be eligible for assistance under the Natural Disaster Assistance Act (with the CalOES Director's concurrence).

Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

If the local government requires state or federal assistance, it is important to know if a local proclamation of an emergency is a prerequisite to obtaining the assistance. The chart on the next page provides an overview of the disaster assistance programs and indicates proclamation/declaration requirements. **Note:** *If a local emergency proclamation is required, it must be issued **within 10 days** of the event.*

Public Assistance Programs

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

Under a State of Emergency Proclamation by the Governor, the County, OA jurisdictions, special districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from state and federal agencies.

Under a Presidential Declaration, the County, OA jurisdictions, special districts, individuals, and businesses may be eligible for the disaster assistance programs and services. Refer to **Sutter County OA EOP APPENDIX 4, Disaster Assistance Programs** for a general listing of programs.

Public Assistance Program Responsibilities

Each jurisdiction and special district has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs that relate to their efforts.

In Sutter County the Office of Emergency Management will complete the necessary public assistance program application and supporting materials for the County. The County Emergency Operations Manager will also serve as the primary contact for state and federal field representatives. Each city will complete the application process and provide supporting materials to state and federal representatives.

Special districts will typically assign a representative from their accounting offices to complete application materials and coordinate with state and federal representatives. This special district representative will also work closely with their agency's/company's field operations staff throughout this process.

Federal Public Assistance Program

The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of a major disaster or emergency.

Eligible applicants are state agencies, counties, cities, special districts, K-12 schools, colleges, and private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations who manage and operate essential governmental services facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that are open to the general public are also eligible under the federal public assistance program.

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service that grants them tax exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.

Eligible Work Projects:

- work projects must be required as a result of a disaster event;
- work projects must be located within the designated disaster area; and
- work projects must be the legal responsibility of the applicant.

There are 7 categories of work projects under the federal program:

- Category A - Debris Clearance;
- Category B - Emergency Protective Measures;
- Category C - Road System Repairs;

- Category D - Water Control Facilities;
- Category E - Buildings and Equipment;
- Category F - Public Utility Systems; and
- Category G - Other (Parks, Recreational Facilities, etc.)

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must:

- eliminate immediate threats to life, public health, and safety;
- eliminate immediate threats of significant damage to improved public or private property; or
- ensure economic recovery of the affected community at large.

Measures undertaken to preserve public health and safety must:

- eliminate or lessen immediate threats to life, public health, and safety;
- eliminate or lessen immediate threats of significant damage to improved public/private property; or
- eliminate or lessen immediate threats of additional damage to improved public or private property through cost-effective measures.

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

Permanent restoration of eligible facilities will be based on the design of such facilities as they existed immediately prior to the disaster, and will be in conformity with current codes and standards. Standards must:

- apply to the type of repair or restoration required;
- be appropriate to the pre-disaster use of the facility;
- be in writing and adopted prior to project approval; and
- apply uniformly to all similar types of facilities within the jurisdiction of the code granting authority.

A facility is considered repairable when repairs can restore the facility to the pre-disaster function; and the cost of such repairs can be made at a cost less than the estimated replacement cost of the damaged facility.

When a facility is deemed non-repairable by the Federal Emergency Management Agency (FEMA) Regional Director, approved restorative work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Regional Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage.

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed,

equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

Generally, in order for costs of work projects to be eligible, they must be:

- necessary and reasonable;
- authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations;
- consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government;
- treated consistently through application of generally accepted accounting principles;
- not allocable to or included as a cost of any other federally financed program; and
- net amount of all applicable credits.

Overtime and overtime fringe benefits only for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible: Extra hire costs; Limited Supervisor or management staff salaries; and Compensatory Time Off (CTO).

Regulations allow for reimbursement for ownership and operation of costs of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from the FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as result of the disaster is also eligible. Rental equipment is reimbursed under a "reasonableness" rate schedule, as determined by FEMA.

The Governor’s Office of Emergency Services (CalOES) is responsible for processing all sub-grants for applicants, including providing technical assistance and advice to sub-grantees; providing state support for damage survey activities; ensuring that potential applicants for assistance are aware of available federal assistance; and, submitting documents necessary for grant awards. CalOES conducts briefings for public officials and potential applicants. The applicant process and requirements for the County of Sutter and other members of the Sutter Operational Area are:

- Notice of Interest submittal within 30 days of the federal programs activation;
- List of Projects (Exhibit B);
- Resolution Designating an Authorized Representative; and
- CalOES Project Application (OES 89).

Deadlines for Work Categories

Work Category	Deadline*	Extension (when authorized)
Debris Clearance	6 Months	6 Months
Emergency Work	6 Months	6 Months
Permanent Work	18 Months	30 Months

**Dates established from date of major disaster declaration.*

Note: The FEMA Regional Director may, with adequate justification, extend the deadline beyond these dates. Costs are allowed only to date of last approved time extension.

The applicant must submit the final claim **within 60 days** of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects. A final audit is performed. The applicant must retain all records for six years.

State Natural Disaster Assistance Act (NDAA) Program

The State Natural Disaster Assistance Act (NDAA) Program is authorized under Title 19, Subchapter 5, the Natural Disaster Assistance Act, California Code of Regulations. NDAA requires a local government to declare a local emergency within 10 days of the incident. For permanent restoration assistance under NDAA, the CalOES Director must concur with the local declaration. For disaster response and permanent restoration assistance under NDAA, the Governor of California must proclaim a state of emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

Eligible Applicants for NDAA include City and County, Counties, Cities, Special Districts, School Districts, County Offices of Education, and Community College Districts.

Eligible Work Projects:

- work project is a result of a natural disaster (fire, flood, earthquake, tsunami, etc.);
- work project is performed within area covered by the local declaration; and work project is the responsibility of the applicant agency.

There are seven (7) categories of work projects under the federal program:

- Category A - Debris Clearance
- Category B - Emergency Protective Measures
- Category C - Road System Repairs
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Public Utility Systems
- Category G - Other (Parks, Recreational Facilities, etc.).

Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the Governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies are also eligible. Matching fund assistance for cost-sharing required under federal public assistance programs is an eligible cost. Indirect costs, based on the "Indirect Cost Rate Proposal", as approved by the State Controller's Office is an eligible cost (40% maximum, subject to state/local cost sharing). A four percent allowance for administrative cost is also eligible for NDAA funding, subject to state/local cost-sharing.

Eligible wages under the NDAA program now follow the same guidelines as the federal public assistance program. That is, the state will not assume any regular time costs

which are ineligible under the federal program. The state will cost share any wages which are eligible for federal program funding.

Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rate schedule or, in the absence of such a rate schedule, current Department of Transportation Labor Surcharge and Equipment Rental Rates.

Consumable supplies that are eligible under NDAA include hand tools, materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under NDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

The Governor's Office of Emergency Services is responsible for transmitting applications for NDAA to all eligible applicants. CalOES conducts briefings for public officials and potential applicants. Project application for assistance (NDAA Form 1) must be filed within 60 days of the date of the local declaration. The application must include the "List of Projects" (Exhibit B) and a "Resolution Designating an Authorized Representative" (OES Form 130). In the event of a federal major disaster declaration, the federal "Notice of Interest" (NOI) establishes eligibility in both programs.

Damage surveys are conducted by a state engineer accompanied by a local representative. The engineer prepares a PWS for each project reported on the "List of Projects." The PWS identifies the scope of work and the quantitative estimate of cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within 60 days of the date of a local agency's application. PWSs are reviewed and approved by the Chief, Disaster Assistance Division. The complete application, with copies of approved PWSs, PWS summary, and a cover letter, will be sent to applicants for review and approval. The "Applicant Approval" forms (Exhibit D) must be returned to State OES within 10 days from date of approval letter.

Supplements to the original application may be approved for substantial errors or omissions, overruns/underruns caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.

If you do not agree with the inspection team's estimate, you may indicate your non-concurrence with the PWS. In addition to indicating your non-concurrence on the PWS form, you may also submit a letter of non-concurrence to State OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with your letter. State OES will recommend that FEMA review the PWS to reinstate eligible costs before the PWS is approved. The letter to State OES should include the disaster number, the federal Project Application Number (PA Number), and the PWS number(s).

Eligible projects are subject to 75%/25% state/local cost sharing. The local share may be waived. Project applications resulting in a state share of less than \$2,500 will not be approved. Replacement provisions of the NDAA operation are similar to those applied for federal "Improved Project." NDAA funds can be used for the local share of a federal "Alternate Project" when the program is implemented under federal major disaster declaration. An applicant may receive up to 90% of the estimated State share of a project as an advance. Advances must be requested, using a "Request for Advance" form (NDAA Form 3). Applicants are expected to comply with federal requirements when federal funds are involved. Applicants are expected to fully pursue federal funds otherwise available in the absence of State financial assistance. State funds cannot be used to replace funds lost through noncompliance with other program requirements.

When federal funds are involved, the federal deadlines apply. In the event of a Director's concurrence with a local declaration or a Governor's proclamation of a state of emergency, the following deadlines apply:

- Debris Clearance 6 months from date of declaration
- Emergency Work 6 months from date of declaration
- Permanent Work 18 months from date of declaration

Extensions are allowable with adequate justifications.

Applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an on-site inspection of all completed projects. Claims including more than \$50,000 in State assistance will be subject to a field audit. Any funds owed to an applicant by the State will be paid after final determination of eligible costs by State OES, and after review of the final inspection report or audit.

Individual Assistance Program Responsibilities

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect the County and cities to deliver assistance to them well after the disaster. Both the County and cities will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The objective of Sutter County, the Operational Area, and city is to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

1. Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
2. Recovery/Assistance from private insurance carrier
3. FEMA Disaster Housing Assistance
4. United States Small Business Administration Assistance
5. Individual and Family Grant Program Assistance
6. Cora Brown Fund Assistance

Refer to **Sutter County OA EOP APPENDIX 4, Disaster Assistance Programs** for a general listing of programs.

Section 8 – HAZARD MITIGATION

Introduction

Hazard Mitigation is any cost-effective activity that seeks to eliminate or reduce human suffering and property damage from natural and manmade hazards. In order to lessen future disaster recovery costs, the Hazard Mitigation Program assists state and local agencies, private-nonprofit organizations, and Indian tribes in planning for and implementing hazard mitigation projects.

Hazard Mitigation Planning includes analyses of ways to eliminate or reduce the impact of future disasters. The federal Disaster Mitigation Act of 2000 requires a local plan, approved by FEMA, to receive grant funds for mitigation projects from the federal Hazard Mitigation Grant Program and the federal Pre-Disaster Mitigation Grant Program.

Information provided below is required criteria, by the Federal Government, for local mitigation planning.

Hazard Mitigation Planning Checklist

Conduct a risk assessment describing:

- Past hazard events
- Hazard threats (e.g., earthquakes, floods, fires, chemical releases)
- Hazard areas (provide maps)
- Type and numbers of structures at risk
- Repetitive loss areas (provide maps)
- Potential impacts to community
- Potential losses for each hazard type
- Information regarding local building code effectiveness.

Develop a mitigation strategy describing:

- Local mitigation goals and objectives
- Cost-effective mitigation projects
- Activities implemented to comply with the National Flood Insurance Program (NFIP)
- Community's commitment to mitigation activities
- Community development trends
- Any interagency agreements necessary for plan implementation
- Local plan implementation.

Develop a plan maintenance process including:

- Method and schedule of updating
- Method of incorporating public participation into the planning process
- Formal plan adoption process
- Description of how "small and impoverished communities" funds will be used, if appropriate.

Hazard Mitigation Grant Program Responsibilities

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only. Delivered as either part of a Public Assistance grant or as a stand-alone measure, mitigation projects must be cost-effective and represent a solution to a problem.

The HMGP fund is based upon a 15% share of the FEMA estimate of all Project Worksheets (PWSs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local, or private resources. HMGP funds cannot be used as the sole match for other federally funded programs.

Hazard Mitigation Grant Program

Eligible applicants include state agencies, local governments, and private non-profit organizations which own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, custodial care, etc. Although HMGP funds are based on a percentage of Public Assistance funding, awards are not limited to public projects, but must be sponsored by an eligible public entity.

Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. The priorities of funding will be established by the Governor's Office of Emergency Services. Eligible projects must be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters. Eligible projects must:

- be consistent with the community's long-range hazard mitigation planning goals;
- represent significant risk if left unresolved;
- address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements;
- comply with all applicable codes and standards for the project locale;
- have a direct beneficial impact upon the designated disaster area;
- not fund personnel only - except for short-term projects which will result in long-term benefits;
- not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur;
- provide solutions, rather than merely identify or analyze hazards, unless such constitutes a functional portion of a solution; and
- provide the most practical, effective, and environmentally sound solution, given a well-considered range of options.

Refer to the **Sutter County Local Hazard Mitigation Plan (LHMP)** for more detailed plans for mitigation by jurisdictions/agencies in the Sutter County Operational Area.

APPENDIX 1

ACRONYMS and ABBREVIATIONS

The following list of acronyms and abbreviations are used in the County of Sutter Emergency Operations Plan (BASIC) and supporting Annexes. Please refer to these for a better understanding of the document.

A&W	Alert and Warning
AA	Administrative Areas
AAR	After Action Report
ACFT	Aircraft
ACI	Approved Course of Instruction
ACP	Area Contingency Plan; or Access Control Point
ACS	Auxiliary Communications Service
AFB	Air Force Base
AFC	Air Force Command
AFM	Air Force Manual
AFRCC	Air Force Rescue Coordination Center
AG	Attorney General
ALERT	Automated Local Evaluation in Real Time
ALNOT	Alert Notification
ANS	Alert and Notification System
ARB	Air Resources Board
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARP	Accidental Risk Prevention
ARS	Air Rescue Service
AT	Annual Training
ATC-20	Applied Technology Council – 20
ATC-21	Applied Technology Council – 21
ATSDR	Agency for Toxic Substances and Disease Registry
BC	Base Camp
BCP	Budget Change Proposal
BEST	Business Emergency Service Team
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
BSA	California Bureau of State Audits
CA	Cooperative Agreement; or California
CAER	Community Awareness & Emergency Response
CAISO	California Independent System Operator
CALARP	California Accidental Release Prevention
CALBO	California Building Officials
CALEPA	California Environmental Protection Agency
CALESAR	California Explorer Search and Rescue Team
CaIOES	California Governor's Office of Emergency Services
CALOSHA	California Occupational Safety & Health Agency

CALREP	California Radiological Emergency Plan
CALSCIO	California Association of Local & State CIO's
CALSTARS	California State Accounting Reporting System
CALTRANS	California Department of Transportation
CAMEO	Computer Aided Management of Emergency Operations
CAO	County Administrative Officer
CAP	Civil Air Patrol
CARDA	California Rescue Dog Association
CASSDA	California-Swiss Search Dog Association
CB	Citizen's Band
CBO	Community-Based Organization
CCC	California Conservation Corps.; or California Coastal Commission
CCP	Casualty Collection Point
CCR	California Code of Regulations
CD	Civil Defense
CDC	Center for Disease Control; or California Department of Corrections
CDE	California Department of Education
CDF	California Department of Forestry and Fire Protection
CDFA	California Department of Food and Agriculture
CDMG	California Division of Mines and Geology (See DOC/DMG)
CDSS	California Department of Social Services
CEC	California Energy Commission
CEO	Chief Executive Officer; or County Executive Officer
CEPEC	California Earthquake Prediction Evaluation Council
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHEMTREC	Chemical Manufacturers Association Chemical Transportation Emergency Center
CHIP	California Hazard Identification Program
CHMIRS	California Hazardous Material Incident Reporting System
CHP	California Highway Patrol
CIO	Chief Information Officer(s)
CIS	Critical Incident Stress
CISD	Critical Incident Stress Debriefing
CIWMB	California Industrial Waste Management Board
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CMDR	Commander
CMMC	California Marine Mammal Center
CNG	California National Guard
COG	Continuity of Government
COHWMP	County Hazardous Waste Management Plan
COTP	Captain of the Port
CP	Command Post
CPG	Civil Preparedness Guide
CPR	Cardiopulmonary Resuscitation

CSFM	California State Fire Marshall
CSGNET	California State Government Network
CSTI	California Specialized Training Institute
CUEA	California Utilities Emergency Association
CUPA	Certified Unified Program Agency
CVC	California Vehicle Code
CVM	Contingent Value Method
CWA	Clean Water Act
CYA	California Youth Authority
DAC	Disaster Assistance Center
DAD	Disaster Assistance Division (of the State Office of Emergency Services)
DART	Drowning Accident Rescue Team
DAT	Damage Assessment Team
DBW	California Department of Boating and Waterways
DCA	Department of Consumer Affairs
DEMS	Standardized Emergency Management System
DF	Direction Finding
DFA	Department of Food and Agriculture
DFG	Department of Fish and Game
DFO	Disaster Field Office
DGS	Department of General Services
DGS/DSA	General Services, Division of the State Architect
DHCD	Department of Housing and Community Development
DHS	Department of Health Services
DHS/RHB	Department of Health Services, Radiological Health Branch
DI	Department of Insurance
DIR	Department of Industrial Relations
DMAT	Disaster Medical Assistance Team
DMH	Department of Mental Health
DMV	Department of Motor Vehicles
DO	Duty Officer
DOA	Department of Aging
DOC	Department of Corrections; or Department of Operations Center; or Dept. of Commerce
DOC/DMG	Department of Conservation/Division of Mines and Geology
DOD	Department of Defense
DOE	Department of Energy
DOEd	Department of Education (federal)
DOF	Department of Finance
DOG	Division of Oil and Gas
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOT	Department of Transportation
DPA	Department of Personnel Administration
DPIG	Disaster Preparedness Improvement Grant
DPR	Department of Parks and Recreation

DPR(CaIEPA)	Department of Pesticide Regulation
DPSS	County Department of Public Social Services
DR	Department of Rehabilitation
DRE	Department of Real Estate
DRS	Disaster Relief Services
DSA	Division of State Architect
DSR	Damage Survey Report
DSS	County Department of Social Services
DSW	Disaster Service Worker
DTSC	Department of Toxic Substances Control
DUA	Disaster Unemployment Assistance
DVA	Department of Veterans Affairs
DWI	Disaster Welfare Inquiry; or Driving While Intoxicated
DWR	Department of Water Resources
EAS	Emergency Alert System
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EEO	Equal Employment Opportunity
EERI	Earthquake Engineering Research Institute
EERU	Environmental Emergency Response Unit
ELT	Emergency Locater Transmitter
EMA	Emergency Management Assistance
EMAP	Emergency Management Assistance Program
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMS	Emergency Medical Service
EMSA	Emergency Medical Services Authority
EMT	Emergency Medical Technician
EMWIN	Emergency Managers Weather Information Network
EOC	Emergency Operating Center; or Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPEDAT	Early Post Earthquake Damage Assessment Tool
EPG	Emergency Planning Guide
EPI	Emergency Public Information
EPIC	Emergency Public Information Council; or Emergency Public Information Center
EPIRB	Emergency Position Indicating Radio Beacon
EPM	Emergency Program Manager
EPZ	Emergency Planning Zone
ERC	Emergency Response Coordinator
ERPG	Emergency Response Planning Guidelines
ERT	Emergency Response Team
ERT-A	Emergency Response Team Advance Element
ERT-N	Emergency Response Team National
ESA	Emergency Services Act

ESF	Emergency Support Functions
EST	Emergency Support Team
EOM	Emergency Operations Manager
FAA	Federal Aviation Agency
FAST	Field Assessment Team
FAX	Facsimile
FAY	Federal Award Year
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordination Officer
FCS	Field Counseling Site
FDA	Food & Drug Administration
FEAT	Governor's Flood Emergency Action Team
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
FFY	Federal Fiscal Year
FHBM	Flood Hazard Boundary Map
FIA	Federal Insurance Administration
FIR	Final Inspection Reports
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FLT	Flight
FMA	Flood Management Assistance
FPEIA	Final Programmatic Environmental Impact Statement
FRA	First Responder Awareness
FRC	Federal Response Center
FRERP	Federal Radiological Emergency Response Plan
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FSR	Feasibility Study Report
FTB	Franchise Tax Board
FTO	Field Training Officer
FTS	Field Treatment Site
FY	Fiscal Year
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Material Response Team
HAZMIT	Hazard Mitigation
HAZUS	Hazards-United States (an earthquake damage assessment prediction tool)
HCD	Housing and Community Development
HEICS	Hospital Emergency Incident Command System
HEPG	Hospital Emergency Planning Guidance
HHS	Health and Human Services
HIA	Hazard Identification and Analysis Unit
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program

HMICP	Hazardous Material Incident Contingency Plan
HMIS	Hazardous Material Incident Reporting System
HQUSASIX	Headquarters United States Sixth Army
HSU	Humboldt State University
HUD	United States Department of Housing & Urban Development
HWSF	Hazardous Waste Strike Force
IA	Individual Assistance
IBBRC	International Bird Rescue and Research Center
IC	Incident Commander
ICC	Interstate Commerce Commission
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate (RIMS)
IFGP	Individual & Family Grant Program
IMO	International Maritime Organization
IPA	Information and Public Affairs (state Office of Emergency Services)
IRG	Incident Response Geographic Information System
IRZ	Immediate Response Zone
ISO	California Independent System Operator
JEOC	Joint Emergency Operations Center
JIC	Joint Information Center (FEMA & State OES JIC)
JPA	Joint Powers Agreement
JUS	Joint Information System
LAN	Local Area Network
LEA	Law Enforcement Agency
LEMA	Law Enforcement Mutual Aid
LEPC	Local Emergency Planning Committee
LKP	Last Known Position
M/VC	Military and Veterans Code
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Council
MBSDA	Monterey Bay Search Dog Association
MCO	Mission Control Officer
MHFP	Multi-Hazard Functional Plan
MHID	Multi-Hazard Identification
MIA	Missing In Action
MIC	Mass Casualty Incident
MMAA	Master Mutual Aid Agreement
MMAA	(aka: California Civil Defense and Disaster Mutual Aid Agreement)
MMS	Minerals Management Service
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPS	Mountain Public Service Rescue Team
MSA	Multi-purpose Staging Area
MSO	Coast Guard Marine Safety Office
NAWAS	National Warning System
NBC	Nuclear, Biological, Chemical

NCP	National Contingency Plan
NDA	National Defense Area
NDMS	National Disaster Medical System
NDP	National Defense Plan
NEMA	National Emergency Management Agency
NEMIS	National Emergency Management Information System
NEST	Neighborhood Emergency Service team
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric administration/Association
NOHSPC	National Oil and Hazardous Substances Pollution Contingency Plan
NPP	Nuclear Power Plant
NPS	National Park Service
NRC	National Response Center; or Nuclear Regulatory Commission
NRDA	Natural Resources Damage Assessment
NRT	National Response Team
NSF	National Strike Force; or National Science Foundation
NTSB	National Transportation Safety Board
NUREG	Nuclear Regulation
NWR	NOAA Weather Radio
NWS	National Weather Service
OA	Operational Area
OADMHC	Operational Area Disaster Medical/Health Coordinator
OASIS	Operational Area Satellite Information System
OCC	Operations Coordination Center
OCD	Office of Civil Defense
OCJP	Office of Criminal Justice Planning
OEHHA	Office of Environmental Health Hazard Assessment
OEP	Office of Emergency Planning
OES	Office of Emergency Services
OHT	Overhead Team
OIC	Officer in Charge
OPA	Oil Pollution Act (of 1990)
OPLAN	Operations Plan
OPR	Office of Planning and Research
OSC	On-Scene Coordinator; or On Scene Commander
OSCA	Oil Spill Cleanup Agents
OSHA	U.S. Occupational Safety and Health Administration
OSHPD	Occupational Safety and Health Protection Division
OSHPD	Office of Statewide Health Planning and Development
OSPR	Office of Spill Prevention and Response (California Department of Fish and Game)
OSPRA	Oil Spill Prevention and Response Act
PA	Public Assistance; or Public Address; or Public Affairs
PAO	Public Affairs Officer
PAZ	Protective Action Zone

PC	Personal Computer
PDA	Preliminary Damage Assessment
PDF	Portable Document Format
PFD	Personal Flotation Device
PIAT	Public Information Assist Team
PIO	Public Information Officer
PL	Public Law; or Pacific Lumber
PLS	Point Last Scene
POA	Probability of Area
POD	Probability of Detection
POLREPS	Pollution Reports
POS	Probability of Success
POST	Police Officer Standards and Training
PPA/CA	Performance Partnership Agreement/Cooperative Agreement (FEMA)
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PSAR	Preventive Search and Rescue
PTAB	Planning and Technological Assistance Branch
PTR	Project Time Report
PUC	Public Utilities Commission
PZ	Precautionary Zone
RA	Regional Administrator (OES)
RACES	Radio Amateur Civil Emergency Service
RADEF	Radiological Defense (program)
RAP	Radiological Assistance Program
RAMP	Regional Assessment of Mitigation Priorities
RAPID	Railroad Accident Prevention & Immediate Deployment
RCP	Regional Contingency Plan
RCTWG	Redwood Coast Tsunami Working Group
RDHMC	Regional Disaster Medical Health Officer
RDMHS	Regional Disaster Medical Health Specialist
RDO	Radiological Defense Officer
REACT	Radio Emergency Associated Communications Team
REOC	Regional Emergency Operation Center (State OES)
REPI	Reserve Emergency Public Information
REPP	Radiological Emergency Preparedness Program
RES	Regional Emergency Staff
RFA	Request for Federal Assistance
RIMS	Response Information Management System
RMP	Risk Management Plan
ROC	Regional Operations Center (FEMA)
ROD	Record of Decision
RP	Responsible Party
RP	Reporting Party; or Responsible Party
RPM	Remedial Project Manager
RPU	Radiological Preparedness Unit (OES)
RRP	Regional Response Plan

RRT	Regional Response Team
RSPA	Research and Special Programs Administration
RWQCB	Regional Water Quality Control Board
SAC	State Agency Coordinator; or Sacramento, CA
SAM	State Administrative Manual
SAME	Specific Area Message Encoder
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SARCOORD	Search and Rescue Coordinator
SARSAT	Search and Rescue Satellite Aided Tracking
SAVP	Safety Assessment Volunteer Program
SBA	Small Business Administration
SCIF	State Compensation Insurance Fund
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SEPIC	State Emergency Public Information Committee
SERC	State Emergency Response Commission
SIOSC	State Interagency Oil Spill Committee
SITREP	Situation Report
SLA	State/Local Assistance
SLC	State Lands Commission
SLG	State and Local Guide
SM	Scene Manager
SMC	Search and Rescue Mission Coordinator
SMF	State Military Force
SOA	State Operating Authority
SOC	State Operations Center
SONGS	San Onofre Nuclear Generating Station
SOP	Standard Operating Procedure
SPB	State Personnel Board
SPCA	Society for the Prevention of Cruelty to Animals
SPCC	Spill Prevention Containment and Countermeasures
SSC	Scientific Support Coordinator
SWEPC	Statewide Emergency Planning Committee
SWRCB	State Water Resources Control Board
TAT	Technical Assistance Team
TCM	Travel Cost Method
TEC	Travel Expense Claim
TRU	Transuranic
TSCP	Toxic Substances Control Program
TTT	Train the Trainer
UC	Unified Command
UCS	Unified Command System
UPA	Unified Program Account
UPS	Uninterrupted Power Source
USAF	United States Air Force
USAR	Urban Search and Rescue (also US&R)

USCG	United States Coast Guard
USDA	United States Department of Agriculture
USEPA	United States Environmental Protection Agency
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
VOAD	Voluntary Organizations Active in Disaster
VTS	Vessel Traffic Service
WAN	Wide Area Network
WC	California State Warning Center
WHEN	Work and Home Emergency Network
WIPP	Waste Isolation Pilot Project
WMD	Weapons of Mass Destruction
WOOF	Wilderness Finders, Inc.
WRCB	Water Resources Control Board
WSIN	Western States Intelligence Network
WSSPC	Western States Seismic Policy Council
WTA	Willingness to Accept Compensation
WTP	Willingness to Accept Pay

For the purposes of the NRF and NIMS, the following terms and definitions apply.

ALS	Advanced Life Support
APHIS	Animal and Plant Health Inspection Service
CBO	Community-Based Organization
CDRG	Catastrophic Disaster Response Group
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CI/KR	Critical Infrastructure/Key Resources
CMC	Crisis Management Coordinator
CNMI	Commonwealth of the Northern Mariana Islands
CONPLAN	U.S. Government Interagency Domestic Terrorism Concept of Operations Plan
CSG	Counterterrorism Security Group
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State

DOT	Department of Transportation
DPA	Defense Production Act
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSCA	Defense Support of Civil Authorities
DTRIM	Domestic Threat Reduction and Incident Management
EAS	Emergency Assistance Personnel or Emergency Alert System
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPLO	Emergency Preparedness Liaison Officer
EPR	Emergency Preparedness and Response
ERL	Environmental Research Laboratories
ERT	Environmental Response Team (EPA)
ERT-A	Emergency Response Team—Advance Element
ERT-N	National Emergency Response Team
ESF	Emergency Support Function
ESFLG	Emergency Support Function Leaders Group
EST	Emergency Support Team
FAS	Freely Associated States
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIRST	Federal Incident Response Support Team
FMC	Federal Mobilization Center
FNS	Food and Nutrition Service
FOC	FEMA Operations Center
FOG	Field Operations Guide
FRC	Federal Resource Coordinator
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
GAR	Governor's Authorized Representative
GIS	Geographical Information System
GSA	General Services Administration
HAZMAT	Hazardous Material
HHS	Department of Health and Human Services
HQ	Headquarters
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IAIP	Information Analysis and Infrastructure Protection
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IIMG	Interagency Incident Management Group
IMT	Incident Management Team
INRP	Initial National Response Plan
IOF	Interim Operating Facility

ISAO	Information-Sharing and Analysis Organization
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF	Joint Task Force
JTTF	Joint Terrorism Task Force
LNO	Liaison Officer
MAC Entity	Multi-agency Coordinating Entity
MACC	Multi-agency Command Center
MERS	Mobile Emergency Response Support
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAHERC	National Animal Health Emergency Response Corps
NASA	National Aeronautics and Space Administration
NAWAS	National Warning System
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NCR	National Capital Region
NCS	National Communications System
NCTC	National Counterterrorism Center
NDMS	National Disaster Medical System
NEP	National Exercise Program
NGO	Nongovernmental Organization
NICC	National Infrastructure Coordinating Center
NICC	National Interagency Coordination Center
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NIRT	Nuclear Incident Response Team
NJTTF	National Joint Terrorism Task Force
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRCC	National Response Coordination Center
NRCS	Natural Resources Conservation Service
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSP	National Search and Rescue Plan
NSSE	National Special Security Event
NVOAD	National Voluntary Organizations Active in Disaster
NWCG	National Wildland Coordinating Group
OIA	Office of the Assistant Secretary for Information Analysis
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSLGCP	Office of State and Local Government Coordination and Preparedness
PCC	Policy Coordination Committee
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PFO	Principal Federal Official
POC	Point of Contact
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations

R&D	Research & Development
RA	Reimbursable Agreement
RAMP	Remedial Action Management Program
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act
REPLO	Regional Emergency Preparedness Liaison Officer
RESTAT	Resources Status
RFI	Request for Information
RISC	Regional Interagency Steering Committee
RRCC	Regional Response Coordination Center
RRT	Regional Response Team
ROC	Regional Operations Center
ROSS	Resource Ordering and Status System
SAC	Special Agent-in-Charge
SAR	Search and Rescue
SCC	Secretary's Command Center (HHS)
SCO	State Coordinating Officer
SDO	Standards Development Organizations
SFLEO	Senior Federal Law Enforcement Official
SFO	Senior Federal Official
SIOC	Strategic Information and Operations Center
SITREP	Situation Report
SO	Safety Officer
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
START	Scientific and Technical Advisory and Response Team
TSA	Transportation Security Administration
TSC	Terrorist Screening Center
UC	Unified Command
US&R	Urban Search and Rescue
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USSS	U.S. Secret Service
VMAT	Veterinarian Medical Assistance Team
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

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APPENDIX 2

GLOSSARY OF TERMS

The following glossary of terms identifies words that are routinely used in the County of Sutter Emergency Operations Plan (BASIC) and supporting Annexes. Please refer to these for a better understanding of the document.

ACTION PLAN

A plan prepared in a Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific Standardized Emergency Management System level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

AMERICAN RED CROSS

A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

CALIFORNIA EMERGENCY COUNCIL

The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

CALIFORNIA EMERGENCY ORGANIZATION

Civil government organized and augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, the private sector, and community based organizations.

CARE AND SHELTER

A function that provides food, clothing, and housing needs for people on a mass care basis.

CHECKLIST

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

CONCEPT OF OPERATIONS

A general notion of the methods agencies use to organize their response to disasters (such as mutual aid and the Standardized Emergency Management System). Disaster typically progress through identifiable phases and certain responses are appropriate during each of these phases.

CONTAMINATION

Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

CONTINGENCY PLAN

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

DECONTAMINATION/CONTAMINATION CONTROL

Radioactive Materials:

The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting material stand.

Other Hazardous Materials:

Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as dyking.

DISASTER

A sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

DISASTER FIELD OFFICE (DFO)

A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control State and federal efforts which support disaster relief and recovery operations.

DISASTER SERVICE WORKER (DSW)

Any persons registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

DISASTER SUPPORT AREA

A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

EMERGENCY

A condition 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, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

EMERGENCY (Federal definition - see also Local Emergency and State of Emergency)

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency

assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

EMERGENCY MANAGEMENT

The provision of overall operational control/coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces, or by the coordination of joint efforts of governmental and private agencies.

EMERGENCY MANAGER

An individual duly appointed by State agencies, counties, cities and counties, and cities of the State of California, in accordance with State authority, adopted ordinance, by resolution as provided for by ordinance, or section §26622 of the Government Code, who is responsible for administering State law and local ordinances relating to emergency management.

EMERGENCY OPERATIONS

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

EMERGENCY OPERATIONS CENTER (EOC)

Centralized location from which emergency operations can be directed and coordinated.

EMERGENCY PLANS

Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

EMERGENCY RESPONSE AGENCY

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

EMERGENCY RESPONSE PERSONNEL

Personnel involved with an agency's response to an emergency.

FEDERAL AGENCY (Federal definition)

Any department, independent establishment, government corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

FEDERAL ASSISTANCE (Federal definition)

Aid to disaster victims or State or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288) and other statutory authorities of federal agencies.

FEDERAL COORDINATING OFFICER (Federal definition)

The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

FEDERAL-STATE AGREEMENT

A legal document entered into between the State and the federal government following a Presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the State, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provision of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.

FIELD TREATMENT SITE

Sites designated by county officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

HAZARD

Any source of danger or element of risk to people or property.

HAZARDOUS MATERIAL (HazMat)

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

HAZARDOUS MATERIAL INCIDENT

Any release of a material (during its manufacture, use, storage, or transportation) which is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

INCIDENT

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

INCIDENT ACTION PLAN (IAP)

The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

INCIDENT COMMANDER (IC)

The individual responsible for the command of all functions at the field response level.

INCIDENT COMMAND SYSTEM (ICS)

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

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

LOCAL EMERGENCY (State definition)

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

LOCAL GOVERNMENT

Local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDA, §2900(y).

LOCAL GOVERNMENT (Federal definition)

Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or authorized tribal organization, or Alaskan native village or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

MAJOR DISASTER (Federal) – see also Emergency

Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

MASTER MUTUAL AID AGREEMENT

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

MEDIA

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

MITIGATION

Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management.)

MULTI-AGENCY OR INTER-AGENCY COORDINATION

The participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

MUTUAL AID

Voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid 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.

MUTUAL AID REGION

A subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

OPERATIONAL AREA (OA)

An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

POLITICAL SUBDIVISION

Any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

PROJECT WORK SHEET (PWS)

A Project Work Sheet is prepared by an inspection team. The team is accompanied by an authorized local representative who is responsible for representing the applicant and insuring that all eligible work and costs are identified.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

That consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCR Title 19, Division 2, §2400 et sec). It identifies at each level of the statewide emergency organization, the direction of field forces and the coordination of joint efforts of government and private agencies. ICS is the field level component of SEMS.

STATE OF EMERGENCY

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency", which conditions 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.

For the purposes of the NRF and NIMS, the following terms and definitions apply.

Accountable Property – Property that: 1) has an acquisition cost that is \$15,000 or more; 2) has a unique, identifiable serial number (e.g., computer or telecommunications equipment); and 3) is considered “sensitive” (i.e., easily pilferable), such as cellular phones, pagers, and laptop computers.

Agency – A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative – A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command) – An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Assessment: - The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments – Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant – Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency – An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also **Supporting Agency**.

Available Resources – Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Awareness – The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Branch – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Casualty – Any person who is declared dead or is missing, ill, or injured.

Catastrophic Incident – Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period; almost immediately exceeds resources normally available to State, local, tribal, and private sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command – A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In – The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief – The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Civil Transportation Capacity – The total quantity of privately owned transportation services, equipment, facilities, and systems from all transportation modes nationally or in a prescribed area or region.

Coastal Zone – As defined by the NCP, means all U.S. waters subject to tide, U.S. waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other water of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters. The term “coastal zone” delineates an area of Federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in RCPs.

Command – The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report

directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture (COP) – A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit – An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Community Recovery – In the context of the NRF and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

Consequence Management – Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRF. See also **Crisis Management**.

Contiguous Zone – The zone of the high seas, established by the United States under Article 24 of the Convention on the Territorial Sea and Contiguous Zone, that is contiguous to the territorial sea and that extends 9 miles seaward from the outer limit of the territorial sea.

Cooperating Agency – An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate – To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Credible Threat – A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Management – Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRF. See also **Consequence Management**.

Critical Infrastructures – Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cultural Resources – Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

Cyber – Pertaining to computers and their support systems, such as servers, routers, and switches, that support critical infrastructure.

Defense Support of Civil Authorities (DSCA) – Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy – A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster – See **Major Disaster**.

Disaster Recovery Center (DRC) – A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Dispatch – The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

District Response Group – Established in each DHS/USCG District, the District Response Group is primarily responsible for providing the OSC technical assistance, personnel, and equipment during responses typically involving marine zones.

Division - The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency – Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

Emergency Operations Center (EOC) – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Operations Plan (EOP) – The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information – Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider – Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Emergency Support Function (ESF) – A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emerging Infectious Diseases – New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

Environment – Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Environmental Response Team – Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and releases of oil and hazardous substances into the environment.

Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

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

Facility Management – Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal – Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO) – The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and

emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Federal Emergency Communications Coordinator (FECC) – That person, assigned by GSA, who functions as the principal Federal manager for emergency telecommunications requirements in major disasters, emergencies, and extraordinary situations, when requested by the FCO or FRC.

Federal On-Scene Coordinator (FOSC or OSC) – The Federal official pre-designated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Federal Resource Coordinator (FRC) – The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other Federal departments and agencies using interagency agreements and MOUs.

First Responder – Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Food and Nutrition Service (FNS) Disaster Task Force – The Food Security Act of 1985 (Public Law 99-198) requires the Secretary of Agriculture to establish a Disaster Task Force to assist States in implementing and operating various disaster food programs. The FNS Disaster Task Force coordinates the overall FNS response to disasters and emergencies. It operates under the general direction of the Administrator of FNS.

Function – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between

branches and resources in the Operations Section. (See **Division**)

Hazard – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation – Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

Hazardous Material – For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance – As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property – Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Incident – An occurrence or event, natural or “human-caused” that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP) – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with

the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS) – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects 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 with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT) – The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation – Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

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

Incident of National Significance – Based on criteria established in HSPD-5, an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Information Officer – See **Public Information Officer**.

Infrastructure – The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Infrastructure Liaison – Assigned by DHS/IAIP, the Infrastructure Liaison serves as the principal advisor to the JFO Coordination Group regarding all national- and regional-level critical infrastructure and key resources incident-related issues.

Initial Actions – The actions taken by those responders first to arrive at an incident site.

Initial Response – Resources initially committed to an incident.

Initial Response Resources (IRR) – Disaster support commodities that may be pre-staged, in anticipation of a catastrophic event, at a Federal facility close to a disaster area for immediate application through an NRF ESF operation. The initial response resources are provided to victims and all levels of government responders immediately after a disaster occurs. They are designed to augment State and local capabilities. DHS/EPR/FEMA Logistics Division stores and maintains critically needed initial response commodities for victims and responders and pre-positions supplies and equipment when required. The initial response resources include supplies (baby food, baby formula, blankets, cots, diapers, meals ready-to-eat, plastic sheeting, tents, and water) and equipment (emergency generators, industrial ice-makers, mobile kitchen kits, portable potties with service, portable showers, and refrigerated vans).

In-Kind Donations – Donations other than cash (usually materials or professional services) for disaster survivors.

Inland Zone – As defined in the NCP, the environment inland of the coastal zone excluding the Great Lakes and specified ports and harbors on the inland rivers. The term “coastal zone” delineates an area of Federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in RCPs.

Insular Areas – Non-State possessions of the United States. The insular areas include Guam, the Commonwealth of the Northern Mariana Islands (CNMI), American Samoa, the U.S. Virgin Islands, and the former World War II Trust Territories now known as the Federated States of Micronesia and the Republic of the Marshall Islands. These last two entities, known as Freely Associated States (FAS), are still connected with the United States through the Compact of Free Association.

Intelligence Officer – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Interagency Modeling and Atmospheric Assessment Center (IMAAC) – An interagency center responsible for production, coordination, and dissemination of consequence predictions for an airborne hazardous material release. The IMAAC generates the single Federal prediction of atmospheric dispersions and their consequences utilizing the best available resources from the Federal Government.

Joint Field Office (JFO) – A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection,

prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC) – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS) – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC) – The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRF is activated.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison – A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government – A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Logistics – Providing resources and other services to support incident management.

Logistics Section – The section responsible for providing facilities, services, and material support for the incident.

Long-Range Management Plan – Used by the FCO and management team to address internal staffing, organization, and team requirements.

Major Disaster – As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective – A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Materiel Management – Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.

Mission Assignment – The vehicle used by DHS/EPR/FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

Mitigation – Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization – The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center – An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Multi-agency Command Center (MACC) – An interagency coordination center established by DHS/USSS during NSSEs as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

Multi-agency Coordination Entity – Functions within a broader multi-agency coordination system. It may establish priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination System – Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency coordination entities, personnel, procedures, and communications. The systems assist agencies and organizations to integrate, fully, the subsystems of NIMS.

Multi-jurisdictional Incident – An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement – Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National – Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Coordinating Center for Telecommunications – A joint telecommunications industry–Federal Government operation established to assist in the initiation, coordination, restoration, and reconstitution of NS/EP telecommunications services and facilities.

National Counterterrorism Center (NCTC) – The NCTC serves as the primary Federal organization for analyzing and integrating all intelligence possessed or acquired by the U.S. Government pertaining to terrorism and counterterrorism, excepting purely domestic counterterrorism information. The NCTC may, consistent with applicable law, receive, retain, and disseminate information from any Federal, State, or local government or other source necessary to fulfill its responsibilities.

National Disaster Medical System (NDMS) – A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Infrastructure Coordinating Center (NICC) – Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Interagency Coordination Center (NICC) – The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

National Interagency Fire Center (NIFC) – A facility located in Boise, ID, that is jointly operated by several Federal agencies and is dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

National Response Center - A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Response Plan – A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response System – Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous substances spills and releases.

National Response Team (NRT) – The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

National Security and Emergency Preparedness (NS/EP) Telecommunications – NS/EP telecommunications services are those used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international) that

causes or could cause injury or harm to the population or damage to or loss of property, or could degrade or threaten the NS/EP posture of the United States.

National Special Security Event (NSSE) – A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

National Strike Force – The National Strike Force consists of three strike teams established by DHS/USCG on the Pacific, Atlantic, and Gulf coasts. The strike teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

Natural Resources – Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

Nongovernmental Organization (NGO) – A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Incident Response Team (NIRT) – Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

On-Scene Coordinator (OSC) – See **Federal On-Scene Coordinator**.

Operational Period – The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section - The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Pollutant or Contaminant – As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

Preparedness – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Preparedness Organizations – The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention – Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Principal Federal Official (PFO) – The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Private Sector - Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program – The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health – Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

Public Works – Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Publications Management – The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification – This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radiological Emergency Response Teams (RERTs) – Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery – The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Recovery Plan – A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Emergency Transportation Coordinator (RETCO) – A senior-level executive from a DOT operating administration who is pre-designated by DOT order to serve as the regional representative of the Secretary of Transportation for emergency transportation preparedness and response, including oversight of ESF #1. Depending upon the nature and extent of the disaster or major incident, the Secretary may designate another official in this capacity.

Regional Response Teams (RRTs) – Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management – Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit – Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration,

and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Senior Federal Official (SFO) – An individual representing a Federal department or agency with primary statutory responsibility for incident management. SFOs utilize existing authorities, expertise, and capabilities to aid in management of the incident working in coordination with other members of the JFO Coordination Group.

Shared Resources (SHARES) High Frequency Radio Program – SHARES provides a single, interagency emergency message handling system by bringing together existing HF radio resources of Federal, State, and industry organizations when normal communications are destroyed or unavailable for the transmission of NS/EP information.

Situation Assessment – The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision-makers, can provide a basis for incident management decision-making.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area – Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State – Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Strategic – Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan – A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Strike Team – A set number of resources of the same kind and type that have an established minimum number of personnel. Strategy: The general direction selected to accomplish incident objectives set by the IC.

Subject-Matter Expert (SME) – An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

Supervisor of Salvage and Diving (SUPSALV) – A salvage, search, and recovery operation established by the Department of Navy. SUPSALV has extensive experience to support response activities, including specialized salvage, firefighting, and petroleum, oil, and lubricants offloading. SUPSALV, when available, will provide equipment for training exercises to support national and regional contingency planning.

Supporting Technologies – Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance – Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Telecommunications – The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

Telecommunications Service Priority (TSP) Program – The NS/EP TSP Program is the regulatory, administrative, and operational program authorizing and providing for priority treatment (i.e., provisioning and restoration) of NS/EP telecommunications services. As such, it establishes the framework for NS/EP telecommunications service vendors to provide, restore, or otherwise act on a priority basis to ensure effective NS/EP telecommunications services.

Terrorism – Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Tools – Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Threat – An indication of possible violence, harm, or danger.

Transportation Management – Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.

Tribal – Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Tribe – Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type – A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications. Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See **Area Command**.)

Unaffiliated Volunteer – An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergent” volunteer.

Unified Command – An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

United States – The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unity of Command – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Unsolicited Goods – Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue – Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Volunteer – Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center – Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD) – As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Wireless Priority Service (WPS) – WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

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APPENDIX 3

EMERGENCY SUPPORT FUNCTIONS (NRF)

Emergency Support Function	Scope
ESF-1 Transportation	<ul style="list-style-type: none"> • Federal and Civil Transportation Support • Transportation Safety • Restoration/recovery of Transportation Infrastructure • Movement Restrictions
ESF-2 Communications	<ul style="list-style-type: none"> • Coordination with telecommunication industry • Restoration/repair of telecommunications network • Protect, restore, and sustain national cyber and information technology resources
ESF-3 Public Works and Engineering	<ul style="list-style-type: none"> • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services, construction management • Critical infrastructure liaison
ESF-4 Firefighting	<ul style="list-style-type: none"> • Firefighting activities on Federal lands • Resource support to rural and urban firefighting operations
ESF-5 Emergency Management	<ul style="list-style-type: none"> • Information collection, analysis, and dissemination • Reports, bulletins, advisories, and assessments • Action planning and tracking • Resource tracking • Science and technology support (modeling, information provision and interpretation)
ESF-6 Mass Care, Housing, and Human Services	<ul style="list-style-type: none"> • Mass care • Disaster housing • Human services
ESF-7 Resource Support	<ul style="list-style-type: none"> • Resource support • Logistics
ESF-8 Public Health and Medical Services	<ul style="list-style-type: none"> • Public health • Medical • Mental health services • Mortuary services
ESF-9 Urban Search and Rescue	<ul style="list-style-type: none"> • Life saving assistance • Urban search and rescue
ESF-10 Oil and Hazardous Materials Response	<ul style="list-style-type: none"> • Oil and hazardous materials (hazardous substances, chemical, radiological, etc.) response • Environmental safety and short- and long-term cleanup
ESF-11 Agriculture and Natural Resources	<ul style="list-style-type: none"> • Nutritional services • Agricultural production • Animal health • Natural resource protection and restoration
ESF-12 Energy	<ul style="list-style-type: none"> • Energy system assessment, repair and restoration • Energy industry utilities coordination • Energy forecast
ESF-13 – Public Safety and Security	<ul style="list-style-type: none"> • Operational and personnel security • Liaison between criminal investigation and response/recovery ops • Inspector General activities
ESF-14 – Long-Term Community Recovery	<ul style="list-style-type: none"> • Economic impact assessment • Long-term community recovery assistance to States, local governments, and the private sector to address impacts • Mitigation analysis and program implementation
ESF-15 –External Affairs	<ul style="list-style-type: none"> • Emergency public information and protective action guidance • Media and community relations • Congressional and International affairs • Tribal and insular affairs

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APPENDIX 4

DISASTER ASSISTANCE PROGRAMS

The following list of programs is general in nature during an disaster/emergency the Sutter County Office of Emergency Management will provide additional and more complete information as necessary.

American Red Cross

American Red Cross provides assistance for the critical needs of individuals; such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment may be provided. Contact the local American Red Cross office to apply.

Cora Brown Fund

Funds may be used for disaster-related needs that have not or will not be met by government or other organizations that have programs to address such needs. Assistance approved and awarded through the Federal Emergency Management Agency.

Crisis Counseling Program

Provides grants to State and County mental health departments, who in turn provide training for screening, diagnosing, and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster. Individuals and government should contact local mental health agency.

State Department of Aging

This agency provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Aging for a referral to nearest location.

State Department of Consumer Affairs

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so that consumers can check on license status of contractors.

State Department of Insurance

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Contact the California Department of Insurance.

Department of Motor Vehicles (DMV)

The DMV may offer waivers of certain fees. Contact the California Department of Motor Vehicles.

Department of Veteran's Affairs

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Contact the California Department of Veteran's Affairs.

United States Department of Agriculture

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation Program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact the Sutter County Agriculture Commissioner regarding these programs.

Disaster Unemployment

This program provides weekly unemployment subsistence grants for those who become unemployed because of a major disaster or emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

Federal Financial Institutions

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

Franchise Tax Board

Following proclamation of a state of emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board.

Individual and Family Grant Program

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

Internal Revenue Service (IRS) Tax Relief

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Victims may contact the IRS.

Mennonite Disaster Service

This program provides assistance for repair of private residences and community facilities, warning, evacuation, and search. Also assists with cleanup and repair for elderly, disabled, and underinsured citizens. This program may also provide mental health support. Contact the nearest Mennonite Services location.

Salvation Army

Assistance includes mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons. Contact the local Salvation Army for assistance.

State Board of Equalization

This organization provides tax relief services which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Contact the California Board of Equalization.

United States Small Business Administration (SBA)

The agency may provide low-interest disaster loans to individuals and businesses who have suffered a loss due to a disaster. Submit request for SBA loan assistance to the State's Inland Region Office of Emergency Services.

Temporary Housing Assistance

This program may provide for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should call FEMA to register.

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APPENDIX 5

Sutter County 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

Sutter County Lines of Succession – Departments (continued)

<u>FUNCTION/DEPARTMENT</u>	<u>SUCCESSOR TITLE / POSITION</u>
Development Services Director	<ol style="list-style-type: none"> 1. Assistant Director – Public Works 2. Fire Chief
District Attorney	<ol style="list-style-type: none"> 1. Asst District Attorney 2. Deputy District Attorney
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

Sutter County Lines of Succession – Departments (continued)

<u>FUNCTION/DEPARTMENT</u>	<u>SUCCESSOR TITLE / POSITION</u>
Librarian	1. Adult Services Coordinator
Museum Director	1. Assistant Curator
Probation	1. Deputy Chief
Public Defender	1. Designated Attorney
Sheriff/Coroner	1. Undersheriff 2. On-Call Commander
Treasurer – Tax Collector	1. Asst Treasurer-Tax Collector 2. Deputy Treasurer-Tax Collector

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APPENDIX 6

After Action Report Template (OES Form)

Title of Event/Disaster

GENERAL INFORMATION

Name of Agency	County of Sutter
Type of Agency* <small>Article I. *Type of agency: City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, other (Select one)</small>	Operational Area
OES Admin Region <small>(Coastal, Inland, or Southern)</small>	Inland Region
Completed by	
Position	
Phone number	
Dates of event (When your agency began and ended response activities - using mm/dd/yyyy)	
Date report completed	
Type of event* <small>*Table top, functional, full scale, actual event, planned event (Select one and enter the name of exercise or event)</small>	
Hazard or Exercise Scenario* <small>*Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, Other</small>	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, if applicable)

Field Command Type (i.e. Fire, Law Enforcement, Shelter, etc.):		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

(See Note below)

Question	Yes	No	Section 1.01 Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was your EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media?			

Note: The responses to these questions can be used for additional SEMS/NIMS evaluation.

Additional Questions

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

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

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

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

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

NARRATIVE

Use this section for additional comments.

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation. Also indicate whether issues are an internal agency specific or have broader implications for emergency management (Code I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issues or Problem Statement	Recommended Solution	Agency(s)/Departments to be involved

OES (insert name of event) EMAC/SEMS After Action Survey

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

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

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

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

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

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

Please describe your assignment(s):

Questions:

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

	Questions	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved
1	Were you familiar with EMAC processes and procedures prior to your deployment?			
2	Was this your first deployment outside of California?			
3	Where your travel arrangements made for you? If yes, by whom?			
4	Were you fully briefed on your assignment prior to deployment?			
5	Were deployment conditions (living conditions and work environment) adequately described to you?			
6	Were mobilization instructions clear?			

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

Please identify any additional issues or problems below:

	Issues or Problem Statement	Recommended Solution	Agency(s) / Departments to be involved

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

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

Comments:

Identify the areas where EMAC worked well:

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

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

Comments:

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

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

OES Only Form received on: _____ Form reviewed on _____

APPENDIX 7

Emergency Disaster Deployment and Intergovernmental Aid

Purpose and Scope

The intent of this policy is to provide guidance for response to a request for Emergency Disaster Deployment and Intergovernmental Aid as requested by the federal government or an Emergency Management Assistance Compact (EMAC) signatory state. Such a request would be made through appropriate NIMS/SEMS procedures. This policy applies to all Sutter County employees subject to deployment during a disaster/emergency.

Deployments made or aid given under the existing California Master Mutual Aid Agreement or the Emergency Managers Mutual Aid program will not be affected by this policy.

Unofficial Requests

Individual Requests – It is the policy of the County of Sutter to allow personnel to respond personally during a disaster/emergency as long as all of the following conditions are met:

1. The employee's absence will not be detrimental to the county's ability to continue normal operations or provide emergency operations.
2. The employee will use his/her own accrued vacation, CTO comp time, or holiday time for the period he/she is absent from work.
3. The employee's Department Head agrees to the absence.

Organizational Requests – Requests for assistance made by Federal, State, Local, or other organizations not through proper NIMS/SEMS procedures will be referred to the Governor's Office of Emergency Services (CalOES) for verification and authentication.

Official Requests

It is the policy of the County of Sutter to support official requests in the spirit and intent of mutual aid and governing law. Any request made under NIMS/SEMS will be reviewed and assessed as to the aid requested and the ability of the County of Sutter to support such a request. The following considerations will be made during the processing of a request:

1. The number of personnel, amount of equipment, or aid given to support the request will not exceed the county's ability to continue normal, or provide emergency, operations.
2. Employees identified to fill the request will be trained in the Incident Command System, knowledgeable in the position they are to be assigned, and will have attained regular status as specified in the Sutter County Rules Personnel Rules and Regulations.
3. The request is authentic and has been validated by CalOES.
4. Appropriate agreements with federal/state requestors have been signed.
5. The County Administrative Officer, or designee, if unavailable, has approved out-of-state travel.

Implementing Procedures

The following procedures ensure the proper deployment of personnel, assets, and/or aid in support of the above policies:

1. Upon receipt of an official request for deployment/aid, the Emergency Operations Manager, or designee, will validate request with the CalOES Inland Region Operations Center (REOC) or State Operations Center (SOC).
2. Upon validation of request, the Emergency Operations Manager, or designee, will notify the County Administrative Officer (CAO) and the affected department(s).
3. After the request has been reviewed and an assessment made in accordance with policy above, the Emergency Operations Manager will compile a list of those employees or equipment that best meet the requirements to support the request. This identification process will be accomplished with the affected department heads or designees.
4. Once the request has been reviewed, an assessment made, and the impact on county personnel/resources determined, a decision will be made by the CAO to either provide or decline to provide the assistance requested.
5. The Emergency Operations Manager will notify requesting agency through the REOC/SOC of decision and coordinate response appropriately.
6. The Emergency Operations Manager will coordinate the appropriate (state or federal) Emergency Disaster Deployment and Intergovernmental Aid Reimbursement agreement for deployment/aid and have it signed by the requesting agency first, and then have it signed by the CAO or his designee.
7. The CAO, or designee, will approve out-of-state travel, if required.
8. The CAO, or designee, will notify the Board of Supervisors of the request and the County's response.

Requirements

The following requirements must be met to ensure compliance with this policy:

1. The request for assistance/aid must be received through the CalOES or authenticated by same to be deemed an "Official" request.
2. For EMAC requests, the intent of AB 823 will be followed with the requesting party paying for the deployment of personnel and/or resources in response to official requests. The approved standard state agreement (Exhibit 1) with must be signed with requesting party or the CalOES prior to deployment of personnel or other resources.
3. For FEMA (or other federal agency) requests, the intent of AB 823 will be followed. However, since AB 823 does not cover federal requests for assistance, the standard federal agreement (Exhibit 2) must specify what expenses FEMA (or the requesting federal agency) will pay pursuant to their request for assistance. Such agreement must be signed by requesting federal agency before Sutter County personnel or resources are obligated.
4. The response to an official request for assistance will not impose a detriment on the County's ability to operate.
5. The CAO, or designee, must authorize out-of-state travel for Emergency Disaster Deployment and have signed the appropriate (state or federal) agreement.
6. The Sutter County Board of Supervisors must be notified of the official request and response by correspondence.

Appendix 7 - Exhibit 1 (State)

EMERGENCY DISASTER DEPLOYMENT AND INTERGOVERNMENTAL AID REIMBURSEMENT AGREEMENT

This Reimbursement Agreement (“Agreement”) is entered into between the Governor’s Office of Emergency Services (“CalOES”) and the County of Sutter (“County”), a political subdivision of the State of California.

RECITALS

A. WHEREAS, California is a signatory state in the Emergency Management Assistance Compact (“EMAC”), which provides for sharing of emergency response resources between member states and reimbursement from the requesting EMAC state for those resources.

B. WHEREAS, the authorized representative of the requesting EMAC state, through CalOES, has requested aid and County has the resources available and wishes to provide such aid.

Now therefore, the parties agree as follows:

AGREEMENT

1. County agrees to provide the personnel, equipment, materials, supplies, or resources described in the attached Exhibit A, Description of County Resources (“Resources”) at the location and for the period of time specified in Exhibit A.
2. CalOES agrees to reimburse County for the Resources pursuant to AB 823 for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering the request for aid and for the costs incurred in connection with such request. County shall submit a final invoice with substantiating documentation to CalOES for the above costs and expenses within 30 days of return of the Resources to County or conclusion of their use. CalOES shall reimburse County within 30 days of receipt of invoice.
3. The Resources shall be provided by County under the terms and conditions of AB 823.
4. If the Resources provided includes services of an employee, then: (a) the contact person at the reporting location or CalOES specified in Exhibit A shall provide to the County contact person specified in Exhibit A emergency contact information for the employee and a progress report periodically; and (b) the employee shall not exceed the time period specified without specific authorization from the County contact person.
5. Either party may terminate this Agreement effective upon written notice to the other party. CalOES shall be liable for all costs incurred pursuant to AB 823.
6. This Agreement represents the final agreement between the parties and supersedes all prior oral and written agreements. This Agreement may only be amended by a writing signed by both parties.

7. The laws of the State of California shall govern this Agreement.

8. This Agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply to address or interpret any uncertainty.

COUNTY:

DATE:

By _____
County Administrative Officer or
Designee

CalOES:

DATE:

By _____
Name: _____
Title: _____

APPROVED AS TO FORM
SUTTER COUNTY COUNSEL

By _____

EXHIBIT A

DESCRIPTION OF COUNTY RESOURCES

Resource:

<u>Employee</u>	<u>Other</u>
Employee Name:	Description:
Current County Position:	Serial Number:
Statement of Experience and Qualifications:	License:
	Value:
	Year and Model:
Current Overtime Rate:	

Services to be Provided:

Reporting Location:

Maximum time period:

County Contact Person:

Name:
Title:
Address:
Phone:
Email:

Contact Person at Reporting Location or OES: (specify which one)

Name:
Title:
Address:
Phone:
Email:

Appendix 7 - Exhibit 2 (Federal)

EMERGENCY DISASTER DEPLOYMENT AND INTERGOVERNMENTAL AID REIMBURSEMENT AGREEMENT

This Reimbursement Agreement (“Agreement”) is entered into between the Federal Emergency Management Agency (“FEMA”) and the County of Sutter (“County”), a political subdivision of the State of California.

RECITALS

A. WHEREAS, FEMA wishes to obtain emergency response resources from County and County desires to provide such resources in exchange for reimbursement to County for the resources.

B. WHEREAS, it is the intent of the parties that the resources be provided under the same terms and conditions of the Emergency Management Assistance Compact (“EMAC”), of which the State of California is a party state.

Now therefore, the parties agree as follows:

AGREEMENT

1. County agrees to provide the personnel, equipment, materials, supplies, or resources described in the attached Exhibit A , Description of County Resources (“Resources”) at the location and for the period of time specified in Exhibit A.

2. FEMA agrees to reimburse County for the Resources for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering the request for aid and for the costs incurred in connection with such request. County shall submit a final invoice with substantiating documentation to FEMA for the above costs and expenses within 30 days of return of the Resources to County or conclusion of their use. FEMA shall reimburse County within 30 days of receipt of invoice.

3. FEMA agrees to the following when the Resources provided includes services of an officer or employee:

(a) The contact person at the reporting location or FEMA specified in Exhibit A shall provide to the County contact person specified in Exhibit A emergency contact information for the officer or employee and a progress report periodically;

(b) The officer or employee shall not exceed the time period specified without specific authorization from the County contact person; and

(c) Any officer or employee providing services under this agreement shall be considered an agent of FEMA for tort liability and immunity purposes. Neither County nor the officer or employee shall be liable on account of any act or omission on the part of such officer or employee while providing services under this agreement or on account of the maintenance or use

of any equipment or supplies in connection therewith, except for willful misconduct, gross negligence or recklessness.

4. County may withdraw the Resources and return them to County at any time that County determines the Resources are needed by County to provide reasonable protection for County.

5. Either party may terminate this Agreement effective upon written notice to the other party. FEMA shall be liable for all costs incurred up to the time of termination and for all reasonable expenses to return the Resources to County.

6. This Agreement represents the final agreement between the parties and supersedes all prior oral and written agreements. This Agreement may only be amended by a writing signed by both parties.

7. The laws of the State of California shall govern this Agreement.

8. This Agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply to address or interpret any uncertainty.

COUNTY:

DATE:

By _____
County Administrative Officer or
Designee

FEMA:

DATE:

By _____
Name: _____
Title: _____

APPROVED AS TO FORM
SUTTER COUNTY COUNSEL

By _____

EXHIBIT A

DESCRIPTION OF COUNTY RESOURCES

Resource:

<u>Employee</u>	<u>Other</u>
Employee Name:	Description:
Current County Position:	Serial Number:
Statement of Experience and Qualifications:	License:
	Value:
	Year and Model:
Current Overtime Rate:	

Services to be Provided:

Reporting Location:

Maximum time period:

County Contact Person:

Name:
Title:
Address:
Phone:
Email:

Contact Person at Reporting Location or FEMA: (specify which one)

Name:
Title:
Address:
Phone:
Email:

APPENDIX 8

Classifications and General Duties of Disaster Service Worker Volunteers

The following information is taken from 19 CCR § 2572.1 and intended to be used as a guide for County personnel when Disaster Service Worker (DSW) Volunteers are needed during a declared disaster.

§ 2572.1. Classifications and General Duties

The various classifications of disaster service worker volunteers and the general duties of the members of each classification shall be limited to those described below. It is the responsibility of the accredited disaster council (or designated agency or authority) to determine the appropriate level of background check, if any, for each classification.

(a) Animal Rescue, Care and Shelter. Veterinarians, veterinary support staff and animal handlers/specialists providing skills in the rescue, clinical treatment, euthanasia, disposal and transportation of all animals, including but not limited to companion animals, livestock, avian, fish, equine, exhibition animals, zoo animals, laboratory and research animals, and wildlife; assisting in the procurement of shelters, equipment, and supplies; documenting arrival, sheltering, treatment, and discharge or placement of animals.

(b) Communications. Install, operate and maintain various communications systems and perform related service, to assist officials and individuals in the protection of life and property.

(c) Community Emergency Response Team Member. Under the direction of emergency personnel or a designated team leader, assist emergency units within their block, neighborhood, or other area assignment; survey area conditions; disseminate information; secure data desirable for emergency preparedness planning; report incidents; and generally assist officials and individuals in the protection of life and property.

(d) Emergency Operations Center/Incident Command. Under the direction and supervision of the EOC/IC assist at the city, county, region, State, or departmental level of government in the coordination of overall response and support to an incident including performing in one or more of the Standardized Emergency Management System functions.

(e) Human Services. Assist in providing food, clothing, bedding, shelter, and rehabilitation aid; register evacuees to promote reuniting families and to support the needs of special populations; compile authoritative lists of deceased and missing persons; and other phases of emergency human services, such as maintaining morale and administering to the mental health, religious or spiritual needs of persons suffering from the effects of the disaster.

(f) Fire. As auxiliary fire fighters or auxiliary wildland fire fighters, assist regular fire fighting forces or fire protection agencies to fight fire, rescue persons, and save property; control forest or wildland fires or fire hazards; instruct residents in fire prevention and

property defense methods, methods of detecting fire, and precautions to be observed in reducing fire hazards.

For purposes of these regulations only, the ratios between auxiliary fire fighters, volunteer fire fighters, and paid fire fighters shall be one auxiliary for one volunteer and three volunteers for one paid fire fighter. The basis for applying these ratios is that the staffing of an engine company, truck company, or a squad shall not exceed six paid fire fighters, and a salvage and rescue company shall not exceed two paid fire fighters. A fire department that has no volunteer fire fighters is limited to three auxiliary fire fighters for each paid fire fighter in the companies and squads, staffed as above. These staffing standards are based on the number of first line (not reserve) apparatus operated by the fire department.

- (1) When auxiliary fire fighters are registered with other than an established fire service organization; for example, auxiliary fire fighters in a county or city emergency management services organization, a total number of eligible auxiliary fire fighters shall be computed for that city or unincorporated area. The emergency management services organization is entitled to register auxiliary fire fighters not otherwise registered with other established fire service organizations, and to a number not to exceed the allowable total as indicated in Section 2572.1(f)(1), above.

(g) Laborer. Under the direction and supervision of the responding agency, performs general labor services and supports emergency operations.

(h) Law Enforcement. As Auxiliaries, assist law enforcement officers and agencies to protect life and property; maintain law and order; perform traffic control duties; guard buildings, bridges, factories, and other facilities; isolate and report unexploded ordnance.

(i) Logistics. Under the direction of the emergency organization, assist in procurement, warehousing, and release of supplies, equipment materials, or other resources. Assist in mobilization and utilization of public and private transportation resources required for the movement of persons, materials, and equipment.

(j) Medical and Environmental Health. Staff casualty stations, establish and operate medical and public health field units; assist in hospitals, out-patient clinics, and other medical and public health installations; maintain or restore environmental sanitation; assist in preserving the safety of food, milk, and water and preventing the spread of disease; perform laboratory analysis to detect the presence and minimize the effects of nuclear, chemical, biological, radiological or other hazardous agents.

(k) Safety Assessment Program Evaluator. Survey, evaluate and assess damaged facilities for continued occupancy or use; assist in safety evaluations of facilities for utilities, transportation, and other vital community services; and provide recommendations regarding shoring or stabilization of damaged or unsafe buildings or structures.

(l) Search and Rescue. Under the direction of the appropriate authority, perform search and rescue operations in one or more of several areas including, but not limited to: search and rescue; SAR conducted evidence searches; urban search and rescue; or mine and confined space rescue.

(m) Utilities. Assist utility personnel in the repair and restoration of public utilities damaged by disaster.

Note: Authority cited: Sections 8587 and 8585.5, Government Code. Reference: Section 8585.5, Government Code.

§ 2572.2. Scope of Disaster Service Duties

Each disaster service worker volunteer in any classification shall, without regard to a formal designation or assignment, be considered to be acting within the scope of disaster service duties while assisting any unit of the emergency organization during a proclaimed emergency or during a SAR mission, or performing activities to mitigate an imminent threat of extreme peril to life, property and resources either:

(a) under the authorization and supervision of a duly constituted superior in the emergency organization; or,

(b) under the supervision and direction of the American Red Cross while carrying out its programs in consonance with state and local statements of understanding, or in carrying out a mission assigned to that agency by a responsible state or local authority.

Note: Authority cited: Sections 8567 and 8585.5, Government Code. Reference: Section 8585.5, Government Code.

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