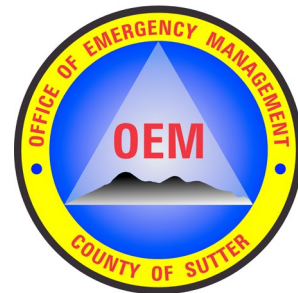


Sutter County Operational Area Emergency Operations Plan

September 27, 2022



SUTTER COUNTY OFFICE OF EMERGENCY
MANAGEMENT September 27, 2022
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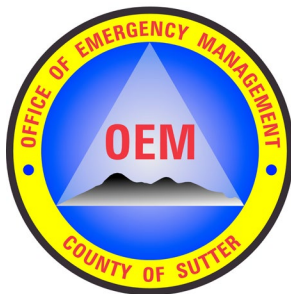
HANDLING INSTRUCTIONS

There are numerous individuals who have contributed their time, efforts, insights and resources towards the completion of this version of the County of Sutter Emergency Operations Plan (EOP). The strategies, guidance, and information in this plan represent the diligent work of numerous persons in the County of Sutter.

Thank you to all the persons who extended their time and energy into developing this Plan. Of special note is the Sutter County Office of Emergency Management, who led and managed this project with Howell Consulting. Thanks also go to those persons who contributed during the planning meetings, provided insights and data, and supported the development of the plan.

As with any working plan, this document represents planning strategies and guidance as understood as of the date of this plan's release. This plan provides a framework to facilitate an organized and effective response to a catastrophic disaster event.

1. The title of this document is the *County of Sutter Emergency Operations Plan*
2. The information gathered herein is to be used for guidance, training and reference purposes within the County of Sutter. Reproduction of this document, in whole or in part, without prior approval from the County of Sutter is prohibited.
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LETTER OF PROMULGATION

To: Officials and Employees of Sutter County

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, Sutter County must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The Sutter County Emergency Operations Plan (EOP) establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts of multiple jurisdictions within Sutter County.

This plan was developed for each Sutter County department, local special districts with emergency services responsibilities, and the cities within Sutter County. The content is based upon guidance approved and provided by the California Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA). The intent of the EOP is to provide direction on how to respond to an emergency from the onset, through an extended response, and into the recovery process.

Once adopted, this plan is an extension of the California State Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The Sutter County Board of Supervisors gives its full support to this EOP and urges all public employees and individuals to prepare for times of emergency before they occur.

Chair, Board of Supervisors

Sutter County

RECORD OF CONCURRENCE

The following list of signatures documents each Board of Supervisor's concurrence and receipt of the 2022 Sutter County Emergency Operations Plan. As needed, revisions will be submitted to the Sutter County Office of Emergency Management.

Board Member _____
DATE

Board Member _____
DATE

Board Member _____
DATE

Board Member _____
DATE

Board Member _____
DATE

APPROVAL AND IMPLEMENTATION

FOREWORD

The County of Sutter Emergency Operations Plan (EOP) addresses the County's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting the Sutter Operational Area. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters, which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the Sutter Operational Area.
- Identifies the roles and responsibilities required to protect the health and safety of Sutter residents, public and private property and the environmental effects of natural, human-caused and technological emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the Sutter Operational Area Emergency Operations Center (EOC) activities and the recovery process.

PLAN APPROVAL AND IMPLEMENTATION

Upon concurrence of the Board of Supervisors, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those county departments, supporting allied agencies (cities and special districts) and community organizations having assigned primary functions or responsibilities within the EOP.

PLAN ACTIVATION

The EOP may be activated by the Director of Emergency Services or designated alternates under any of the following circumstances:

- On the order of the Director of Emergency Services as designated by Chapter 500 Emergency Organization and Functions County ordinance.
- Upon proclamation by the Governor that a STATE OF EMERGENCY exists in an area of the state.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

PLAN MODIFICATIONS

Upon the delegation of authority from the Director of Emergency Services, specific modifications can be made to this plan without the signature of the Board of Supervisors. This EOP Basic Plan, its Support/Functional Annexes and other EOP attachments supersede all previous versions of the County of Sutter EOP.

SECTION 1.0: PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

1.1 PURPOSE

The purpose of the Sutter County EOP is to provide the basis for a coordinated response before, during and after a disaster incident affecting the Sutter Operational Area.

This plan is the principal guide for the County's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination in emergency operations, particularly between local government, private sector, operational area (geographic county boundary), and state response levels, and appropriate federal agencies.
- Serve as a county/OA plan, a reference document, and when possible, may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state and federal contingency plans.
- Identify the components of an Emergency Management Organization (EMO), and establish associated protocols required to effectively respond to, manage and recover from major emergencies and/or disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and EOC activities.
- Establish the organizational framework of the California Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS), within Sutter County.

Allied agencies, including cities, private enterprise, special districts and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

In collaboration with the Sutter County Access and Functional Needs Coordination Group, this Basic EOP has been developed utilizing a whole community approach which includes the integration and coordination of emergency preparedness, response, and recovery for people with disabilities and those with access and/or functional needs, as well as limited English proficiency, before, during and after a disaster.

1.1.1 PLANNING ORGANIZATION AND FORMAT

The plan is divided into several elements that contain general and specific information relating to county emergency management operations. Those elements are as follows:

Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the County's emergency management structure. It serves as the primary document outlining roles and responsibilities of County departments and key response partners during an incident. Specifically, the Basic Plan identifies:

- Legal authorities, including the emergency proclamation process, activation of mutual aid agreements, and requests for resources and emergency spending powers.
- Overview of the major hazards and threats facing the community, including planning assumptions.
- A concept of operations for the County that describes how the County will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- The County's emergency response structure, including activation and operation of the County EOC and implementation of ICS.
- The County's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

Functional/Support Annexes

Functional/Support Annexes identify how the County's departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate to execute common support functions required during an incident. The actions described focus on other critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles and responsibilities that agencies and departments carry out before, during, and after an emergency.

Incident/Hazard Specific Annexes

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, Incident/Hazard Specific Annexes supplement the Basic Plan to identify critical tasks particular to specific natural, technological, and human-caused hazards identified in the County's most current Local Hazard Mitigation Plan (LHMP) or though those incidents/hazards identified and are not covered in the LHMP. phases of an incident.

1.2 SCOPE

The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural or human caused which may affect Sutter County that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the county. The other governmental agencies within Sutter County maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

Incorporating the FEMA Comprehensive Preparedness Guide (CPG) 101 version 3.0 and State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for the County. The Sutter County EOP is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between Sutter County and its jurisdictions, as well as special districts, utilities, major businesses, the American Red Cross, community groups, state agencies, and the federal government. Emergency operations in

Sacramento will be coordinated through the structure of the EOC. This plan will be used in coordination with the *State Emergency Plan and the National Response Framework*.

This plan is part of a larger framework (see Figure 1) that supports emergency management within the State. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, Sutter County together with its political subdivisions, the Inland Region of the State of California Office of Emergency Services (CalOES) will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

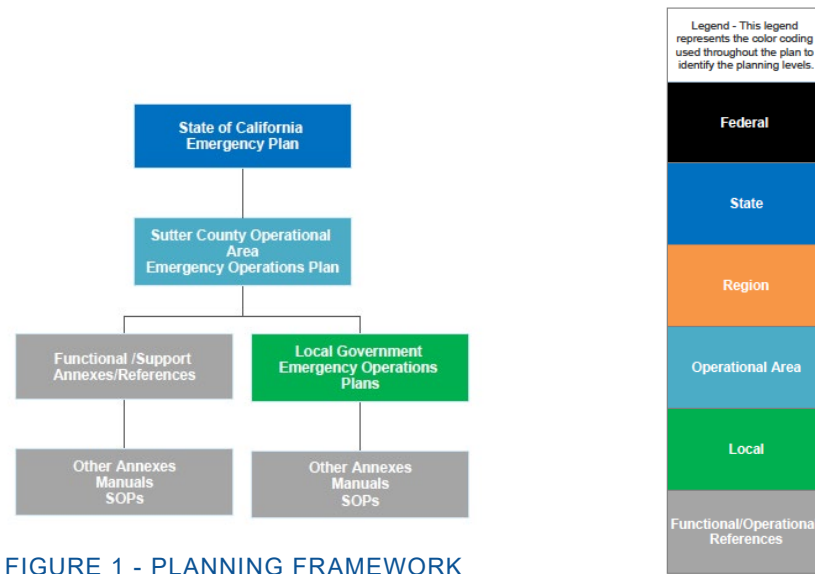


FIGURE 1 - PLANNING FRAMEWORK

Each element of the EMO is responsible for assuring the preparation and maintenance of appropriate response plans and current standard operating procedures (SOPs), resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

Elements to be addressed in SOPs are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center or Department Operations Center (DOC) to manage organizational resources and response personnel and, to maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate the agency's response efforts with other responding entities.

- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

It is the County's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

1.3 SITUATION OVERVIEW

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 96,971, as reported by the United States Census Bureau QuickFacts as of July 1, 2019. It has two incorporated cities, Yuba City, population 67,010 and Live Oak, population 8,912. The following rural communities are also located within the unincorporated area of the county:

- Nicolaus
- Rio Oso
- Robbins
- E. Nicolaus
- Meridian
- Sutter
- Trowbridge

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 22 inches.

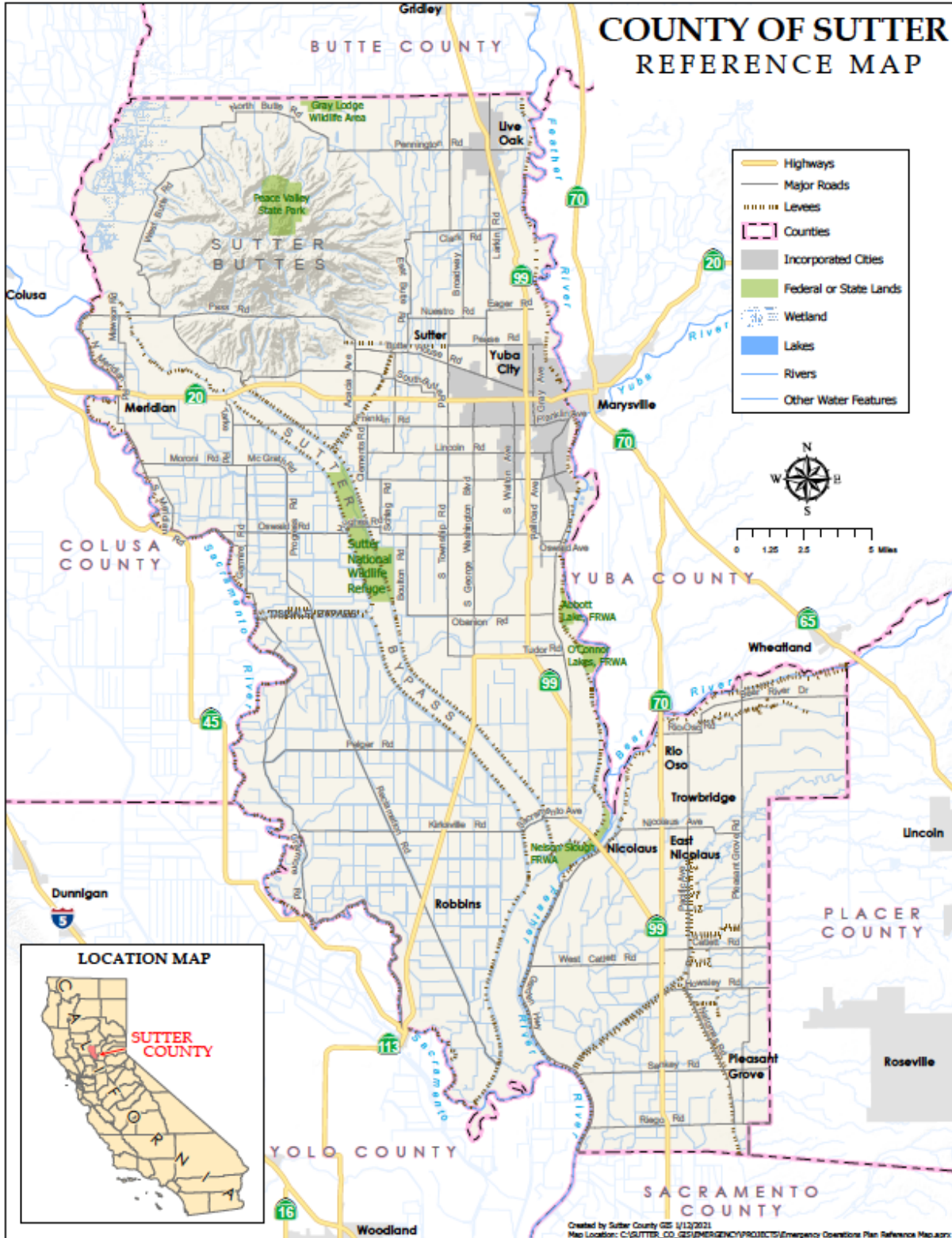


FIGURE 2 - MAP OF SUTTER COUNTY

1.3.1 HAZARD ANALYSIS SUMMARY

In 2020, the County of Sutter’s Office of Emergency Management and a consortium of community stakeholders worked to complete the County of Sutter Hazard Mitigation Plan¹. The purpose of this analysis was to identify and discuss the natural threats confronting the communities and the mitigation efforts that have taken place or are underway that might address those threats.

The County of Sutter is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats including emerging and increasing technological factors. It is important to consider past events for future planning, with the consideration that the location and scope of hazards changes over the years.

Although an attempt has been made to identify all major hazards and their respective impacts, it must be remembered that we live in a time of emerging threats, and nature, coupled with mankind’s ongoing development and tendencies toward violence ensures that the material contained within this document will surely require modification over time. The chart in Figure 3 shows the top hazards in Sutter County.

Hazard	*Probability of Occurrence	*Magnitude/Severity
Natural Hazards		
Floods	Occasional	Catastrophic
Severe Weather	Highly Likely	Critical
Wildfires	Likely	Limited
Earthquakes	Unlikely	Negligible
Erosion: Landslides (levees)	Occasional	Negligible
Drought	Occasional	Limited
Food and Agriculture	Occasional	Negligible
Technological Hazards		
Levee Failure	Occasional	Critical
Dam Failure	Unlikely	Catastrophic
Hazardous Materials Incidents	Highly Likely	Negligible
Transportation Incidents	Highly Likely	Negligible
Pipeline Incidents	Likely	Negligible

¹ During the development of this plan, the County began the 5-year review and update of their Local Hazard Mitigation Plan with the goal of an approved plan in 2021.

Energy Loss/ Disruption (PSPS)	Occasional	Negligible
Human-Caused Hazards		
Terrorism	Unlikely	Limited
Civil Disobedience	Unlikely	Limited

***Probability of Occurrence:** Highly Likely: Near 100% chance of occurrence in next year or happens every year. Likely: Between 10 and 100% chance of occurrence in next year or has a recurrence interval of 10 years or less. Occasional: Between 1 and 10% chance of occurrence in the next year or has a recurrence interval of 11 to 100 years. Unlikely: Less than 1% chance of occurrence in next 100 years or has a recurrence interval of greater than every 100 years.

***Magnitude/Severity Catastrophic:** More than 50 percent of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths Critical—25-50 percent of property severely damaged; shutdown of facilities for at least two weeks; and/or injuries and/or illnesses result in permanent disability Limited—10-25 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable do not result in permanent disability Negligible—Less than 10 percent of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid

FIGURE 3 – HAZARD IDENTIFICATION

1.3.2 MITIGATION OVERVIEW

The County of Sutter has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. The County’s Hazard Mitigation Plan was approved by FEMA and adopted by the County Board of Supervisors in 2015 (plan update will be completed in 2021) identifies mitigation efforts to reduce the likelihood that a defined hazard will impact their community. As the cost of damage from natural disasters continues to increase nationwide, the County of Sutter recognizes the importance of identifying effective ways to reduce their vulnerability to disastrous events².

1.4 ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. “Assumptions” provide context, requirements, and situational realities that must be addressed in plan development and emergency operations.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the County of Sutter.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System (SEMS), and in many cases a Unified Command, be implemented immediately by responding agencies and expanded as the situation dictates.

² For detailed information on the County of Sutter’s mitigation strategies, please refer to **County of Sutter Hazard Mitigation Plan 2021**.

- The County of Sutter is primarily responsible for emergency actions within the County boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.
- Large-scale emergencies and/or disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and/or disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and/or disasters may generate widespread media and public interest. The media must be considered a partner in large-scale emergencies and/or disasters; this relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and/or emergencies, all strategic decisions must consider each of these consequences.
- Disasters and/or emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization (EMO) is familiar with this plan and with SEMS and NIMS.

1.5 WHOLE COMMUNITY APPROACH

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with the guidance of representatives from the Sutter OA and representatives from City departments and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength of the emergency management system and organizations within the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The civil preparedness of the region's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the County on improving the region's resiliency.

1.5.1 CULTURAL COMPETENCIES

Cultural competence means the ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to "culturally diverse communities." "Cultural competence" includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

It is the inherent responsibility of government to protect life and property during an emergency and for Sutter County that responsibility includes readying emergency plans and providing preparedness programs to prepare our communities for emergencies and disasters. Our all hazards disaster planning incorporates mechanisms and processes that account for our culturally diverse populations in a meaningful and inclusive manner to ensure our communities are disaster resilient for the safety and well-being of all residents.

County OEM together with Public Health, Emergency Preparedness chairs and leads a community forum for the purpose of coordinating and conducting outreach and assists the county to solicit input from and share information with culturally diverse community organizations and community members represented on the forum. Culturally diverse communities are as follows:

Culturally diverse communities include, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low-income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.

Sutter County will make every effort possible to comply with California Senate Bill 160 and incorporates Section 8593.3.5 of the Government Code into its emergency planning.

SECTION 2.0: CONCEPT OF OPERATIONS

2.1 GOALS, PRIORITIES AND STRATEGIES

During the response phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies, and describes what should occur during each step, when and at whose direction.

2.1.1 OPERATIONAL GOALS

During the response phase, the agencies that are charged with responsibilities in this plan should focus on the following five goals:

- Mitigate hazards.
- Meet basic human needs.
- Address needs of People with Disabilities and Access and Functional Needs.
- Restore essential services.
- Support community and economic recovery.

2.1.2 OPERATIONAL PRIORITIES

Operational priorities govern resource allocation and the response strategies for the County of Sutter and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.

2.1.3 OPERATIONAL STRATEGIES

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.

- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Provisions will be made for temporary housing, general needs assistance, and support for re-establishing employment after the emergency passes.
- **Address Needs of People with Disabilities and Access and Functional Needs**– People with disabilities and access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with disabilities and access and functional needs must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

2.2 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

2.2.1 SEMS ORGANIZATION LEVELS

There are five SEMS organizational levels, as illustrated in Figure 4 – SEMS Organizations Levels.

State – The State Level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate

compacts/agreements and coordinate with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The State Level operates out of the State Operations Center (SOC).

Region – The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and also between the OA and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Office of Emergency Services (CalOES) Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC).

Operational Area (OA) – An OA is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

Local Government – The Local Government Level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

Field – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.



FIGURE 4 - SEMS ORGANIZATIONAL LEVELS

2.2.2 SEMS FUNCTIONS

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions. These functions must be applied at each level of the SEMS organization.

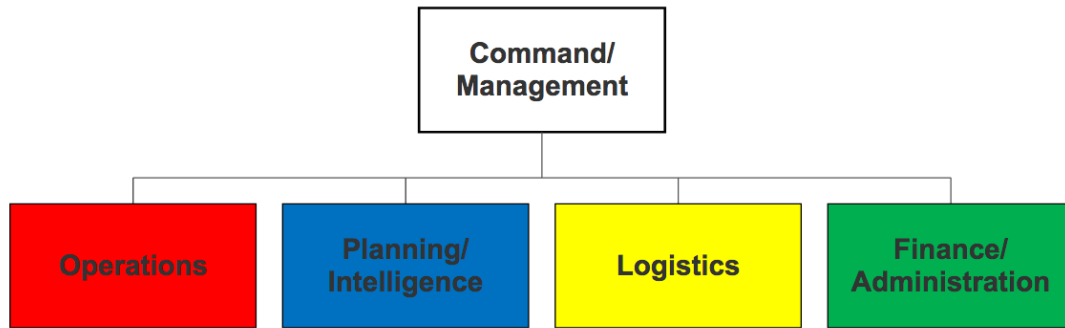


FIGURE 5 - SEMS FUNCTIONS

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident’s size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.
- **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response.
 - Implements the policies established by the governing bodies.
 - Facilitates the activities of the Multiagency (MAC) Group.
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Chief manages functional coordinators who share information and decisions about discipline-specific operations.

- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and EOC functions are further illustrated in [Figure 5 - Comparison of Field and EOC SEMS Functions](#).

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
Command/Management	Command is responsible for directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

FIGURE 6 - COMPARISON OF FIELD AND EOC SEMS FUNCTIONS

2.2.3 SEMS COMPONENTS

Management by Objectives -The Management by Objectives (MBO) feature of ICS, as applied to SEMS, means that each SEMS Level establishes, for a given Operational Period, measurable and attainable objectives to be achieved. An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective.

Operational Period -The Operational Period is the length of time set by command at the Field Response Level and by management at other levels to achieve a given set of objectives. The period may vary in length from a few hours to days, and will be determined by the situation.

Action Plans - Action planning should be used at all SEMS Levels. There are two types of action plans in SEMS: Incident Action Plans and EOC Action Plans. Incident Action Plans (IAP) are used at the Field Response Level. The IAP can be either written or verbal although for documentation purposes the written IAP is preferable. The IAP contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next Operational Period. Incident Action Plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans are crafted at Local Government, Operational Area, Region, and State EOC Levels. The use of EOC Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. EOC Action Plans not only provide direction, but also serve to provide a basis for measuring achievement of objectives and overall system performance. Action Plans can be extremely effective tools during all phases of a disaster.

Organizational Flexibility – A Modular Organization - The intent of this SEMS feature is that at each SEMS Level, only those functional elements that are required to meet current objectives need to be activated. All elements of the organization can be arranged in various ways within or under the five SEMS essential functions. The functions of any non-activated element are the responsibility of the next highest element in the organization. Each activated element must have a person in charge; however, one supervisor may be in charge of more than one functional element.

Organizational Unity and Hierarchy of Command - Organizational unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated SEMS Level are linked together to form a single overall organization with appropriate span of control limits.

Span of Control - Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS Levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the Field Response Level and all EOC Levels should be in the one-to-three to one-to-seven ratio. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

Personnel Accountability - An important feature to all SEMS Levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management features, along with the use of check-in forms, position logs and various status forms. The intent is to ensure that there are proper safeguards in place so all personnel at any SEMS Level can be accounted for at any time.

Common Terminology - In SEMS, common terminology is applied to functional elements, position titles, facility designations, and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This will vary from level to level in terms of directing, controlling, coordinating, and resource inventorying. Procedures for effective resource management must be geared to the function and the level at which the function is performed.

Integrated Communications - This feature of SEMS relates to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the Field Response Level, integrated communications are used on any emergency. At and between all SEMS Levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are accomplished in an effective manner. The specifics of how this is accomplished at EOC Levels may be different than at the Field Response Level.

More on the SEMS Regulations and SEMS Guidelines can be found on the [CalOES Website](#).

2.2.4 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The terrorist attacks of September 11, 2001 illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two HSPDs that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents: identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).
- HSPD-8, National Preparedness: describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, NIMS, NRF, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to

provide an effective and efficient national structure for preparedness, incident management, and emergency response.

NIMS structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on ICS and NIMS provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. NIMS structure requires the institutionalization of ICS and its use to manage all domestic incidents.

NIMS structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the NIMS system's approach:

- Command and Management.
- Preparedness.
- Resource Management.
- Communications and Information Management.
- Supporting Technologies.
- Ongoing Management and Maintenance.

2.3 CALIFORNIA EMERGENCY SUPPORT FUNCTIONS (CA-ESF)

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

2.4 FEDERAL EMERGENCY SUPPORT FUNCTIONS (ESF)

The National Incident Management System identifies through its National Response Framework fifteen (15) Emergency Support Functions.

Both the State and Federal Emergency Support Functions are listed with a brief description and are found on the following pages.

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

(ESF-2) COMMUNICATIONS – Ensures the provision of communications support to Sutter County OA response efforts following a declared public emergency under the EOP.

(ESF-3) PUBLIC WORKS AND ENGINEERING – Provides technical advice and evaluation, engineering services, contracting for construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities, potable water and ice, and emergency power support to assist the Sutter County OA in meeting goals related to lifesaving and life sustaining actions, damage mitigation, and recovery activities following a public emergency.

(ESF-4) FIREFIGHTING – Supports the response and suppression of fires resulting from, or occurring coincidentally with, a public emergency in an extraordinary situation.

(ESF-5) INFORMATION AND PLANNING – Collects, analyzes, processes, and disseminates information about a potential or actual public emergency to facilitate the overall activities of the Sutter County OA in providing assistance.

(ESF-6) MASS CARE, HOUSING, AND HUMAN SERVICES – Coordinates the OA efforts to provide mass care needs to victims of a public emergency. These services could include, but are not limited to, providing shelter, food, and emergency first aid assistance to those impacted by a public emergency.

(ESF-7) LOGISTICS – Provides logistical/resources support following a public emergency and establish lines of communication between the primary and supporting agencies.

(ESF-8) PUBLIC HEALTH AND MEDICAL SERVICES – Provides coordinated assistance and resources to respond to public health and medical care needs following a public emergency.

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

(ESF-10) OIL AND HAZARDOUS MATERIALS RESPONSE – Within the context of this ESF, the term “hazardous materials” is defined broadly to include oil; hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended; pollutants and contaminants defined under Section 101 (33) of CERCLA; and certain chemical, biological, and radiological material, including weapons of mass

destruction (WMD). The purpose of ESF-10 is to provide a coordinated response to actual or potential discharges and/or releases of oil, chemical, biological, radiological, or other hazardous substances in the Sutter County OA.

(ESF-11) AGRICULTURE AND NATURAL RESOURCES – The purpose of this ESF is to identify Nutritional services, determine impact of the emergency on agricultural production, animal health, and natural resource protection and restoration.

(ESF-12) ENERGY – Helps restore the Sutter County OA’s energy systems following a public emergency.

(ESF-13) PUBLIC SAFETY AND SECURITY – Provides for the safety of citizens and security of property during public emergencies. It operates under SEMS with procedures for the command, control, and coordination of OA law enforcement personnel to support emergency operations.

(ESF-14) CROSS-SECTOR BUSINESS AND INFRASTRUCTURE - Supports the coordination of cross-sector operations, including stabilization of key supply chains and community lifelines, among infrastructure owners and operators, businesses, and their government partners.

(ESF-15) EXTERNAL AFFAIRS – Provides guidance on the media relations and serves as a direct link to media outlets, community leaders, and OA residents. Works in close coordination with other program elements to develop and deliver critical information during and immediately following a public emergency. This ESF will coordinate and collaborate with media, community, and public information personnel from the OA jurisdictions to support communities and provide the media and public with needed and useful information.

2.5 MUTUAL AID

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state’s political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)*, which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

California is divided into six mutual aid regions, which are subdivisions 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 Operational Areas.

A map of Inland Region is shown below, which details the Mutual Aid Regions, III, IV and V. Sutter County is located in Mutual Aid Region III.

There are several approved Mutual Aid Systems in California. Those systems are:

- Fire and Rescue.
- Law Enforcement.
- Coroner.
- Emergency Management (resources not covered by the other three systems).

Other mutual aid involves, but is not limited to:

- Public Information.
- Public Works.
- Medical and Health.
- Communications.
- Transportation Services.
- Facilities.
- Hazardous Materials .
- Volunteer and Private agencies.

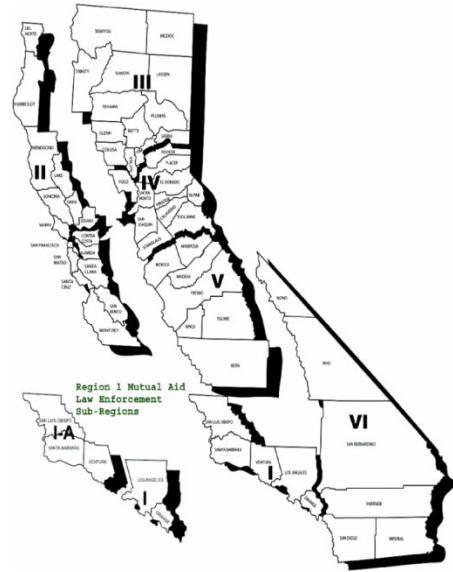


FIGURE 7 - MUTUAL AID REGIONS

2.5.1 MUTUAL AID COORDINATION

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e., fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

Field Level Requests: Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

Local Government Request: Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

Operational Area Requests: The OA is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request

based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.

2.5.2 EMERGENCY MANAGEMENT MUTUAL AID

The purpose of Emergency Management Mutual Aid (EMMA) is to support disaster operations in affected jurisdictions by providing professional emergency management personnel and technical specialists. This program provides emergency management aid from other agencies to support local jurisdictions and operational areas during emergencies, and can be provided either as mutual aid or contracted for reimbursement. EMMA provides a system, including an organization, information, and forms necessary to coordinate formal requests, the assignment of personnel, and any associated cost recovery.

2.5.3 INTERSTATE MUTUAL AID

Mutual aid may also be obtained from other states. California is a member of the interstate Emergency Management Assistance Compact (EMAC), a congressionally ratified organization that provides form, structure and procedures for rendering emergency assistance between states. After a state of emergency proclamation, California can request and receive reimbursable assistance through EMAC for other member states quickly and efficiently without issues of liability. The Cal OES Director and the states' EMAC Coordinators are responsible for facilitating requests for assistance pursuant to EMAC.

2.5.4 VOLUNTEER AND PRIVATE MUTUAL AID

A significant component of our mutual aid system is through volunteer and private agencies. These include agencies such as the Salvation Army, Habitat for Humanity and the American Red Cross (ARC) who mobilize to provide assistance with mass care and sheltering. During these large-scale incidents, these agencies will typically provide a representative to the County EOC.

Many private agencies, churches, non-profits and other organizations offer to provide their assistance during emergencies. If needed, the County may request the agency to provide a liaison to the EOC to help facilitate and coordinate mutual aid.

2.5.5 MUTUAL AID RESOURCE MANAGEMENT

It is the policy of the state that contracts and agreements for emergency response and disaster repair and restoration should be entered into by the lowest level of government. When local resources are exhausted and additional resources are required, resource requests (mission tasking) will follow an established process for ordering, tracking, mobilizing and demobilizing. Depending on the scale of the emergency, limited resources may need to be rationed or controlled.

Mutual aid is coordinated in accordance with SEMS. When the EOC is activated field and local governments will coordinate through the appropriate position based upon the incident action plan and shown in Figure 7– Discipline Specific Mutual Aid.

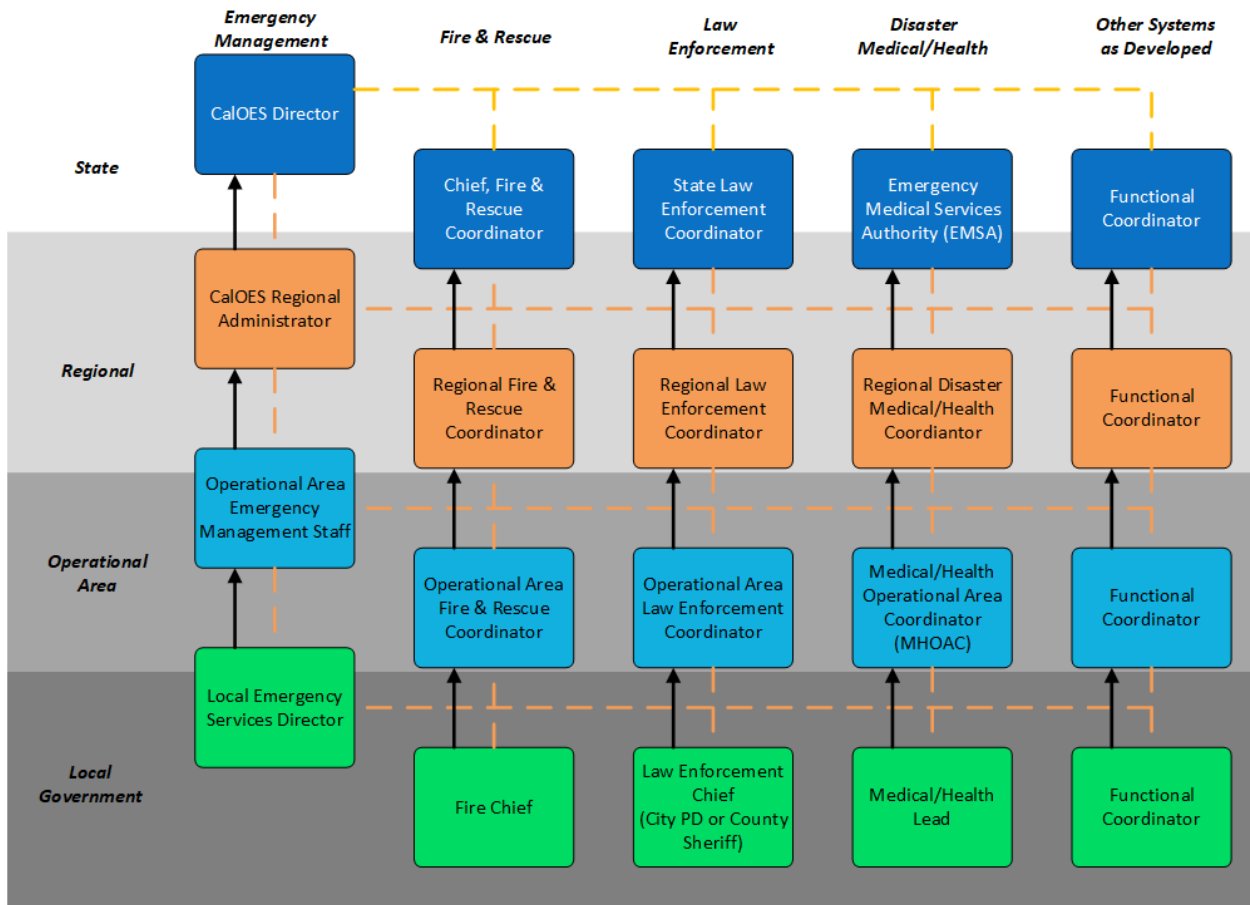


FIGURE 8 - DISCIPLINE SPECIFIC MUTUAL AID

2.6 SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.6.1 BEFORE IMPACT

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Activating Emergency Operations Centers (EOCs), even if precautionary.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, resources are mobilized and evacuation begins.

2.6.2 IMMEDIATE IMPACT

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster. Below is a partial list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel and the public as necessary.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources from within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the County by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with ICS organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC). The IC develops an initial Incident Action Plan (IAP), which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post (ICP) to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the

management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System (MACS): Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and MAC Groups. This includes developing and maintaining connectivity capability between ICP, local 9-1-1 Centers, local Emergency Operations Centers (EOC), REOC, the SOC and federal EOC and NRF organizational elements.

Local EOC Activation: Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the IC by providing a single point of contact to support multiagency coordination. When activated the local EOC notifies the OA lead that the local EOC has been activated.

Communications between field and the EOC: When a jurisdiction EOC is activated, communications and coordination are established between the IC and the Department Operations Center (DOC) to the EOC, or between the ICP and the EOC.

Department Operations Center (DOC) Activation: Some County departments may activate a DOC to manage information and resources assigned to the incident. If a DOC is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

Operational Area (OA) EOC Activation: If one or more Local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the OA EOC activates. The OA EOC also activates if a Local Emergency is proclaimed by the affected local government. The OA EOC then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the REOC and mutual aid coordinators.

Regional Emergency Operations Center (REOC) Activation: Whenever an Operational Area EOC is activated the CalOES Regional Administrator will activate the REOC within the affected region and notifies CalOES Headquarters. The REOC will then coordinate resource requests from the affected OA to unaffected OAs within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center (SOC) for coordination.

State Level Field Teams: The State may deploy field observation teams to provide situation reports on the disaster to the REOC in coordination with the responsible Unified Command.

State Operations Center (SOC) Activation: The SOC is activated when the REOC activates in order to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.

- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers (DOCs).
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams (IMATs) when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact (EMAC) or Interstate Disaster and Civil Defense Compact.
- The SOC may also be activated independently of a REOC to continuously monitor emergency conditions.

Joint Information Center (JIC) Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center (JIC) to facilitate the dissemination of consistent information.

FEMA Regional Response Coordination Center (RRCC) Activation: The FEMA RRCC may deploy a liaison or IMAT to the SOC to monitor the situation and provide situational awareness to federal officials.

2.6.3 SUSTAINED OPERATIONS

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

2.6.4 TRANSITION TO RECOVERY

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, Local Assistance Centers (LAC) and/or Disaster Recovery Centers (DRC) are opened and hazard mitigation surveys are performed.

Local Assistance Centers (LACs): LACs are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a federal DRC may be collocated with the state/local LACs.

Joint Field Office (JFO): The State coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The State will appoint a State Coordinating

Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions.

For more information on Recovery refer to Chapter 7 of this plan.

2.7 PROCLAIMING AN EMERGENCY

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC) or state agencies.

- **Local Emergency Proclamation:** A Local Emergency may be proclaimed by the Director of Emergency Services as specified by Chapter 500 Emergency Organization and Functions, the Director of Emergency Services, the Assistant Director of Emergency Services or their designee. A Local Emergency must be proclaimed by these individuals within ten (10) days of the date of the emergency and must be ratified by the Sutter Board of Supervisors within seven (7) days.
- The governing body must review the need to continue the proclamation at least every thirty (60) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. A Proclamation is normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the County of Sutter, caused by natural, technological or human-caused situations.
- The Proclamation of a Local Emergency provides the governing body with the legal authority to:
 - Request the Governor proclaim a State of Emergency, if necessary.
 - Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
 - Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
 - Request state agencies and other jurisdictions to provide mutual aid.
 - Require the emergency services of any local official or employee.

- Requisition necessary personnel and materials from any local department or agency.
 - Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
 - Impose penalties for violation of lawful orders.
 - Conduct emergency operations without incurring legal liability for performance, or failure of performance³.
- **Request for CalOES Director’s Concurrence:** Local governments can request cost reimbursement from the State for certain disaster–related repair costs under the California Disaster Assistance Act (CDAA) following the Proclamation of a Local Emergency. The Director’s concurrence with the local proclamation is required for this reimbursement. This step is not required if a Governor’s Proclamation of a State of Emergency is received for the same event.
 - **Request for the Governor to Proclaim a State of Emergency:** When emergency conditions exceed or have the potential to exceed, local resources and capabilities, local government may request the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten (10) days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor’s proclamation can facilitate other actions, such as waiver of state regulations impacting response or recovery operations.
 - **Initial Damage Estimate (IDE):** The request for a Director’s Concurrence or a Governor’s Proclamation should include a copy of the proclamation document and an IDE that estimates the severity and extent of the damage caused by the emergency. An IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.
 - **Analysis of Request:** The request and the IDE are reviewed by the CalOES Region and a recommendation is made to the Governor through the Director of CalOES.
 - **Proclamation of a State Emergency:** The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of CalOES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:
 - Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.

³ (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.
- **Governor’s Proclamation without a Local Request:** A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.
- **Proclamation of a State of War Emergency:** In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.
- **State Request for a Presidential Declaration:** When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.
- **Preliminary Damage Assessment (PDA):** Upon submission of the request, FEMA coordinates with the State to conduct a PDA and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. The PDA may not be required if immediate response assistance is necessary.

- **Federal Analysis of the State’s Request:** The FEMA Regional Administrator assesses the situation and the request, then makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the State, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the State’s hazard mitigation history.
- **Federal Declarations without a PDA:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.
- **Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the States’ response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

2.8 CONTINUITY OF GOVERNMENT OPERATIONS

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and/or the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. These services can best be completed by civil government. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government.

The term “continuity of government” or COG is “the provision of the full range of governmental services at all levels...” COG is enabled through completion of plans delineating the succession of government officials and the designation and provisioning of alternate seats of government. In addition, provisions must be put in place for alternate leadership or management of individual public/governmental offices and for designating and preparing alternate sites from which to work. Finally, locations from which to manage any extraordinary emergency response i.e., alternate emergency operations centers must be identified and prepared.

When government facilities and workspaces are compromised, employees move to alternate locations and continue work, albeit at a reduced capacity. However, in a public health incident such as a virulent pandemic, the facilities may remain intact while employee absence affects operations. In the immediate aftermath of a disaster, an emergency incident or a public health

event, government has the implicit responsibility of ensuring preservation of law and order and maintaining government functions and services to the fullest extent possible, hence the requirement for continuity of operations (COOP) planning.

2.8.1 SUCCESSION OF GOVERNMENT OFFICERS

Succession of Chair, Board of Supervisors

- First Alternate - Vice Chair, Board of Supervisors
- Second through fourth alternate – Next senior Supervisor based on total length of elective service on the Board.
- Each Supervisor also designates three “standby officers” to serve in his or her stead if unable to serve. Each supervisors will appoint these standby officers in open session of the Board of Supervisors as they are sworn into office. Clerk of the Board maintains a consolidated roster of standby officers for all members of the Board.
- Succession to Chair of the Board, if all Board members are standby officers, is by internal nomination and election by the standby officers.

Alternate County Seat

- Seat of County government is at the Yuba City Government Center, at address 1201 Civic Center Blvd, Yuba City, CA.
- In the event of an emergency precluding use of the Yuba City Government Center, the alternate locations are Ettl Hall at 1333 Butte House Rd, Yuba City, CA, Veteran’s Memorial Building at 1425 Veterans Memorial Cir, Yuba City, CA, and Sutter County Fire Station 6 at 2340 California St, Sutter, CA.

Succession of County Administrative Officer

Successors to the position of County Administrative Officer (CAO) is, in order: (1) Assistant CAO, (2) Deputy CAO.

2.8.2 PRESERVATION OF ESSENTIAL RECORDS

Records that document and protect the rights and interests of both citizens and government will be protected and preserved in the event of a disaster. Clerk of the Board and the Board of Supervisors assists departments and agencies in routine records preservation, makes recommendations and provides guidance for emergency preservation, evacuation and storage. Routine and emergency procedures and security measures are as listed in the individual department record retention policies.

2.8.3 COUNTY OF SUTTER EMERGENCY OPERATIONS POLICY STATEMENT

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, County employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other County departments, if required.

Households of Emergency Response Personnel: County employees may not be at peak efficiency or effectiveness during a disaster if the status of their households are unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the County of Sutter Emergency Operations Center (EOC).

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the County's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the County's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The County will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

2.8.4 DISASTER SERVICE WORKERS

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers (DSW's). Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, County employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the EOC, support shelter operations, or work at a logistics base in the field.

- County employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Assignments may include duties within the EOC, in the field or at another designated location.

Under no circumstances will County employees that do not usually have a response role in their day to day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or that are beyond their recognized capabilities.

SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1 EMERGENCY MANAGEMENT RESPONSE LEVELS

The County of Sutter Emergency Operations Plan (EOP) will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

For planning purposes, the California Office of Emergency Services (CalOES) has established three "levels" of response to emergencies. The County of Sutter also employs this system to guide local response to emergencies⁴.

3.2 COUNTY DEPARTMENT/ALLIED AGENCY EOC ORGANIZATION ASSIGNMENTS

In the event of an EOC activation, each County department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the Responsibility Matrix on the following page for Lead (L) and Support (S) roles for each County department or organization.

⁴ For additional information regarding the County of Sutter EOC Annex, refer to the *EOC Annex*.

Emergency Operations Center Function/Responsibility	Sutter County Operational Area Emergency Operations Center Responsibility Matrix																																			
	Management				Operations				Planning				Logistics				Finance																			
Departments	Management and Coordination	EOC Coordinator	Public Information Officer	Legal Affairs Officer	Liaison Officer	Safety Officer	Security Officer	Operations Section Chief	Law Enforcement Branch	Fire and Rescue Branch	Public Works Branch	Medical/Health Branch	Care and Shelter Branch	Animal Services Branch	Planning Section Chief	Situation Analysis Unit	Advanced Planning Unit	Documentation Unit	GIS Specialist	Recovery Unit	Technical Specialists Unit	Logistics Section Chief	IT and Communications Branch	Facilities Branch	Human Resources Branch	Resources Status Branch	Supply/Procurement Branch	Transportation/Dist Branch	Volunteer/Donations Branch	Finance Section Chief	Cost Accounting Unit	Compensation/Claims Unit	Timekeeping Unit	Financial Recovery Unit		
Board of Supervisors	S																																			
CAO	L	S	L	S																S																
OEM	S	L	S	L																S																
County Counsel																																				
Agricultural Commissioner																																				
Assessor																																				
Auditor Controller																																				
Child Support Services																																				
Clerk Recorder																																				
Development Services																																				
District Attorney																																				
Farm Advisor																																				
Fire Department																																				
General Services																																				
Health and Human Services																																				
Human Resources																																				
Information Technology																																				
Library																																				
Museum																																				
Probation																																				
Public Defender																																				
Sheriff/Coroner																																				
Treasurer/Tax Collector																																				

L = Lead, S = Support

FIGURE 9 - SUTTER COUNTY DEPARTMENT/ALLIED AGENCY EOC RESPONSIBILITY MATRIX

3.2.1 DIRECTOR OF EMERGENCY SERVICES

As defined by the County Government Code, Chapter 500 Emergency Organization and Functions, the County Administrative Officer is the Director of Emergency Services and EOC Director. If the Director is unavailable, the Assistant Director of Emergency Services who is the Emergency Operations Manager will assume the role.

Within the County of Sutter government organization, the County Administrator's Office is responsible to the County Board of Supervisors for the County's Office of Emergency Management program and has the authority to implement the program goals. The County has taken the necessary steps and has a budgeted full-time Office of Emergency Management program that performs the overall emergency management program coordination and day-to-day emergency management functions and activities.

3.2.2 ROLE OF THE OPERATIONAL AREA

The implementation of SEMS and NIMS is a cooperative effort of all departments and agencies within the county, cities, and special districts that have an incident management and/or emergency response role. While every jurisdiction is charged with SEMS and NIMS compliance, County OEM has the lead responsibility for SEMS and NIMS collaboration, implementation, and planning with responsibilities for:

- Communicating information within the OA on SEMS and NIMS requirements and guidelines.
- Coordinating SEMS and NIMS training and development among county departments and agencies.
- Reporting SEMS/NIMS compliance to Cal OES.
- Incorporating SEMS/NIMS requirements into this EOP and Sutter County Code of Ordinances, Chapter 500 Emergency Organization and Functions, with adoption by the County Board of Supervisors.
- Identification of all county departments and agencies involved in field level response.
- Identification of departments and agencies with a DOC.
- Coordinating with local jurisdictions and volunteer and private agencies on development and implementation of SEMS and NIMS.
- Identification of special districts that operate or provide services within the OA.
- Determining the emergency role of the OA special districts and making provisions for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role.
- Determining the emergency role of the OA volunteer and private agencies and making provisions for coordination during emergencies.
- All local government staff who may work in the OA EOC, in a DOC, or at the field level will receive appropriate SEMS/NIMS/ICS training. To validate preparedness and planning efforts, local governments will develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS/NIMS/ICS guidelines.

3.3 ROLE OF PRIVATE SECTOR

3.3.1 SUTTER RESIDENTS

The residents of Sutter are the primary beneficiaries of the County's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

Many residents join disaster volunteer programs and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

3.3.2 POPULATIONS WITH DISABILITIES AND ACCESS AND FUNCTIONAL NEEDS

According to the United State Census Bureau there are millions of people who identify as having a disability in California. Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong.
- Live in institutionalized settings.
- Are elderly.
- Are unaccompanied children.
- Are from diverse cultures.
- Have limited English proficiency or are non-English speaking.
- Have sight or hearing losses (impairments).
- Are transportation dis-advantaged.
- Other situations that would require assistance.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identification and movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act** - When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).

3.3.3 AT-RISK INDIVIDUALS

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless.
- Without transportation.
- Out of hearing range of community alert sirens / systems.
- Without radio or television to know they need to take action.
- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.
- Limited in their understanding of English.
- Geographically or culturally isolated.

3.3.4 AMERICANS WITH DISABILITIES ACT ACCESSIBILITY

The County will conduct emergency planning and response in a manner that complies with Title II of the Americans with Disabilities Act (ADA), which states that emergency programs, services, activities, and facilities must be accessible to people with disabilities. The County takes ADA accessibility into account through:

- Advanced planning for emergencies and disasters.
- Alerting the public to an emergency.
- Community evacuation and transportation.
- Emergency sheltering programs.
- Access to social services, temporary housing, and other benefit programs.
- Repairing and rebuilding government facilities.

3.3.5 CHILDREN

- Planning and preparing for the unique needs of children is of utmost concern to the County and, whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children.
- Individuals with children have the primary responsibility for minimizing the impact of disasters to themselves and their children through personal preparedness activities. To the greatest extent possible, OEM will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services via the web site, social media and in-person presentations at neighborhood watch meetings or preparedness events.
- Schools are encouraged to prepare for all hazards including sheltering in place for a number of days. Staff members from OEM may assist with planning and preparedness in the school (K–12) setting.

3.3.6 ANIMALS

While the protection of human life is paramount, the need to care for companion animals and/or domestic livestock plays into decisions made by people affected by disasters. Owners are responsible for preparing for the care of their animals during a disaster. However, the County may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the County may request assistance through mutual to the Region or State.

3.3.7 BUSINESSES

Much of Sutter's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *CalOES Hazardous Materials Program* requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Sutter County Certified Unified Program Agency (CUPA). The CUPA has Hazardous Materials Area Plans to respond to a release of hazardous material within Sutter County.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs,

business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shutdown procedures.
- A company command post.
- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

3.3.8 VOLUNTEER ORGANIZATIONS

Sutter recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organizations in Sutter are the following:

- Habitat for Humanity.
- Salvation Army.
- FREED.
- Yuba Sutter Domestic Animal Disaster Assistance.
- Field Haven Feline Rescue.
- American Red Cross.

3.3.9 PUBLIC-PRIVATE PARTNERSHIPS

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

SECTION 4.0: DIRECTION, CONTROL AND COORDINATION

4.1 DIRECTION AND CONTROL

The County of Sutter is responsible for coordinating the resources, strategies and policy for any event in the operational area that exceeds the capacity of field responders. Tactical control remains the responsibility of field Incident Commanders at all time. The County Administrator, working through the mechanisms of the EOC, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the EOC Director that is staffed by the County Administrator or designee.

This section of the EOP highlights the setting in which the EOC exists. It details the location, capabilities, and policies of the EOC. Additionally, this section outlines a process for establishing operations within the EOC, including activation, EOC procedures, and deactivation.

4.2 ON-SCENE INCIDENT MANAGEMENT

Initial response to an incident will be managed by the responding agency with jurisdiction (i.e., fire or law enforcement), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. If the incident is within one of the incorporated Cities, the Emergency Operations Center for the City may be activated, based on that city's Emergency Operations Plan. County OEM may be requested on-scene for incident support and coordination.

4.2.1 EMERGENCY OPERATIONS CENTER SUPPORT TO ON-SCENE OPERATIONS

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the County may activate the EOC. The EOC will support on-scene operations and coordinate County resources. The request will be submitted to the OEM Duty Officer, who will notify the Director of Emergency Services to make the final determination for activation. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the County EOC for resource coordination, communications, and public information support. The OEM Duty Officer is available 24 hours a day, seven days a week to support local operations.

4.3 UNIFIED COMMAND

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, county, regional, state, and federal agencies into the same organizational system, maximizing coordination of response activities and avoiding duplication of efforts. A structure called Unified Command allows the Incident Command position to be

shared among several agencies and organizations that maintain jurisdiction. Unified Command members work to resolve countywide issues in a cooperative fashion to enable a more efficient response and recovery.

The composition of an EOC Management structure is determined by the nature of the hazard and the appropriate agency leads. Those engaged in a Unified Command structure use a collaborative process to establish and rank incident priorities and determine incident objectives. The structure enables members to resolve issues in a cooperative fashion and promotes a more efficient response. Primary duties include:

- Establish objectives and manage/coordinate EOC operations through the delegation process.
- Ensure that staff and responders have what they need to accomplish their mission, to the extent possible.
- Serve as an advisor to the Emergency Operations Center.

4.4 DEPARTMENT OPERATIONS CENTERS

DOC's are established and activated by individual departments to coordinate and control actions specific to that department during an emergency event. A DOC is a physical facility or location similar to the EOC. However, one purpose of a DOC is to tactically manage department owned and controlled resources and maintain public services during an emergency situation. The authority to activate resides with the director of the individual department based on the department mission. If the EOC is activated, a DOC holds a subordinate position in the allocation of resources and management of public information countywide.

The DOCs will work to restore their departments' critical business functions, perform high priority response activities, and share objectives, strategies, and status updates at regular intervals with the EOC, if the EOC has been activated. Personnel selected by the department to be part of a DOC receive training and participate in drills and exercises to develop their skills. A liaison from the DOC will be assigned to the County EOC. Because DOCs are primarily for departments that play a role in immediate response during a disaster or emergency, not all departments will require a DOC.

Field Coordination with DOCs and EOCs

Communication and coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the County's EOC may be activated to coordinate the overall response. In the event that there are numerous incidents occurring throughout the County all of which are demanding the same departmental resources, it may be necessary to activate Department Operations Centers (DOCs). These DOCs would be responsible for supporting and coordinating the command posts in the field.

Incident Commanders (ICs) in the field may communicate with the Department Operations Centers (DOCs) which in turn will communicate and coordinate with the EOC. Depending on the incident, the ICs may communicate directly with the EOC, usually to their counterpart in the Operations section. When the EOC is directly overseeing the incident command teams, the EOC is operating in a centralized coordination and direction mode. DOCs are an excellent way to help maintain situational awareness for both the department and for the EOC. A DOC may be activated even when an EOC is not, if there are multiple incidents in one department but

external resources are not needed. The decision to activate a DOC is made by the Department Director (or his/her designee).

4.5 EMERGENCY OPERATIONS CENTER ACTIVATION

As stated previously, an OEM Duty Officer is on call 24 hours a day, seven days a week, and is advised of any threats, unusual events or situations by CalOES and local. Reports may also originate from concerned citizens, on-scene command, and/or other jurisdictions and agencies within the County. The Duty Officer has the responsibility to monitor and follow up on any threat that has the potential to impact the County. It is important to note that although the Duty Officer may be monitoring the progression of an incident or event, the EOC is not considered activated until OEM staff are tasked to support the incident and are operating outside their normal scope of day-to-day business activities. The decision to activate the EOC is made by one of the following:

- Director of Emergency Services
- Director of Emergency Operations, or
- As required by SEMS based upon the activation conditions chart. (See activation requirements in the EOC Annex).

When determination is made to activate the EOC, a notification will be made. The level of activation is determined by the nature of the emergency, the numbers of personnel needed, the EOC positions activated, and the type of resources needed to effectively support the event. The EOC “levels” of activation are provided as a guide to ensure rapid response during time of emergency. The levels are further described in the EOC Annex.

4.6 AREA COMMAND

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involve multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control, and does not have operational responsibilities.

4.7 MULTI-AGENCY COORDINATION

In the event that the County is coordinating a response with other jurisdictions or agencies with authority over the incident, it may choose to implement a Multi-Agency Coordination Group (MAC). The Sutter MAC Group includes agency administrators/executives or their designees who are authorized to represent and commit agency resources and funds. The Sutter MAC provides coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

SECTION 5.0: INFORMATION COLLECTION AND DISSEMINATION

SITUATIONAL AWARENESS AND INTELLIGENCE GATHERING

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and provide the basis for emergency alert and warning (when an incident alert is not received by an outside agency). Situational awareness is the ongoing process of collecting, analyzing, and sharing information across agencies and intergovernmental levels, and the private sector. Intelligence gathering is the collecting of security and operational information, such as collection of severe weather forecasts from the National Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

On a day-to-day basis, and during low level incidents when the EOC is not fully activated, the County, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

If activated, the EOC Planning Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated.

5.1 ACTION PLANNING

The use of Action Plans in the Sutter EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

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

The Action Planning process should involve the EOC Director and Section Chiefs (one from each Section), along with other EOC staff, as needed, such as agency representatives⁶.

5.2 EOC REPORTING SYSTEMS

The State of California currently has an internet-based information reporting system called CalEOC for use during emergencies. The purpose of CalEOC is to improve the State's ability to

respond to major disasters. The system will increase the level of service and efficiency by improving the State's ability to:

- Respond to, manage and coordinate requests for resources.
- Collect, process, and disseminate information during and after a disaster.

5.3 EMERGENCY PUBLIC INFORMATION

Emergency Public Information is a priority of utmost importance during emergencies and disasters. County government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

5.4 JOINT INFORMATION SYSTEM (JIS)

The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector. It includes the plans, protocols, procedures, and structures used to provide public information. The JIS structure is used for ensuring that:

- Public Information Officer (PIO) functions are coordinated and integrated.
- A structure and system for developing and delivering coordinated interagency messages is provided.
- Public information plans and strategies on behalf of the incident management leadership can be developed, recommended, and executed.
- Leadership is effectively advised on public affairs issues that could affect a response effort, and rumors and inaccurate information that could undermine public confidence are controlled and managed.

Federal, State, tribal, territorial, regional, or local Public Information Officers and established Joint Information Centers (JICs) are critical supporting elements of the JIS. A robust and competent JIS is integral to an effective and comprehensive incident management capability.

5.5 JOINT INFORMATION CENTER (JIC)

The Joint Information Center (JIC) is:

- A central location that facilitates operation of the Joint Information System.
- A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

JICs may be established at various levels of government or at incident sites or can be components of Multiagency Coordination (MAC) Systems (e.g., MAC Groups or EOCs). A

single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

5.6 PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on their understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups with or without access and functional needs, should do to increase their chances of survival and recovery. Individuals caring for the elderly, children, or pets also need an increased understanding of their specific situation as it pertains to disaster preparedness.

The Sutter Office of Emergency Management (OEM) makes emergency preparedness information from local, State and Federal sources available to the citizens of Sutter County. Further, Sutter OEM will provide special emphasis on specific hazards throughout the calendar year, aiding in the disaster preparation and education of the communities within the OA.

The Sutter County Office of Emergency Management utilizes most available social media platforms for distributing incident management and preparedness information to the public and partnering stakeholders. Information can be found at the Sutter County website www.suttercounty.org and the www.BePreparedSutter.org for the latest information.

SECTION 6.0: COMMUNICATIONS AND WARNING

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as a threat is detected, using the most direct and effective means possible.

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responder and public safety and will be used by all County personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, and County staff, as well as personnel from neighboring jurisdictions or the State, to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity.

6.1 ALERTING AND NOTIFYING STAFF

County OEM will monitor developing or occurring hazardous events, evaluate the need for activation of the EOC, confer with department representatives, and issue notifications for EOC activation. County OEM will alert the Director of Emergency Services or designee and contact EOC personnel as appropriate. The OEM staff and applicable responders to the EOC are subscribe to the Code Red alert and warning system more commonly referred to as Sutter Alert. Sutter Alert is an alert and notification system that can be set up with messages and uses pre-established user alerting protocols based upon level of response necessary. The system can send multiple notifications, via phone number, fax, email, social media and text message for each user to ensure they get the message.

6.2 WARNING RESPONSIBILITY

When the EOC is not activated, the County Public Safety Departments will coordinate the dissemination of official alerts and warnings to the general public and allied agencies using available methods. This alert and warning activity will be coordinated through the County PIO, the dispatch center and other available alert and warning mechanisms available to the County.

6.3 WARNING AND ALERT MECHANISMS

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Sutter Alert (CODE RED).
- Media broadcast alerts.
- Social Media accounts.
- IPAWS.
- Activation of the Emergency Alert System (EAS).

- Activation of the California Law Enforcement Mutual Aid Radio System (CLEMARS).

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability.
- Initial notice of threat.
- Time of day.
- Language barriers.
- Receiving challenges for the hearing and sight impaired.

6.4 WARNING CONDITIONS

Typically, warnings will be issued during periods of flash flooding, major hazardous material incidents, public health emergencies, fast moving fires, severe weather conditions, and potential acts of violence. However, warnings may be issued wherever a threat is perceived and the potential for safeguarding public safety is possible through rapid alerting.

6.5 INTEROPERABILITY

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together through the use of systems, personnel, and equipment. In recognition that successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies, interoperability plans or procedures should be developed that include training and exercises, Standard Operating Procedures (SOP), new technology, and considerations of individual agency governance, as well as consideration of use within the stressful and often chaotic context of a major response. Interoperable voice, data, or video-on-demand communications systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time, when needed, and when authorized.

See the Sutter County Tactical Interoperable Communications Plan for more information.

SECTION 7.0: DOCUMENTATION, FINANCE, ADMINISTRATION AND LOGISTICS

7.1 DOCUMENTATION

The EOC Finance/Administration Section will be responsible for maintaining records on damage assessment expenditure, recovery cost expenditures, insurance related documents, personnel overtime, and other costs associated with the emergency. Guidance is provided in their position guides at the EOC.

The EOC Planning Section will maintain copies of documents that are integral to EOC functions, (such as EOC Action Plans, Situation Status logs, position log) that together make up the history and chronology of the emergency events. Guidance is provided in their Planning Section's operational procedures at the EOC.

7.2 FINANCE

In the case of a major disaster in the county, the EOC will support state and federal entities with cost recovery efforts, if requested and as able. Sutter County citizens may benefit from the Small Business Administration, and the county may benefit from the FEMA Public Assistance Program Sutter County may assist the citizenry with public service announcement regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

7.3 EXPENDITURE TRACKING

The County may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

7.3.1 ELIGIBLE EXPENSES

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

7.3.2 RECORDKEEPING REQUIREMENTS

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and operator.
- Vehicle operating expenses should include fuel, tires, and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), EOC Director, and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The County will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the disaster

7.4 RESOURCE MANAGEMENT (LOGISTICS)

7.4.1 RESOURCE PRIORITIES

When activated, the County of Sutter EOC establishes priorities for resource allocation during the emergency. All county resources are considered part of a pool, which may be allocated by the EOC to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

7.4.2 RESOURCE REQUESTS

Resource Requests (personnel, equipment or technical assistance) will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to 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 county will be coordinated with the Sutter OA EOC to determine if the resource is available internally or from other more appropriate sources located within the OA. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. 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 the EOC to the Inland Region REOC may be verbally requested and then documented. 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 in the EOC are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel or technical assistance not available to the County should be coordinated with the Sutter OA EOC to the Inland Region REOC. Once the request is coordinated, approved and resources deployed, the Resource Status Unit, in coordination with various Operations Branches, is responsible for tracking the resources.

Figure 12 – Flow of Requests and Resources depicts the resource management process for the state under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

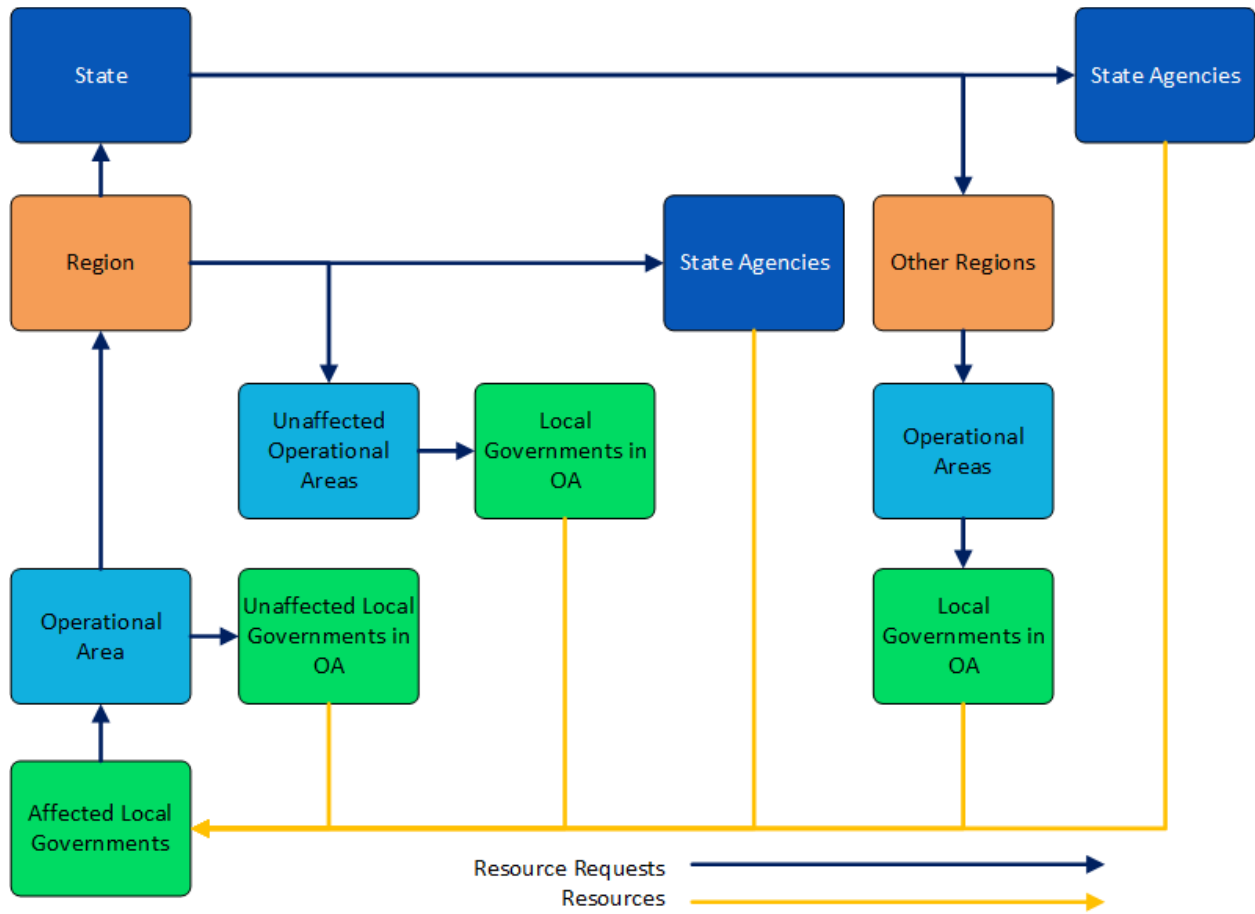


FIGURE 10 - FLOW OF REQUESTS AND RESOURCES

7.5 RECOVERY

The County of Sutter, serving the Sutter Operational Area will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can return to their pre-disaster lives. Typically, there will be a need for such services as these:

- 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.
- Professional counseling when sudden changes, resulting from the emergency, have resulted in mental anguish and the 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 involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, electricity, garbage and debris removal, as well as re-establishment of Sutter County Government Operations. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. The County's recovery priorities for critical infrastructure and key resources are defined below:

- **Initial Damage Assessment:** Determine structure impacts to the County.
- **Debris Removal:** Coordinate debris clearance, collection, and removal.
- **Infrastructure Restoration:** Facilitate restoration of critical infrastructure and key resources.

Each jurisdiction will coordinate its efforts to return vital life support systems to minimum operating standards.

The goal of long-term recovery is to restore facilities to pre-disaster condition. 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 code changes, plan reviews, seismic safety elements, and other land use planning techniques.

Sutter County recovery operations will be managed and directed by the County Administrator and the Director of Emergency Services. Recovery issues involving Operational Area Organization members, including Sutter County departments and Special Districts, will be coordinated and managed between the County Administrator and designated agency representatives.

7.5.1 DAMAGE/SAFETY ASSESSMENT/DAMAGE ASSESSMENT

The recovery damage/safety assessment is the basis for determining the type and amount of local, state and/or federal financial assistance that may be available for recovery.

During the response phase, an Initial Damage Assessment is developed. A detailed Damage/Safety Assessment will be completed during the recovery phase and is needed to apply for the various disaster financial assistance programs.

The Development Services Department, in coordination with the County Office of Emergency Management and other applicable County Departments, as well as appropriate utilities and non-government organizations will complete the damage/safety assessment. Each Jurisdiction will have the responsibility of completing a damage assessment and forwarding their findings to the County Office of Emergency Management. Special Districts will in most cases complete their own damage assessment.

7.5.2 RECOVERY 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. Damage to facilities such as: public buildings, levees, roads, bridges, water control facilities, recreational and park facilities, and schools must be documented to be eligible for disaster assistance programs. Debris removal and emergency costs should also be racked for cost recovery purposes.

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. Documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds. Specific forms designed to assist in the recovery process can be found in the Finance Section Binder located in the Emergency Operations Center. Special Districts not within a city should submit documentation to the County Recovery Manager.

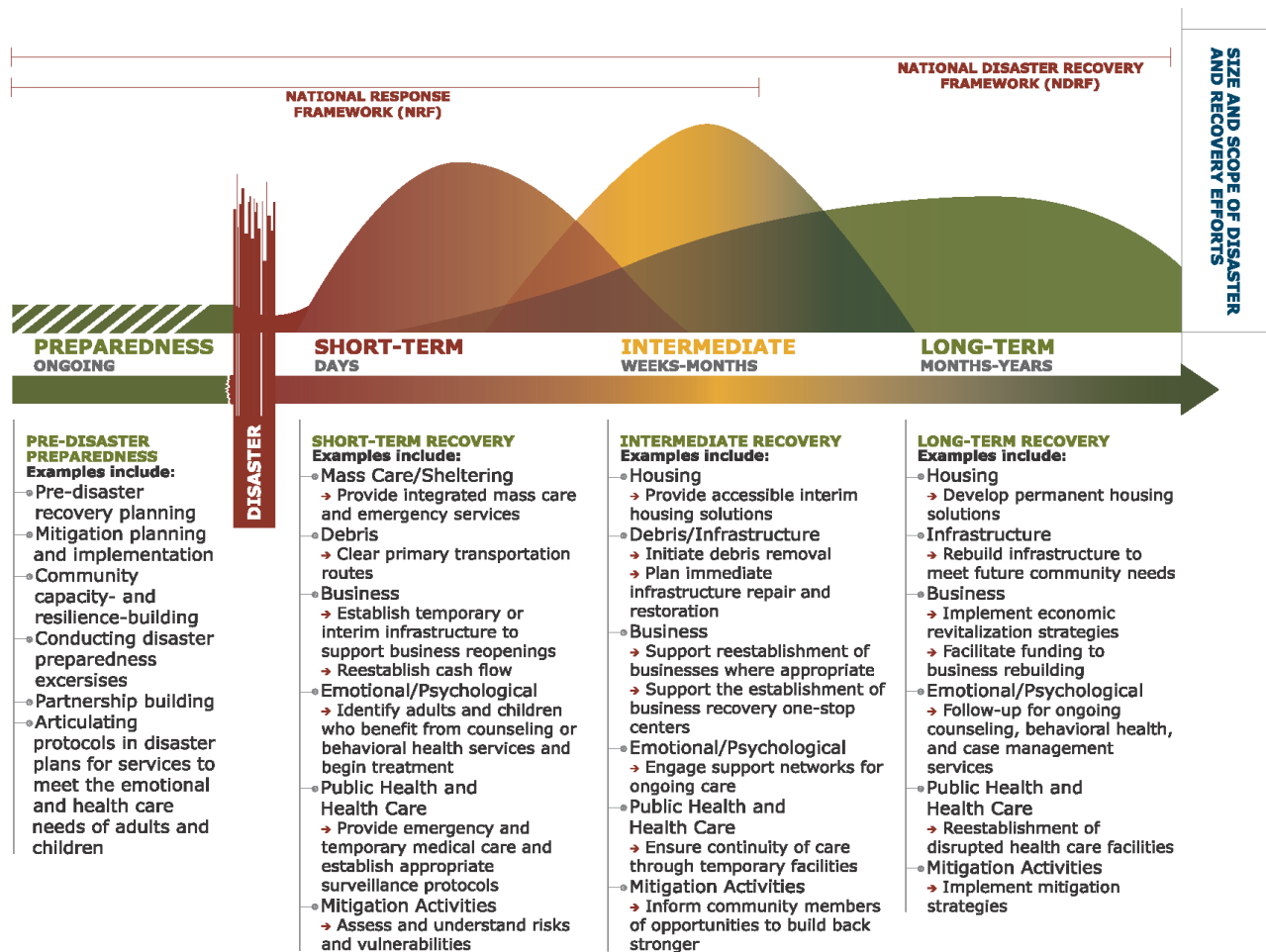


FIGURE 11 – RECOVERY TIMELINE

7.5.3 RECOVERY DISASTER ASSISTANCE PROCESS

FIGURE 8 - RECOVERY PROCESS

A Disaster Proclamation/Declaration usually follows these steps after a disaster occurs (as detailed in earlier chapters):

- Local Government responds to the local emergency, supplemented by neighboring communities and volunteer agencies. If the local government is unable to adequately respond to the emergency, they turn to the state for assistance.
- The Local Government proclaims a Local Emergency, which allows the state to respond with aid to the emergency if warranted. However, there may be some aid available from the State that does not require a proclamation.

If needed, the State of California responds with state resources, such as the National Guard and other state agencies.

A Preliminary Damage Assessment is made by local, state, federal, and volunteer organizations to determine losses and recovery needs.

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 proclamation, 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 and families (Individual Assistance).
- Businesses (including agriculture interests) (SBA).
- Governments (Public Assistance).
- Non-profit organizations (Public Assistance).

In Sutter County, the Office of Emergency Management (OEM) will complete the necessary public assistance program application. The Auditor-Controller's Office is responsible for completing and providing all of the supporting materials to substantiate the claim for Sutter County. Each jurisdiction and special district in Sutter County has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

Individual Assistance

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 and may be eligible for local government, State and FEMA assistance programs dependent upon the type and severity of the disaster.

Public Assistance

If authorized, State and Federal grants are available to local government, utility districts, school districts and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage.

Business Assistance

Businesses, including agriculture interests, may be eligible for assistance through the Small Business Administration (SBA). Both state and federal public assistance grants are administered by the California Office of Emergency Services (Cal OES).

Local Assistance Center (LAC)

Sutter County may establish one or more assistance centers to provide “one stop shopping” for disaster victims. Local Assistance Centers may include representatives from programs reflecting individual assistance, small business administration (SBA), and public assistance, as well as private insurance providers.

7.5.4 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 proclamation, state of emergency proclamation, and a federal declaration of a major disaster or emergency.

State agencies, Counties, Cities, Special Districts, K-12 schools, colleges, private non-profit organizations private non-profit organizations including educational, utility, emergency, medical, and custodial care facilities are eligible for the Federal Public Assistance Program. 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.
- Category G - Other (Parks, Recreational Facilities, etc.).

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.

Federal Fire Management Assistance Grant (FMAG)

The Fire Management Assistance Grant (FMAG) is federal financial assistance available to States, local and tribal governments, for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands. FMAG is requested by a Local or State fire agency through the California Office of Emergency Services (Cal OES).

California Disaster Assistance Act (CDAA) Program

The California Disaster Assistance Act (CDAA) Program authorizes the Director of the California Governor’s Office of Emergency Services (Cal OES) to administer a disaster assistance program that provides financial assistance from the state for costs incurred a result of a disaster event.

The state program provides funding to cities, counties, special districts, school districts, and community colleges in the event of a state disaster. Certain eligible Private Nonprofits (PNP) or an Intermediary PNP applicant may be eligible to receive state assistance for extraordinary costs incurred while providing assistance at the request of local agencies during a state disaster event. Eligible projects are subject to 75% / 25% state/local cost sharing. Applicant must submit final claim within 60-days of the completion of all approved projects.

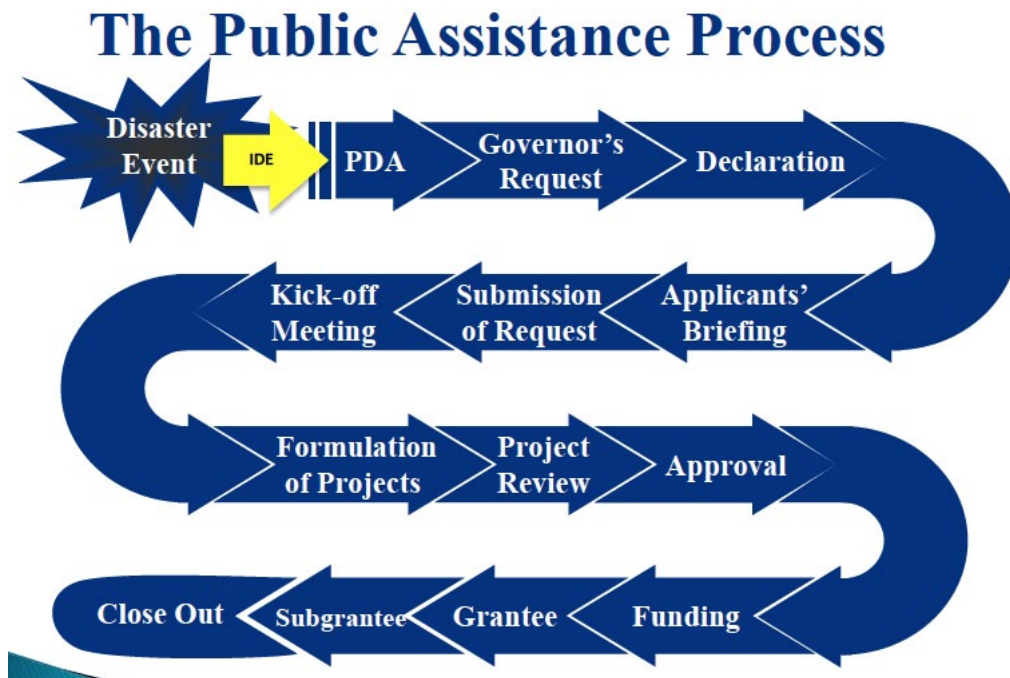


FIGURE 12 - PUBLIC ASSISTANCE PROCESS

SECTION 8.0: PREPAREDNESS, TRAINING, EXERCISES, AFTER ACTION REPORTING

8.1 PREPAREDNESS PLANNING

County government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, county departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan (DOP) is an integral supporting component of the master Emergency Operations Plan (EOP).

Emergency readiness cannot be conducted within a vacuum. The County is responsible for working with all county departments, special districts and allied agencies that are considered a component of the Sutter Emergency Organization. Such coordination extends to the following activities:

- Interagency plan development.
- Interagency training coordination.
- Interagency exercise development and presentation.
- Interagency response management.
- Interagency emergency public information activities.

Additionally, the County of Sutter Office of Emergency Management acts as the County's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, development of preparedness and mitigation strategies, grant administration and support to response agencies.

8.1.1 COMMUNITY PREPAREDNESS AND AWARENESS

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 the County of Sutter's emergency operations and recovery efforts. For this reason, the County of Sutter will make emergency preparedness information from county, state and federal sources available to the member jurisdictions and our citizens upon request and through the County website and/or social media.

8.1.2 PREPAREDNESS ACTIONS

In identifying general preparedness actions, county government works with community-based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

8.2 READINESS TRAINING

The Sutter County Office of Emergency Management will notify holders of this plan of training opportunities associated with emergency management and operations. Individual departments and agencies within the County of Sutter are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The Sutter Office of Emergency Management has developed a comprehensive training plan for emergency management topics. The established training schedule is included in the County’s Annual Training and Exercise Plan. Instruction for emergency management topics shall meet or exceed SEMS and NIMS training requirements.

8.3 EXERCISE AND EVALUATION

Elements of this plan will be exercised regularly. The Sutter County Office of Emergency Management will conduct and participate in emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of corrective action plans to initiate appropriate improvements.

The planning development and execution of all emergency exercises will involve close coordination between all county departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the County of Sutter.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* (HSEEP) guidance and may be designed as one or more of the following exercise types:

Drills	Seminars (Workshops)	Functional Exercises (FE)
Games	Tabletop Exercises (TTX)	Full Scale Exercises (FSE)

8.4 AFTER ACTION REPORTING

The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) protocols 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 (AAR) to CalOES within ninety (90) days of the close of the incident period.

The AAR 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.
- Recovery activities to date.

The AAR will serve as a source for documenting the County of Sutter emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An AAR 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.

The AAR will include an overview of the incident, including attachments, 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 activities to date” portion of the AAR.

The County of Sutter Office of Emergency Management is responsible for the completion and distribution of the AAR to county leadership and department directors as well as ensuring that it is sent to CalOES within the required ninety (90) day timeframe.

For Sutter, the AAR’s primary audience will be CalOES and county employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available through Sutter County Counsel.

The AAR will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the AAR will be collected from debrief reports, other documents developed during the disaster response, and discussions with emergency responders. The most up-to-date form, with instructions, can be obtained from CalOES.

SECTION 9.0: PLAN DEVELOPMENT AND MAINTENANCE

9.1 PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITY

This plan is developed under the authority conveyed to the Sutter Office of Emergency Management in accordance with the County's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

9.2 REVIEW AND UPDATING

This plan and its supporting documents or annexes will be reviewed annually, with a full document update conducted minimally every five (5) years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the Sutter County Office of Emergency Management, reviewed and distributed for comment on a regular basis.

Elements of this plan may also be modified by the Sutter County Office of Emergency Management any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.

AUTHORITIES AND REFERENCES

AUTHORITIES

FEDERAL

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
 - Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
 - Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
 - The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
-

STATE

- California Emergency Services Act (CA government Code Section 8550 et. seq.)
 - California Disaster Assistance Act (CA government Code Section 8680 et. seq.)
 - California Code of Regulations Title 19, (Standardized Emergency Management System and California Disaster Assistance Act)
 - California Disaster and Civil Defense Master Mutual Aid Agreement
-

COUNTY

- Sutter County Emergency Services Ordinance Chapter 500, October 2010
 - Sutter County NIMS Adoption Resolution, September 2005
-

REFERENCES

FEDERAL

- National Response Framework (As revised)
 - National Incident Management System (NIMS)
 - Comprehensive Preparedness Guide (CPG) 101 v. 3.0
-

STATE

- California State Emergency Plan, July 2017 edition
 - Standardized Emergency Management System (SEMS)
 - California Disaster Assistance Act (CDAA)
 - Continuity of Government in California (Article IV, Section 21 of the State Constitution)
-

COUNTY

- Sutter County Emergency Operations Plan, 2015
- Sutter County Hazard Mitigation Plan, 2015, 2021
- Sutter County Operational Area Agreement, November 1997

GLOSSARY AND ACRONYMS

GLOSSARY OF TERMS

Action Plan (AP): The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

All Hazards: Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

Catastrophe: 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.

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

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See **Incident Command Post**.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

Common Terminology: Normally used words and phrases-avoids the use of different words/phrases to provide consistency and allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Continuity of Government (COG): Includes measures to ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency

services and resources so that critical response and recovery actions can achieve widest possible implementation.

Continuity of Operations Planning (COOP): An internal effort within an organization to assure that the capability exists to continue essential business functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological and/or attack/terrorist-related emergencies. Accordingly, an effective Emergency Management Program (EMP) not only addresses the four phases of mitigation, preparedness, response and recovery, but includes COOP planning activities to ensure that ancillary and support functions would continue with little or no interruption.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the community that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic security, local public health or safety, or any combination of those matters.

Department Operations Center (DOC): A centralized location for a single department or agency where their internal incident management and response takes place.

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

Disaster Service Worker (DSW): All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

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 Alert System (EAS): An established system to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System (CBS), (composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry); formerly known as the Emergency Broadcast System (EBS).

Emergency Management: The discipline and the profession of applying science, technology, planning, and management to deal with extreme events that can injure or kill large numbers of people, do extensive damage to property and disrupt community life. As a process it involves preparing, mitigating, responding and recovering from an emergency. Critical functional components include planning, training, simulating drills (exercises), and coordinating activities.

Emergency Operations Center (EOC): A centralized location where individuals responsible for responding to a large-scale emergency can have immediate communication with each other and with emergency management personnel for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

Emergency Operations Plan (EOP): The EOP is the document that describes strategies for managing emergency situations.

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: The personnel involved with an agency's response to an emergency.

Emergency Resource Directory (ERD): A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

Evacuation: The process of moving persons out of an area affected or potentially affected by a disaster situation.

Federal Coordinating Officer (FCO): The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally declared disaster.

Federal Disaster Area: An area of a state (oftentimes defined by counties) that is declared eligible for federal disaster relief under the Stafford Act. These declarations are made by the President usually as a result of a request made by the Governor of the affected state.

Federal Emergency Management Agency (FEMA): An agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a presidential disaster declaration.

Federal Emergency Response Team: An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal Coordinating Officer's staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the Federal Coordinating Officer. The Emergency Response Team may be expanded by the Federal Coordinating Officer to include designated representatives of other federal departments and agencies as needed.

Full-Scale Exercise: An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response

capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

Functional Annex: A document that supplements the Emergency Operations Plan, which provides further planning information for a specific aspect of emergency management.

Functional Exercise: Activities designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

Governor's Authorized Representative (GAR): An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

Hazardous Materials Team: A term used to describe a team of highly skilled professionals who specialize in dealing with hazardous material incidents.

Hazard Mitigation Grant Program (HMGP): A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

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

Incident Command System (ICS): 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 field level component of SEMS. It 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.

Individual Assistance: A supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

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. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during 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.

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

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, CDAA, §2900(y).

Major Disaster: As defined in federal law, is “ any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby.”

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.

Mitigation: Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster or emergency.

Mobilization: A process of activating resources including personnel, equipment and supplies. The process would include notification, reporting, and setup to attain full or partial readiness to initiate response and recovery actions.

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.

National Response Framework (NRF): A national level plan developed by the Federal Emergency Management Agency (FEMA) in coordination with 26 federal departments and agencies plus the American Red Cross.

National Warning System (NAWAS): The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities, which affect public safety.

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 OA 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 OA. An OA may be used by the County and the political subdivisions 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 OA. The OA augments, but does not replace, any member jurisdiction.

Preliminary Damage Assessment (PDA): The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential Declaration of Disaster. The PDA is documented through surveys, photographs, and other written information.

Preliminary Damage Assessment Team: An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of local, state, and federal representatives to do an initial damage evaluation to sites damaged.

Preparedness: Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

Presidential Declaration: A formal declaration by the President that an emergency or major disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry.

Protocols: Set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

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

Public Assistance (PA): A supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Assistance Officer (PAO): A member of the FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

Public Information: Processes, procedures and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: An activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to: crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption full scale.

Resource Management: Efficient emergency management and incident response 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 NIMS includes mutual aid agreements and assistance agreements, the use of special federal, state, tribal and local teams, and resource mobilization protocols.

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.

Response: Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act: (Public Law 93-288, as amended by Public Law 100-707) - The act authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies

operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Level) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g. Operations, Planning, Logistics, Finance/Administration).

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 2900(s) for purposes of natural disaster assistance; this may include joint powers authority established under Section 6500 et. seq. of the Code.

Standardized Emergency Management System (SEMS): The consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in 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. The Incident Command System (ICS) is the field level component of SEMS.

State of Emergency: A governmental declaration that may suspend some normal functions of government, alert citizens to change their normal behaviors, or order government agencies to implement emergency operations plans.

Table Top Exercise (TTX): A TTX is an activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services

without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

Windshield Survey: A quick visual overview of the affected disaster area performed within the first 24 hours after the disaster.

ACRONYMS

A

AAR	After Action Report
ARC	American Red Cross
ATC	Air Traffic Control
ATC-20-2 inspectors)	Applied Technology Council (20-2 refers to the training course for building inspectors)

B

BOS	Board of Supervisors
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C

CalOES	California Office of Emergency Services
CAHAN	California Health Alert Network
CBP	Customs and Border Protection
CDA	California Disaster Assistance Act
CERT	Community Emergency Response Team
CGC	California Government Code
CGS	California Geological Survey
CISD	Critical Incident Stress Debriefing
COG	Continuity of Government
COOP	Continuity of Operations

D

DCF	Disaster Control Facility
DHS	Department of Homeland Security
DMC	Debris Management Center
DOC	Department Operations Center
DOP	Department Operations Plan
DRC	Disaster Recovery Center

DSW	Disaster Service Worker
E	
EAP	Emergency Action Plan
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EMS	Emergency Medical Services
EMO	Emergency Management Organization
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERC	Emergency Response Coordinator
ESA	Emergency Services Act
F	
FAA	Federal Aviation Administration
FCO	Federal Coordinating Officer
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FMAG	Fire Management Assistance Grant
FSE	Full Scale Exercise
H	
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HSPD	Homeland Security Presidential Directive
I	
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System

IDE	Individual Damage Estimate
IMT	Incident Management Team
IT	Information Technology
J	
JFO	Joint Field Office
JIC	Joint Information Center
L	
LAC	Local Assistance Center
M	
MACS	Multi Agency Coordination System
MBO	Management by Objectives
MHOAC	Medical Health Operational Area Coordinator
MOU	Memorandum of Understanding
N	
NIMS	National Incident Management System
NFIP	National Flood Insurance Program
NRF	National Response Framework
NRP	National Response Plan
NWS	National Weather Service
O	
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OEM	Office of Emergency Management
P	
PA	Public Assistance
PAO	Public Assistance Officer

PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
PGE	Pacific Gas and Electric
PSAP	Public Safety Answering Point
PIO	Public Information Officer
R	
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Regional Emergency Operations Center
S	
SAP	Safety Assessment Program
SAT	Safety Assessment Team
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SRRCS	Sutter Regional Radio Communications System
SOP	Standard Operating Procedure
T	
TTX	Table Top Exercise
U	
USGS	United State Geological Survey