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### ACKNOWLEDGMENTS

This plan is was prepared and edited by Terra Firma Enterprises, Steve McClary, Ojai Deputy City Manager and Captain David C. Kenney, Chief of Police with the Ojai City Police Department, Ventura County Sheriff’s Office. The following vital documents were used as reference information in compiling this plan:

FEMA Comprehensive Preparedness Guide (CPG) 101: “Developing and Maintaining Emergency Operations Plans,” 2010  
FEMA CPG 1-8a: “State and Local Emergency Operations Plans”  
OES: “Local Government Emergency Planning Guidance”  
OES: “SEMS Guidelines”  
City of Ojai, General Plan, 1983-2012  
City of Ojai, General Plan, Safety Element, 1991  
City of Ojai Multihazard Functional Response Plan, 2006  
Multi-Jurisdictional Hazard Mitigation Plan for Ventura County, February 2005  
OES, “California Implementation Guidelines for the National Incident Management System”, April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System (SEMS) requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System (NIMS) requirements as outlined in Homeland Security Presidential Directive – 5 (HSPD-5). Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.

## **INTRODUCTION**

### **FOREWORD**

This Emergency Operations Plan (EOP) addresses the City of Ojai's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document—designed to be read, understood, and exercised prior to an emergency. It is designed to include the City of Ojai as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This plan provides basic planning information. City departments must prepare standard operating procedures and, in some cases, more detailed checklists which will describe their internal operations under emergency conditions.

### **ASSUMPTIONS:**

- The City of Ojai is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.
- The City of Ojai will utilize SEMS/NIMS in emergency response operations.
- The Director of Emergency Services, City Manager, will coordinate the City's disaster response in conformance with its Municipal Code.
- The City of Ojai will participate in the Ventura County Operational Area.
- The resources of the City of Ojai will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

### **EMERGENCY MANAGEMENT GOALS:**

- Provide effective life safety measures and reduce property loss and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

### ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP:

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience—EOC Management Team.
- **Part Two - Emergency Response Organization Functions.** Description of the emergency response organization and emergency action checklists and reference material. Intended audience—EOC staff.
- **Appendix** – A restricted-use document - contains the emergency/disaster organization's notification numbers and other essential numbers. Intended audience—EOC staff.

### ACTIVATION OF THE EOP:

- On the order of the official designated by the City of Ojai's Municipal Code, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance.
- When the Governor has proclaimed a State of Emergency which includes this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- When there has been a Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

### APPROVAL AND PROMULGATION:

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (**Part Two, Management Section**). Upon completion of review and written concurrence by these departments/agencies, the EOP will be submitted to the California Emergency Management Agency (CalEMA) for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

**MAINTENANCE OF EOP:**

The EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The Police Department is responsible for making revisions to the EOP that will enhance the conduct of response and recovery operations. The Police Department will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 8 of this EOP.

Legal Counsel to the City of Ojai will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

Approval Date: \_\_\_\_\_

### **LETTER OF PROMULGATION**

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY OF OJAI

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Ojai has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Ojai.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System (NIMS) by the City of Ojai. This EOP will become effective on approval by the City Council.

Paul Blatz  
Mayor, City of Ojai

## EMERGENCY OPERATIONS PLAN

## RECORD OF REVISIONS

[illegible]

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**EMERGENCY OPERATIONS PLAN**

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**DISTRIBUTION LIST****DEPARTMENTS/AGENCIES RECEIVING  
COPIES OF THE EOP: NO. OF COPIES**

California Emergency Management Agency, Southern Region	1
Ventura County Operational Area - Ventura County Sheriff's OES	1
Mayor	1
City Council	4
Director of Emergency Services (City Manager)	1
City Attorney	1
Police Department	1
Public Works Department	1
Finance Department	1
City Clerk	1
Community Development Department	1
Recreation Department	1
Ventura County Fire Protection District	1
Ojai Unified School District	1
American Red Cross	1

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**EOC POTENTIAL STAFF MEMBERS**

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**EMERGENCY OPERATIONS PLAN**

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**DEPARTMENT/AGENCY CONCURRENCE**

<b>AGENCY/DEPARTMENT</b>	<b>REPRESENTATIVE</b>	<b>TITLE</b>
City Manager's Office	James Vega	City Manager
City Manager's Office	Joseph Fiss	Deputy City Manager
Fire Department	Gary Monday	Division Chief
Police Department	Jose Rivera	Police Chief
Public Works Department	Greg Grant	Director/City Engineer
Community Development	Lucas Seibert	Manager
Finance	Pam Greer	Director
City Attorney's Office	Matt Summers	City Attorney
Recreation Department	Renee Peace	Manager
City Clerk	Gail Davis	Director
American Red Cross, Disaster Services Ventura County	Daniel Maguire	Manager
Ojai Unified School District	Dr. Tiffany Morse	Superintendent
Ventura County Sheriff's- OES	Patrick Maynard	Manager

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## **SECTION ONE BASIC PLAN**

### **PURPOSE**

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

### **SCOPE**

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command or Unified Command whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.

### **CONCEPT OF OPERATIONS**

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see **Part One, Section Six- Mutual Aid**).

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

**Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises and public education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

**Increased Readiness**

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOPs, and resources listings
- Dissemination of accurate and timely emergency public information
- Accelerated training of permanent and auxiliary staff
- Inspection of critical facilities
- Recruitment of additional staff and Disaster Services Workers
- Mobilization of resources
- Testing warning and communications systems

**Response Phase****Pre-Emergency**

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- Advising the Ventura County Operational Area of the emergency.
- Identifying the need for mutual aid and requesting such through the Ventura County Operational Area via the Sheriff's Office of Emergency Services.
- Proclamation of a Local Emergency by local authorities. **(See Management Support Documentation).**

**Emergency Response**

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the City during this phase:

- The situation can be controlled without mutual aid assistance from outside the City.
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats.
- Mutual aid from outside the City is required.
- The City is either minimally impacted, or not impacted at all, and is requested to provide mutual aid to other jurisdictions.

The emergency management organization will give priority to the following operations:

- Dissemination of accurate and timely emergency public information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Coroner operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Ventura County Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official.

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operating Center (EOC) may be activated, and the Ventura County Operational Area will be advised. The California Emergency Management Agency (CalEMA) Secretary may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the CalEMA Secretary.

CalEMA may also activate the State Operations Center (SOC) in Sacramento to support CalEMA Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Ventura County Operational Area.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. All emergency response efforts

and initial recovery support will be coordinated by the REOC.

### **Sustained Emergency**

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated.

### **Recovery Phase**

As soon as possible, the CalEMA Secretary, operating through the SCO, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross and other Non-Governmental Organizations (NGOs), to coordinate the implementation of assistance programs and establishment of support priorities. Local Assistance Centers (LACs) or telephonic centers may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.

The recovery period has major objectives that may overlap, including:

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts

### **Mitigation Phase<sup>1</sup>**

Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.<sup>2</sup> Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process.

Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levy or abatements
- Public information and community relations
- Land use planning
- Professional training

### **PUBLIC AWARENESS AND EDUCATION**

The public's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, 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

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<sup>1</sup> National Fire Protection Association's Standard 1600 recommends a fifth "Prevention Phase" to prevent damage and life impacts from disasters. Federal Emergency Management Agency and CalEMA recognizes "prevention" as a component of the Mitigation Phase.

<sup>2</sup> National Incident Management System, U.S. Department of Homeland Security, January 26, 2007, pg.159

recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in **Part Two, Management Section Support Documentation**.

### **ADA CONSIDERATIONS FOR LOCAL GOVERNMENT**

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act or 1990 (ADA). Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power
- Accessibility to mobility devices or service animals while in transit or at shelter
- Accessibility to information

**Refer to Part Two, Operations Supporting Documentation for additional issues.**

### **TRAINING AND EXERCISES**

The City's Emergency/Disaster Management Organization will conduct regular training and exercising of city staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Police Department is responsible for coordinating, scheduling and documenting the training and exercises

The objective is to train and educate public officials, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers (DOCs) or at the field level must receive appropriate SEMS/NIMS/ICS training. **Refer to CalEMA's Training Matrix for specific SEMS/NIMS/ICS classes and target audiences.**

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as evacuation, communications, public information or overall city response.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

The City has developed an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS/NIMS.

### **ALERTING AND WARNING**

Warning is the process of alerting government agencies and the general public to the threat of imminent danger. Depending on the nature of the threat and the population groups at risk, warnings can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The City will utilize various modes to alert and warn the community. The various systems are described and the "Emergency Conditions and Warning Actions" through which these systems may be accessed is in **Part Two, Operations Section Support Documentation**.

## **SECTION TWO**

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

#### **GENERAL**

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS) has been adopted by the City of Ojai for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

The National Incident Management System (NIMS) was adopted by the State of California and is integrated into the existing SEMS. NIMS is further discussed in **Part One, Section Three**.

SEMS consists of five levels: field response, local government, operational areas (countywide), Cal EMA Mutual Aid Regions, and state government.

#### **Field Response Level**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency management are: command, operations, planning/intelligence, logistics, and finance/administration.

#### **Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in **Part Two, Management Section**.

Cities are responsible for disaster/emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they

normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the disaster/emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

### **Operational Area**

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

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

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. On November 21, 1995, the Ventura County Board of Supervisors adopted a formal resolution establishing the Ventura County Operational Area. The Ventura County Sheriff's Office of Emergency Services is the lead agency for the Ventura County Operational Area which includes the City of Ojai.

When the Ventura County Operational Area EOC is activated, the Sheriff of Ventura County, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and support requests by cities within the County. The Operational Area Coordinator and supporting staff constitutes the Operational Area Emergency Management Staff. The Operational Area Staff submits all requests for support that cannot be obtained within the County, and other relevant information, to CalEMA Southern Region, Mutual Aid Region I.

The Ventura County Sheriff's EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

1. A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
2. Two or more cities within the operational area have proclaimed a local emergency.
3. The county and one or more cities have proclaimed a local emergency.
4. A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
5. A state of emergency is proclaimed by the governor for the county or two or more

- cities within the operational area.
6. The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.
  7. The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

### **Regional**

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

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

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

The City of Ojai is within Cal EMA's Southern Administrative Region and Region 1 mutual aid region (Region 1A for law enforcement mutual aid).

### **State**

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

### **Federal**

#### **Department of Homeland Security**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks with the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

#### **Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Plan. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

### **SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS**

The City of Ojai will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

1. Use SEMS when
  - A local emergency is declared or proclaimed, or
  - The local government EOC is activated.
2. Establish coordination and communications with Incident Commanders either
  - Through departmental operating centers (DOCs) to the EOC, when activated, or
  - Directly to the EOC, when activated.
3. Use existing mutual aid systems for coordinating fire and law enforcement resources.
4. Establish coordination and communications between the City of Ojai's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

The requirement to use SEMS includes:

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

#### **CITY OF OJAI RESPONSIBILITIES UNDER SEMS**

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Ojai with an emergency response role. The Disaster Preparedness Coordinator (DPC) has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City of Ojai on SEMS requirements and guidelines
- Coordinating SEMS development among departments and agencies
- Incorporating SEMS into the City of Ojai's EOP and procedures
- Incorporating SEMS into the City of Ojai's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Ojai. The emergency role of these special districts should be determined and provisions made for coordination during emergencies
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies

The City of Ojai will participate in the Ventura County Operational Area organization and system for coordination and communication within the operational area.

All city staff who may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired.

In addition to the training, the City of Ojai ensures that EOC staff participates regularly in emergency management exercises to improve preparedness, response and recovery activities.

#### **SEMS EOC ORGANIZATION**

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

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## EMERGENCY OPERATIONS PLAN

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

The EOC organization should include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

### MAJOR SEMS COMPONENTS

#### Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

#### Management of Personnel - Hierarchy of Command and Span-of-Control

The position title "coordinator" refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. Management and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and

- Interacting with each other, Management, and other entities within the EOC ensure the effective functioning of the EOC organization.

### **EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts,
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in **Part Two-Planning/Intelligence Support Documentation -- Action Planning**.

### **SEMS Coordination**

#### **Multi-Agency or Inter-Agency Coordination at the Local Government Level**

Emergency response is coordinated at the EOC through representatives from city departments and agencies, outside agencies, volunteer agencies and private organizations.

Multi-agency or inter-agency coordination is important for:

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

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

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the City of Ojai's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will

coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

#### **Coordination with Ventura County Operational Area Level**

Coordination and communications should be established between activated local government EOC's and the operational area. The communications links are telephone, satellite phone, radio, video conferencing, data and amateur radio, the Ventura County Auxiliary Communications Services (ACS) radio system, runner, etc.

Ventura County uses an Operational Area Inter Agency Coordinating Group concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

#### **Coordination with Special Districts**

Special districts are defined as local governments in SEMS. The disaster/emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the disaster/emergency response by assisting other local governments.

Coordination and communications should be established among special districts which are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is wholly contained within the city, the special district should have a liaison representative at the city EOC and direct communications should be established between the special district EOC and the city EOC. An exception may occur when there are many special districts within the city.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

When there are many special districts within a city, it may not be feasible for the city EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the city should work with the special districts to develop alternate ways of establishing coordination and communications.

**Coordination with Volunteer and Private Agencies**

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of Ojai's EOC will establish and practice communications with private and volunteer agencies providing services within the city, such as the American Red Cross, Salvation Army, Auxiliary Communication Services (ACS) and Community Emergency Response Team (CERT).

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

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

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

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

## **SECTION THREE NATIONAL INCIDENT MANAGEMENT SYSTEM**

### **GENERAL**

In addition to SEMS, the City of Ojai recognizes the NIMS and has incorporated the NIMS concepts into the city's EOP, training and exercises.

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. The National Incident Management System (NIMS) is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

### **NIMS COMPONENTS**

Six major components make up this systems approach. The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity.

#### **Command and Management**

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

- **The ICS** - ICS is a standardized, on-scene, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Multi Agency Coordination Systems** - Provides coordination for incident prioritization, critical resource allocation, communication systems integration and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.
- **Public Information Systems** - These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

#### **Preparedness**

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards,

equipment acquisition and certification standards, and publication management processes and activities.

- **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification and Certification** - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
- **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- **Publications Management** - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

**Resource Management**

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

**Communications and Information Management**

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications** - Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** - Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

**Supporting Technologies**

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

**Ongoing Management and Maintenance**

This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

**NIMS COMPLIANCE**

The State of California's NIMS Advisory Committee issued "*California Implementation Guidelines for the National Incident Management System, 2006*" to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City of Ojai is following this document to ensure NIMS compliance.

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## **SECTION FOUR**

### **CITY OF OJAI EMERGENCY MANAGEMENT ORGANIZATION**

#### **GENERAL**

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

#### **CONCEPT OF OPERATIONS**

City emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

##### **Level One - Decentralized Coordination and Direction**

Level One activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

##### **Level Two - Centralized Coordination and Decentralized Direction**

Level Two activation may be a moderate to severe emergency/disaster wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principally involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

##### **Level Three - Centralized Coordination and Direction**

Level Three activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster may be requested. All response and early recovery activities will be conducted from the EOC. Most off-duty personnel will be recalled.

#### **EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES**

The City of Ojai operates under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS which is discussed in detail under **SEMS and NIMS** in this Section. The City of Ojai's Emergency Management Organization (including emergency response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the City Council/Disaster Council per Chapter One Section 3-1.01.-3-1.12. of Ojai's Municipal Code. The Director of Emergency Services is responsible for implementing the EOP. While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section).

The Director of Emergency Services/EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC)
- Operating communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations
- Obtaining support for the City of Ojai and providing support to other jurisdictions as required
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating and disseminating damage assessment and other essential information
- Providing status and other reports to the Ventura County Operational Area

The City of Ojai's Emergency Organization Matrix is contained in **Chart 1**.

#### **Ventura County Operational Area (See Chart 2)**

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to Cal EMA Mutual Aid Region I.

The City of Ojai requests all mutual aid (except fire and law) through the Ventura County Operational Area EOC. The Ventura County Operational Area then requests non fire and law mutual aid through its regular channels (See **Chart 3**). Fire mutual aid and Law Enforcement mutual aid is coordinated through the designated Regional Fire and Law Enforcement Coordinators.

#### **Reporting to the Ventura County Operational Area**

City reports and notifications are to be made to the Ventura County Operational Area. These reports and notifications include:

- Activation of the City EOC
- Proclamation of a Local Emergency (**See Local and State Proclamations in the Management Support Documentation**)
- Reconnaissance Reports
- City Status Reports
- Initial Damage Estimates
- Incident Reports

**Mutual Aid Region Emergency Management**

The City of Ojai is within Cal EMA Mutual Aid Region I and the CAL EMA Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

**State Emergency Management**

The Governor, through Cal EMA and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal EMA Secretary or, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

The State of California Emergency Organization Chart is contained in **Chart 4**.

**CHART 1  
OJAI EOC ORGANIZATION MATRIX**

P=Primary

S=Support

City of Ojai EOC Organization Matrix		City Clerk	City Council	City Mgr Office	City Attorney	City Treasurer	Community Dev.	Finance	Fire Dept.	Police Dept.	Public Works	Recreation/Comm. Svcs.	Vent. Co. Agencies	Utilities	Special Districts	Volunteer Agencies	Hospitals/Clinics
MANAGEMENT	Policy Group		P		S												
	EOC. Dir			P							S						
	Liaison Officer	P		S													
	P.I.O.	P		S													
	Legal Advisor				P*												
OPERATIONS	Operations Coord.								P/S	P/S	P/S						
	Fire/Haz Mat/Rescue Branch								P*				S				
	Law Enforcement Branch									P*			P				
	Coroner Unit												P				
	Public Works Branch										P		S	S			
	Care and Shelter Branch											P				S	
	Animal Care Unit												P				
	Medical/PublicHealth Branch												P				
PLANNING	Building and Safety Branch						P						S	S			
	Plans/Intell. Coord .						P					S					
	Resources Unit						P					S					
	Situation Status Unit						P					S					
	Damage Assessment Unit						P					S					
	Documentation Unit						P					S					
	Advance Planning Unit						P					S					
	Recovery Planning Unit						P					S					
LOGISTICS	Demobilization Unit						P					S					
	Logistics Coord .										P	S					
	Procurement Unit										P	S					
	Personnel Unit										P	S					
	Facilities Unit										P	S					
	Transportation Unit										P	S					
FINANCE	Info. Systems Branch										P	S					
	Finance Coord.							P									
	Cost Recovery Unit							P									
	Time Keeping Unit							P									
	Cost Analysis Unit							P									

\*Contract with Ventura County.

**CHART 2**  
**COUNTY OF VENTURA'S EMERGENCY ORGANIZATION MATRIX**

P=Primary

S=Support

Ventura County EOC Organization Matrix		Animal Services	Auditor	Assessor	Board of Supervisors	CEO	Clerk/Recorder	Coroner	County Counsel	Fire	General Services	Harbor	Health Care Agency	Human Resources	Human Svcs. Agency	Info. Systems	Public Works	Purchasing	Resource Mgmt.	Sheriff	Utilities	Volunteer Agencies	Schools
MANAGEMENT	Policy				S	P			S											S			
	EOC. Dir.								S											P		S	
	Liaison Officer					P							S							S			
	P.I.O.					S				S										P			
	Legal Advisor								P														
	EOC Coordinator																			P			
	Safety Officer																		S	P			
	Security Officer										S									P			
OPERATIONS	Ops. Coordinator									S			S				S			P	S	S	
	Fire/Haz Mat/Rescue									P										S			
	Law Enforcement							S												P			
	Infrastructure												S			S	P				S		
	Care & Shelter	P											S		P							S	S
	Med./Pub. Hlth./Coroner							P					P		S								
	Bldg & Safety																		P				
PLANNING	Plans/Intel. Coord.						S			S	S		S		S				S	P		S	
	Resources									S										P			
	Situation Status									S										P			
	Damage Assess									S										P			
	Documentation									S										P			
	Advance Planning									S										P			
	Recovery Planning									S										P			
	GIS Unit									S						P							
LOGISTICS	Demobilization									S										P			
	Logistics Coord.										P	S			S					S		S	
	Procurement																	S	P				
	Personnel													P								S	
	Facilities										S												S
FINANCE	Transportation										P												S
	Info Systems															P							
	Finance Coord.		P								S			S						S		S	
	Purchasing																	P	S	S			
	Comp./Claims																						
	Cost Recovery	S						S		S	S	S	S	S	S	S	S		S	P			
RECOVERY	Time																						
	Cost Analysis																						
					S	P			S		S		S	S	S	S	S	S	S	S	S	S	S

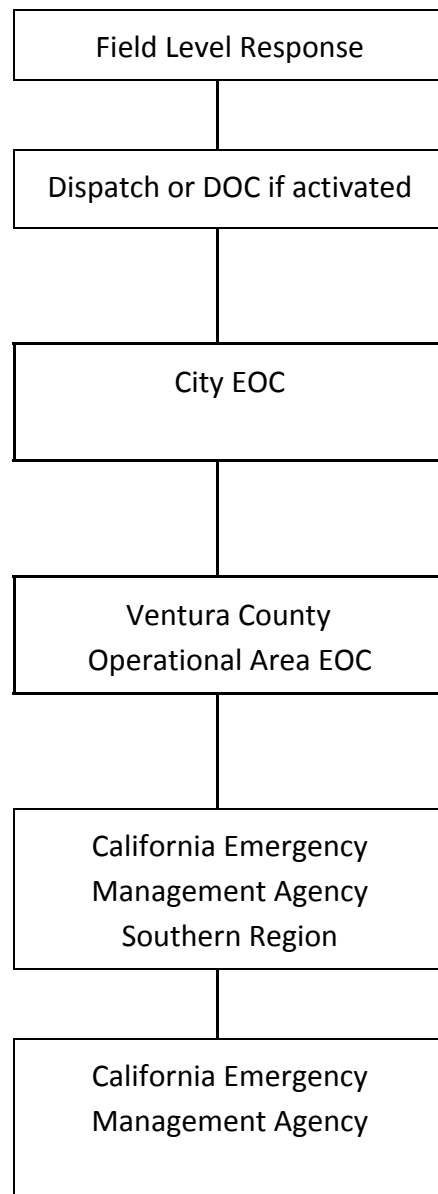
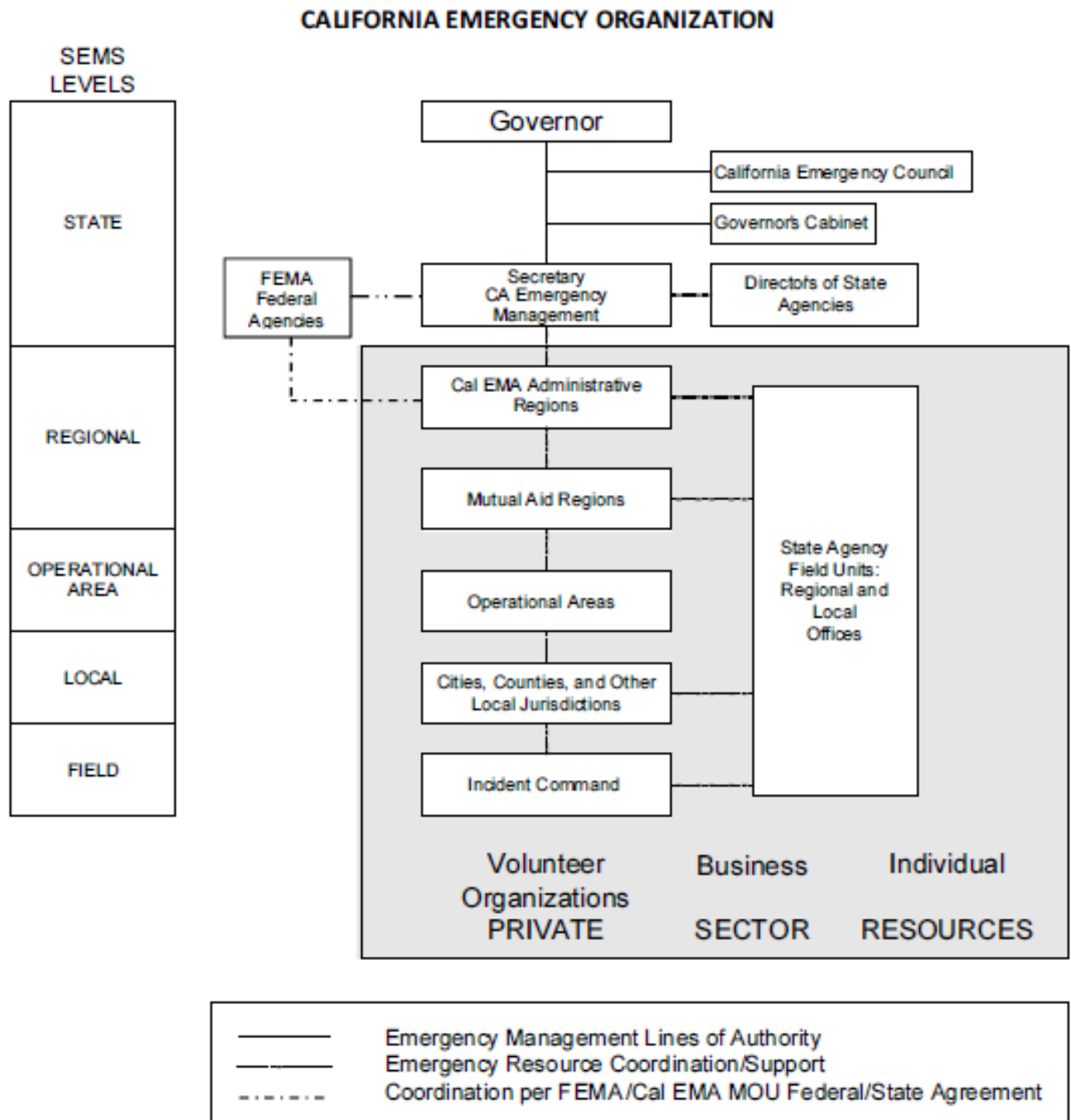
**CHART 3****VENTURA COUNTY OPERATIONAL AREA  
CHANNEL OF COORDINATION**

CHART 4



**CITY OF OJAI EMERGENCY OPERATIONS CENTER (EOC)**

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Ojai's EOC:

- Managing and coordinating emergency operations
- Receiving and disseminating warning information
- Developing emergency policies and procedures
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Ventura County Operational Area
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary

**EOC LOCATION AND DESCRIPTION**

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

**DESCRIPTION**

The City of Ojai's primary EOC can be up and running in about 30 minutes. The EOC includes an operations area, radio room, audio-visual, storage room, kitchen, conference rooms, bathrooms and adjacent office areas. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for 48 hours. Resupply of emergency fuel will be obtained through Public Works. On-site services include break rooms, restrooms and limited locker rooms.

The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the

alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC will be similar to those of the primary EOC. Emergency power is provided by a diesel generator. Emergency fuel is sufficient for 48 hours. Resupply of fuel obtained through a local provider. On-site services include restrooms, locker rooms with showers and kitchen areas.

All EOC supplies, including phones, laptops, reference manuals, and hard copies of display charts, boards and materials are kept in the EOC Storage closet adjacent to the room.

### **DISPLAYS**

Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating display of information. All EOC supplies, including phones, laptops, reference manuals, and hard copies of display charts, boards and materials are kept in the EOC Storage closet adjacent to the room.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

### **COMMUNICATIONS**

Communications are provided in the EOC and include Police and Fire Dispatch, telephones, cell phones, satellite phones, radios, amateur radio systems and VC Alert (reverse 9-1-1). Communication facilities will be continuously staffed during emergencies, either by volunteers or city staff. The Logistics Section is responsible for communications.

### **CITY OF OJAI EOC ACTIVATION POLICY**

The City EOC is activated when field response agencies need support, a citywide perspective is needed, or multi-departments need to coordinate. The EOC may be partially or fully staffed to meet the demands of the situation.

EOC set up procedures are contained in the **Appendix – EOC Set-Up Procedures (Restricted Use)**.

**When to Activate:**

- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time
- On the order of the City Manager or designee, provided that the existence or threatened existence of a Local Emergency has been proclaimed
- When the Governor has proclaimed a State of Emergency in an area which includes the City of Ojai
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act **(See Local and State Proclamations in the Management Support Documentation)**
- When there is a Presidential Declaration of a National Emergency
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation
- Following a significant earthquake causing damage in Ojai or neighboring jurisdictions
- Upon notification of an uncontrolled release or failure of Bouquet, Santa Felicia, Pyramid and/or Castaic Dams

**Who Can Activate:**

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives **(as referenced in Part Two – Management - Continuity of Government Lines of Succession)** are authorized to activate the EOC:

- City Manager
- Police Chief
- Public Works Director

**How to Activate:**

- Dispatch will notify the Police Captain regarding EOC activation.
- Identify yourself and provide a call-back confirmation phone number if requested.
- Designate personnel to set up the EOC
- Notify all EOC Section Coordinators
- Briefly describe the emergency/disaster situation causing this request.
- Request EOC "Level Two" or "Level Three" Activation.
- Request notification of EOC "Level Two" or "Level Three" staff.

**Deactivation**

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function. **(See Part Three—Management/EOC for EOC Set-Up Procedures.)**

**LOCAL GOVERNMENT EOC STAFFING GUIDE**

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences or advance notice of possible events that may impact the health and safety of the public and/or environment. Heightened awareness is desired.	Alert	Designated staff members. <b>The EOC will not be activated.</b>
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director  Other Designees  <i><b>Note: May be limited to Department Operations Center activation.</b></i>
Severe Weather Issuances (see <b>Operations Support Documentation -NWS</b> )		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Power outages and Stage 1 and 2 power emergencies.		
Earthquake with damage reported	Two	EOC Director  Section Coordinators, Branches and Units as appropriate to situation  Liaison/Agency representatives as appropriate.  Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Large scale power outages and Stage 3 power emergencies		
Major city or regional emergency-multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with significant damage in City or adjacent cities.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

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## **SECTION FIVE CONTINUITY OF GOVERNMENT**

### **PURPOSE**

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and industry. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

### **RESPONSIBILITIES**

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

### **PRESERVATION OF LOCAL GOVERNMENT**

The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

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

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

The CESA provides for the preservation of city government in the event of a peacetime or national security emergency.

### **LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES**

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

national security disaster.

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

A successor to the position of Director of Emergency Services is appointed by the City Council. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

First Alternate:	Assistant to the City Manager
Second Alternate:	Chief of Police
Third Alternate:	Director of Public Works

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

Article 15, Section 8637 of the CESA authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. **(See Lines of Succession list for city departments at the end of this Section.)**

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

- By the chairman of the board of the county in which the political subdivision is located, or
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated).
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

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

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

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

**TEMPORARY COUNCIL MEETING LOCATION AND ALTERNATE CITY GOVERNMENT LOCATION**

Section 8642 of the CESA authorizes the City Council to meet at a place not necessarily within the City in the event of State of War Emergency, State of Emergency, or Local Emergency.

Section 54954 of the Brown Act provides that if a fire, flood, earthquake, or other emergency makes it unsafe to meet in the place designated for holding regular City Council meetings, the presiding officer of the City Council, or his or her designee, can designate the place that regular meetings will be held for the duration of the emergency. The presiding officer's designation of a meeting place under those circumstances must be:

In the event that City Hall is not usable because of emergency conditions, the temporary office of city government will be as follows:

- 1st Alternate: Boyd Recreation Center, 510 Park Road, Ojai
- 2nd Alternate: Ojai Public Works Dept, 501 S. Signal, Ojai

**PRESERVATION OF VITAL RECORDS**

In the City of Ojai, the City Clerk is responsible for the preservation of vital records. If the City Clerk is unavailable, the Deputy City Clerk will be responsible for the preservation of vital records.

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

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

Vital records of the City of Ojai are routinely stored in Ojai City Hall and are backed up in the City Clerk's office at Ojai City Hall. The computer server room is located off-site, in the Public Works Yard at 510 S. Signal. The hard tapes that back up the server data and stored in a fireproof safe at City Hall. Each department within the city should identify, maintain and protect its own essential records.

**LINES OF SUCCESSION FOR DEPARTMENT HEADS**

<b>SERVICE/DEPARTMENT</b>	<b>TITLE/POSITION</b>	
City Manager (Director of Emergency Services)	1.	City Manager
	2.	Assistant City Manager
	3.	Public Works Director
City Clerk	1.	City Clerk
	2.	Deputy City Clerk
	3.	Deputy City Clerk
City Attorney	1.	City Attorney
	2.	Assistant City Attorney
	3.	
City Treasurer	1.	Treasurer
	2.	Finance Director
	3.	Accounts Supervisor
Community Development	1.	Community Development Director
	2.	Building Inspector
	3.	Building and Planning Technician
Finance	1.	Finance Director
	2.	Accounts Supervisor
	3.	Senior Accounting Specialist
Fire (Ventura County)	1.	Fire Captain (Ventura County Fire)
	2.	Battalion Chief
	3.	Division Chief
Police (Ventura County)	1.	Chief (Captain, Ventura County Sheriff)
	2.	City Administrative Sergeant
	3.	Patrol Sergeant

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**EMERGENCY OPERATIONS PLAN**

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<b>SERVICE/DEPARTMENT</b>	<b>TITLE/POSITION</b>	
Public Works Department	1.	Public Works Director
	2.	Public Works Supervisor
	3.	Transit Operations Supervisor
Recreation	1.	Recreation Director
	2.	Recreation Supervisor
	3.	Recreation Coordinator

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## **SECTION SIX MUTUAL AID**

### **INTRODUCTION**

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(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, building and safety, medical and public works and emergency managers (EMMA). In addition to the Mutual Aid agreements that are in place within the state of California, more recently, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) which allows the state of California to participate with 50 other states in a nationwide mutual aid system.

### **MUTUAL AID SYSTEM**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1**.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states via the Emergency Management Assistance Compact.

### **MUTUAL AID REGIONS**

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of Ojai is within Region 1 which is divided into two Regions for Law Enforcement Mutual Aid – Regions 1 and Region 1A. Each mutual aid region consists of designated counties. Region 1 is in the Cal EMA Southern Administrative Region (**See Chart 3**).

### **MUTUAL AID COORDINATORS**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2**.

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When an operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow.
- When a Cal EMA regional EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist Cal EMA regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

### **PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army, Auxiliary Communication Services, Community Emergency Response Teams, faith-based organizations and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

#### **POLICIES AND PROCEDURES**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- The City of Ojai will make non-law and non-fire mutual aid requests via the Ventura County Sheriff's Office of Emergency Services. Requests should specify, at a minimum:
  - Number and type of personnel needed
  - Type and amount of equipment needed
  - Reporting time and location
  - Authority to whom forces should report
  - Access routes
  - Estimated duration of operations
  - Risks and hazards

All mutual aid requests will be documented via Web EOC.

Chart 1  
MUTUAL AID SYSTEM FLOW CHART

**MUTUAL AID CONCEPT:  
Flow of Resource Requests**

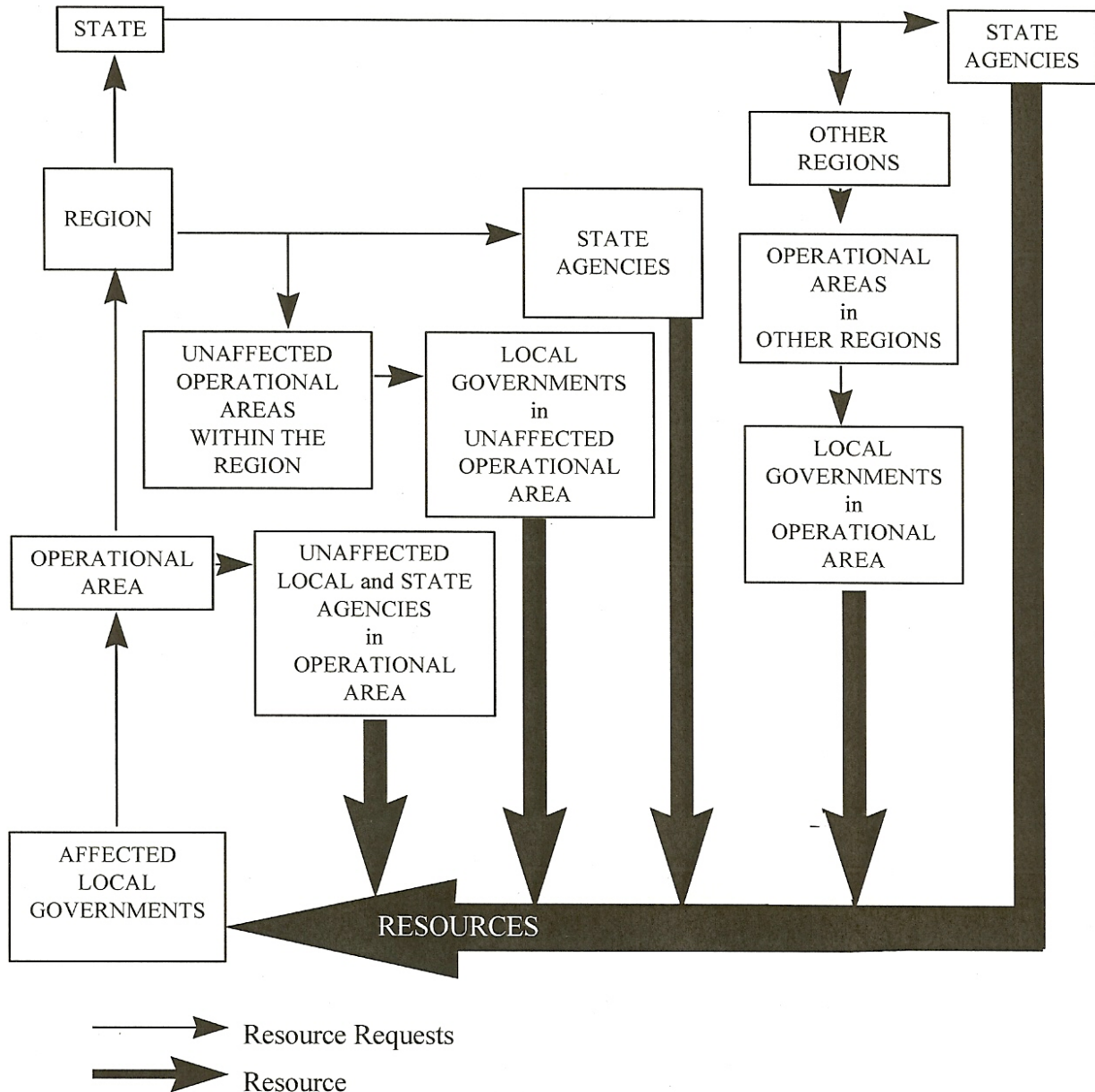
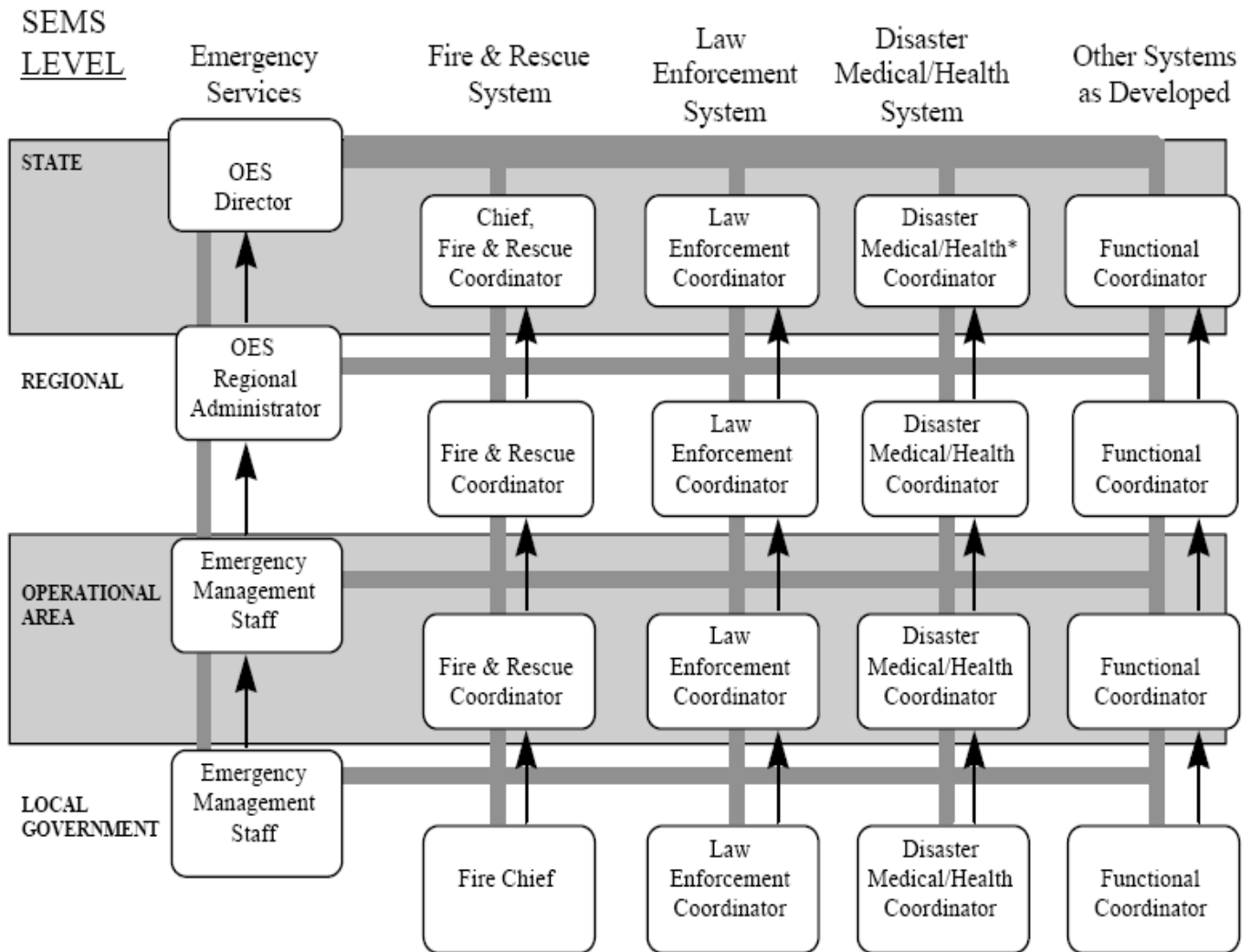


Chart 2

## MUTUAL AID CHANNELS: Discipline Specific Mutual Aid Systems



\* Includes Mental Health Mutual Aid System



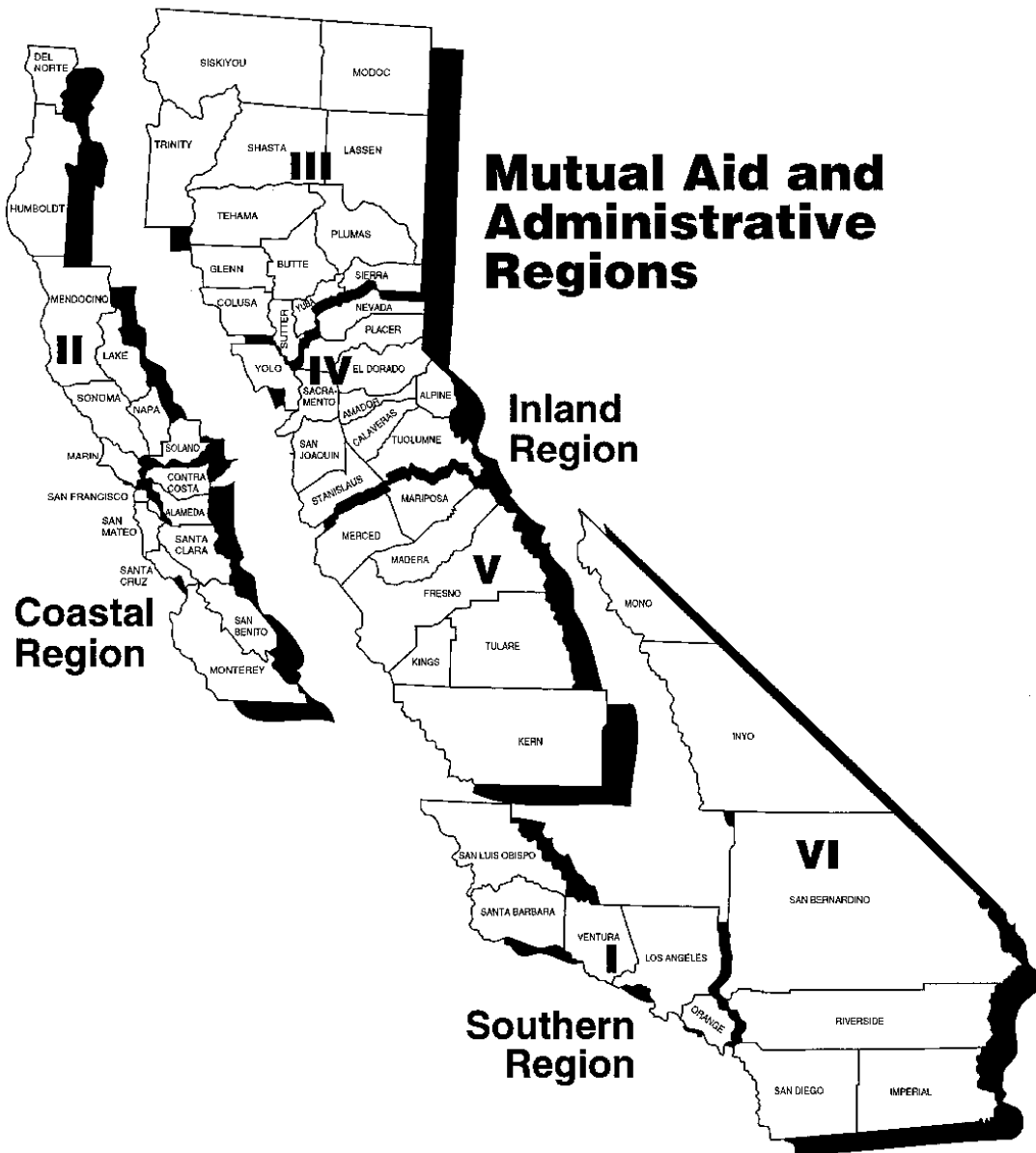
Resource Requests



Information Flow  
and Coordination

Chart 3  
STATE MUTUAL AID REGION MAP

# Cal *EMA*



## **SECTION SEVEN**

### **AUTHORITIES AND REFERENCES**

#### **GENERAL**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. **(For more information on Proclamations see Local and State Proclamations in the Management Support Documentation).**

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

The National Incident Management Section, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive No. 5 and is also based on the Incident Command System and the multi-agency coordination system.

The National Response Framework (NRF) establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents and specifies how the federal government coordinates with state, local and tribal governments and the private sector to respond more effectively to any type of incident. The NRF is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

#### **AUTHORITIES**

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

**Federal**

- Americans with Disabilities Act of 1990 (ADA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- Emergency Management Assistance Compact (EMAC)

**State**

- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Government Code
- California Government Code, Title 19, Public Safety, Div. 1, CAL EMA, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- "Good Samaritan" Liability
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Standardized Emergency Management System (SEMS) Guidelines
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California Master Mutual Aid Agreement

**Local**

- City of Ojai's Municipal Code Chapter 1, Emergency Organization
- City of Ojai adopted the Master Mutual Aid Agreement June 16, 1949
- City of Ojai adopted Workmen's Compensation Benefits for Disaster Service Workers, March 29, 1973
- Signatory to Ventura County Operational Area Agreement (and adoption of SEMS and ICS), November 1995
- Resolution #\_\_\_\_, City Council of Ojai adopting Emergency Operations Plan, date

- Ventura County Operational Area Organization Agreement adopted November 21, 1995
- Ventura County/Cities Mutual Aid Agreement for Emergency Building and Safety Services adopted July 11, 1995

## **REFERENCES**

### **Federal**

- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

### **State**

- Disaster Assistance Procedure Manual (CalEMA).
- California Emergency Plan, 2008 Draft
- California (CAL EMA) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- California (CAL EMA) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

### **Local**

- Ventura County Emergency Operations Plan, (to be adopted 2013)
- Ventura County Energy Shortage Emergency Response Plan adopted December 10, 1996
- Ventura County Dam Failure Response Plan adopted (in revision)
- Ventura County Hazardous Materials Area Plan, 2010
- Ventura County Operational Area Tsunami Evacuation Plan, June 2011
- Ventura County Nuclear Response Plan, 2012
- Ventura County Hazard Mitigation Plan, 2010
- Ventura County Animal Regulation Department Emergency Operations Plan, 2009
- City of Ojai General Plan and Elements, 1987-2012
- City of Ojai SEMS Multihazard Functional Response Plan, 2006

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**SECTION EIGHT  
THREAT SUMMARY FOR CITY OF OJAI**

This section of the Basic Plan (Part One) consists of a series of threat summaries based on the city of Ojai's Safety Element in the city's General Plan. The Safety Element of the General Plan was last updated in 1991. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur. For further details, refer to the Safety Element of the city's General Plan.

The City of Ojai is located within Ventura County, Region I, Southern Administrative Region of the California Emergency Services Agency (CalEMA). The City is located at the western end of Ventura County, 746 feet above sea level. Ojai is a semi-rural community with a population of approximately 7,461 (census 2010) with the most densely populated areas being those closest to the City. It is surrounded by the Los Padres National Forest and agricultural land. The actual City of Ojai is geographically only a small part of the Ojai Valley covering an area of only 4.5 square miles. There are no significant industrial facilities, freeways, transportation centers, refineries or factories storing or manufacturing hazardous materials. A high pressure natural gas line travels through the Ojai Valley with scattered oil drilling sites surrounding the area. The Ojai Unified School District serves approximately 2,900 students and their families with 5 elementary schools, one junior high school, one continuation high school and one comprehensive high school (<http://www.ojai.k12.ca.us/>). There is one small hospital, Ojai Valley Hospital, that serves the community. Accessibility to the Ojai Valley is limited to two highways, Hwy. 33 and Hwy. 150, with accessibility in four directions. Both highways have relatively rugged terrain with steep and winding inclines.

- An earthquake could impact segments of or the total population.
- The City has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well as transportation accidents, pipeline ruptures, and illegal dumping.
- The Casitas Dam is located southwest of the City and below in altitude, creating no direct threat to the City of Ojai.
- A portion of the City may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.
- Several areas in the Ojai area are subject to a landslide hazard. The largest areas are in the hillsides to the north and south of the City of Ojai.
- A transportation incident such as a major air crash, or trucking incident could impact areas within the City.
- A civil unrest incident could impact areas within the City or the entire City.
- The entire Ventura County basin is considered as a risk area for an act of terrorism; therefore both sheltering and evacuation should be considered. Neither the City nor the County of Ventura has the capability to plan for the organized evacuation of the basin; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public.

- The city is surrounded by very high fire hazard areas according to the Ventura County Operational Hazard Mitigation Plan, 2004 and can be directly and indirectly impacted by the effects of a wildfire.

The City contracts for police and fire services through the Ventura County Sheriff's Department and the Ventura County Fire Protection District. The City also relies on the Radio Amateur Civil Emergency Services (RACES) for assistance in emergency communications and other necessary emergency services. The City will coordinate communicate and depend on the effective response of the Ojai Unified School District , other special districts, and on the city's neighboring cities.

City staff has been designated to coordinate all SEMS/NIMS functions.

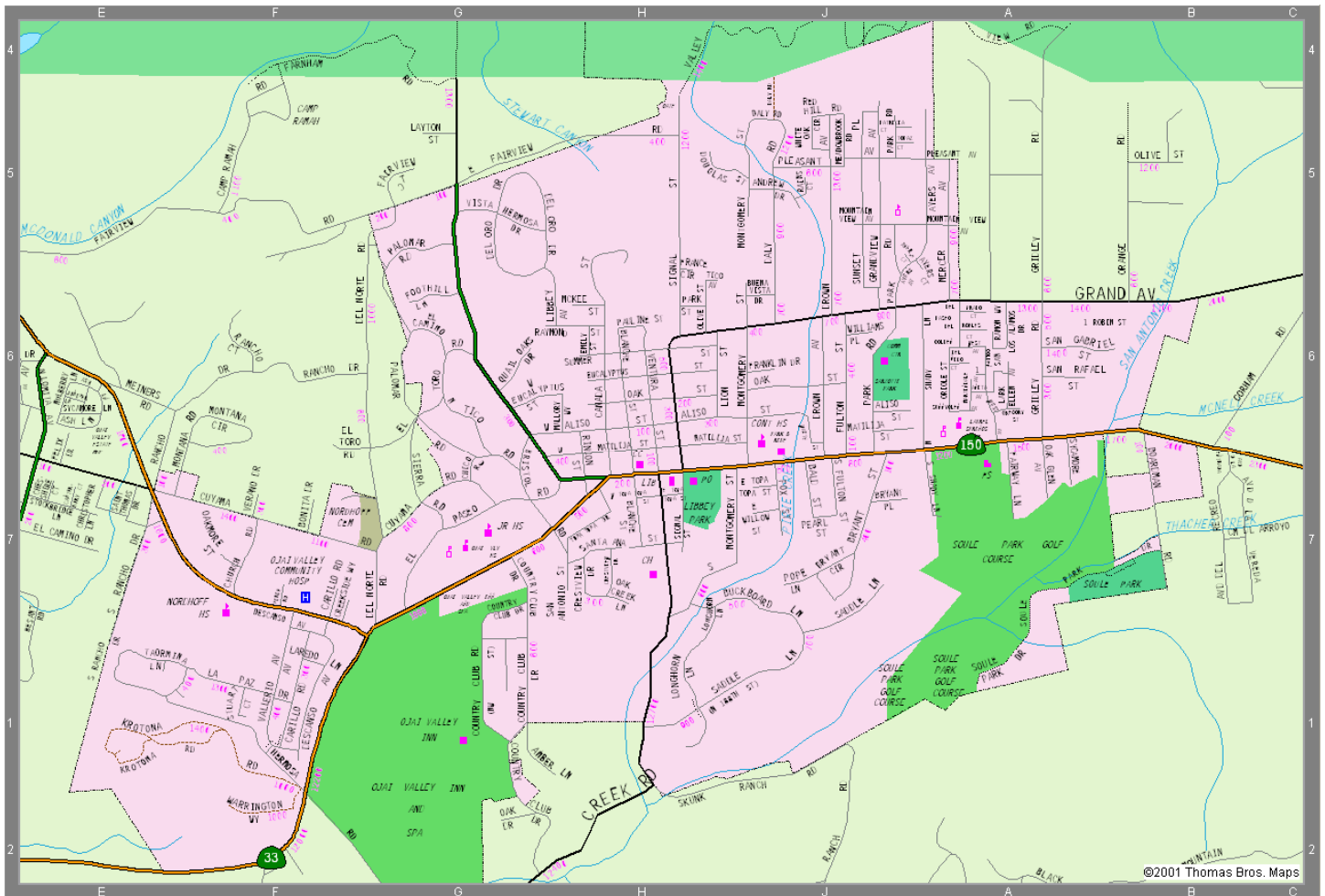
During the response phase, the City's EOC is the coordination and communication point and the access to the Ventura Operational Area.

The following threat assessments identify and summarize the hazards which could impact the City of Ojai:

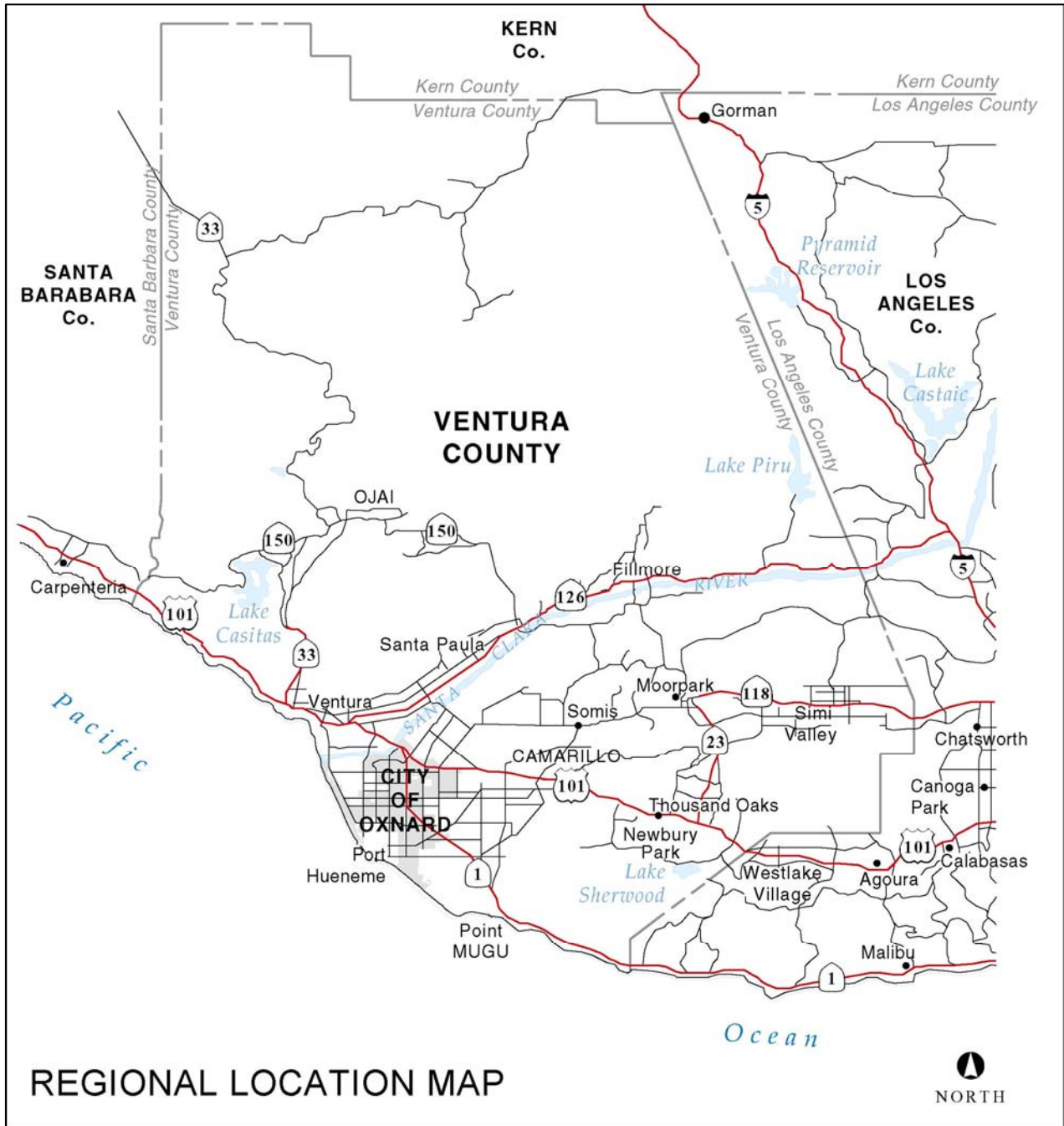
- |                        |                                 |
|------------------------|---------------------------------|
| Threat Assessment 1 -  | Major Earthquake                |
| Threat Assessment 2 -  | Hazardous Material Incident     |
| Threat Assessment 3 -  | Flooding                        |
| Threat Assessment 4 -  | Fire                            |
| Threat Assessment 5 -  | Dam Failure                     |
| Threat Assessment 6A - | Transportation: Major Air Crash |
| Threat Assessment 6B - | Transportation: Truck Incident  |
| Threat Assessment 7 -  | Civil Unrest                    |
| Threat Assessment 8 -  | Terrorism                       |
| Threat Assessment 9 -  | Landslide                       |
| Threat Assessment 10 - | Public Health Emergency         |

## EMERGENCY OPERATIONS PLAN

# CITY OF OJAI MAP



**CITY MAP  
ADJACENT JURISDICTIONS**



## **THREAT ASSESSMENT 1 MAJOR EARTHQUAKE**

### **GENERAL SITUATION**

The City of Ojai is in the vicinity of several active or potentially active earthquake faults including the San Andreas, San Cayetano, Simi-Santa Rosa, Sycamore Canyon Fault, Boney Mountain Fault, Malibu Coast Fault, the Oakridge Fault, the Santa Ana/Arroyo Parida Fault Zone, and the Lion Mountain Fault.

One of the most studied and active faults, the San Andreas lies approximately 35 miles east of the City of Ojai. This fault has the capability of producing an earthquake of up to 8.0 magnitude on the Richter scale. An 8.0 magnitude earthquake on the southern section of the San Andreas will most certainly affect areas many miles away from the epicenter. (The 1994 Northridge 6.7 earthquake, caused damage to areas 20-30 miles away from the epicenter. - *A Special Report on the January 17, 1994 Northridge Earthquake*, Dames and Moore, 1994). The City of Ojai more than likely will not be directly impacted by a rupture on the San Andreas. The City may, however, suffer indirect impacts such as water, electricity, and gas disruptions, transportation problems along highways that serve the City, requests for Mutual Aid and even perhaps an influx of people needing assistance from the heavily impacted surrounding areas.

A major earthquake occurring in or near this jurisdiction may cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of the waterways and dam. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its affect upon the population and could exceed the response capabilities of the individual cities, Ventura County Operational Area and the State of California Emergency Services. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in areas downwind from hazardous material releases. Many families would be separated particularly if the earthquake should occur during working hours, and a personal inquiry or locator system could be essential. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, to and from the disaster area, and by the disruption of public utilities and services.

The economic impact on the City of Ojai from a major earthquake would be considerable in terms of loss of tourism, employment and loss of tax base. Also, a major earthquake could cause serious

damage and/or outage of computer facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other segments of the financial community. In turn, this could affect the ability of local government, business and the population to make payments and purchases.

### **SPECIFIC SITUATION**

The potential hazards that the City of Ojai may face in an earthquake include the following:

#### **Ground Shaking**

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The intensity of the ground shaking and the resultant damages are determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed. Approximately one dozen unreinforced masonry buildings are located in the City of Ojai that could be greatly impacted by any strong ground shaking as a result of an earthquake.

#### **Liquefaction**

Many areas may have buildings destroyed or unusable due to liquefaction. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake.

Many areas in Ojai are susceptible to a liquefaction hazard. These areas are the Santa Ana Valley north of Casitas Lake, the Ojai Valley, and the Upper Ojai Valley. There are also a few areas outside of the City boundaries which are also subject to liquefaction. These areas are located along or adjacent to the San Antonio Creek and in the eastern portion of the Ojai area. The only portions of the City not affected by liquefaction are those areas located far north along the City boundary or to the west of the Ojai Country Club.

**DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES****Bed Loss in Hospitals**

The Ojai area is served by one hospital, the Ojai Valley Community Hospital. It is a 103 bed facility (includes continuing care center) and one health center operated by Clinicas de Camino Real. It is anticipated that medical facilities will be impacted by a major earthquake due to structural damage. This will impair the number of beds available and create the need for several field hospitals. During a disaster, bed availability and transfer of patients will be coordinated by the Ventura County Emergency Medical Services. The City will access the Ventura County Emergency Medical Services via the Operational Area Emergency Operation's Center.

**Communications**

Telephone systems will be affected by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately after the event numerous failures will occur coupled with saturation overloads. This will disable up to 80% of the telephone system for one day. In light of the expected situation, emergency planners should not plan on the use of telephone systems for the first few days after the event.

Radio systems are expected to be 40 to 75% effective; microwave systems, 30% effective or less.

**Dam and Flood Control Channels**

The potential of flooding is a major safety concern. Although the Casitas Dam is below the City of Ojai there is a threat to the sparsely populated areas within that flood zone. The greatest concern comes from the many creeks, channels and drains which may back up due to debris buildup and the increase in water pressure causing roadways, bridges, and structures to be overtaken. Of primary concern is the San Antonio Creek which confluent with the other waterways and runs into the Ventura River, north of Casitas Springs.

**Electrical Power**

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of Southern California Edison Company, the electrical power will not be rerouted and will be lost for an undefined period of time. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Loss of Southern California Edison transmission lines is possible.

**Fire Operations**

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none to inadequate. First response from fire personnel is expected to be assessment of the area to

establish what is needed to determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment. The City of Ojai is within the Ventura County Fire Protection District and can expect the equipment located in the City at the time of the event to be available for the City.

Secondary responses by the Fire Protection District after assessment will be placed upon diversion of resources to accomplish search and rescue of trapped persons. Major problems the Fire Protection District should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

### **Highways and Bridges**

Damage to highway systems and bridges is expected to be major. Any inner surface transportation routes could be subject to delays and detours. A major portion of surface streets, highways and bridges may be blocked due to landslides and roadway collapse.

### **Natural Gas** (See Pull Out Map for Lifeline Facilities)

Natural gas is supplied to the City by the California Gas Company. Distribution lines may be susceptible to liquefaction and other soil related hazards. Damage to these lines during an earthquake could result in an interruption of service or, in a worst case scenario, fires, or explosions. Leaks would be expected to occur mostly at piping connections and valves.

### **Petroleum Fuels** (See Pull Out Map for Lifeline Facilities)

A 10-inch diameter crude oil pipeline, operated by Equilon traverses the City. Crude oil pipelines are typically buried within the upper 5 feet and are equipped with emergency shut off valves. This pipeline could potentially be damaged in an earthquake, resulting in disruption of service and contamination of surface waterways, soil, and underlying ground water. possibility of fire where pipeline failures occur. Fire is a serious threat if leaking products are ignited.

### **Sanitation Systems**

The city's wastewater treatment, managed by the Ojai Valley Sanitation District, could be out of service from 4 to 6 months depending on the damage caused by the severity of intensity, liquefaction and the conditions of the potable water system and the sewage collection system. The wastewater will require discharge with emergency chlorination to reduce health hazards. As a result, there may be flows of untreated sewage in some street gutters. Many house sewer connections may break.

### **Water Supply**

Two of the three major aqueducts serving Southern California are expected to be out of service from 3 to 6 months following the event; only the Colorado River Aqueduct is expected to remain in service. This indicates the imported water supply to Ventura County may be only partial for a 3 to 6 months period. Water is supplied to water the City of Ojai by Southern California Water. Ojai and the surrounding areas receive 90% of their water from six company-owned wells. The supply is augmented by water purchased from the Casitas Municipal Water District (Southern California

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## EMERGENCY OPERATIONS PLAN

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Water website, <http://www.aswater.com>). See Pull Out Map for information on Lifeline Facilities, for location of water distribution lines.

Water distribution lines could be damaged in an earthquake as a result of liquefaction. Breaks in water distribution pipelines could result in disruption of service, loss of pressure, and localized flooding and associated impacts (erosion, sinkholes, etc.). A lack of adequate water pressure could result in inadequate flow for fire suppression.

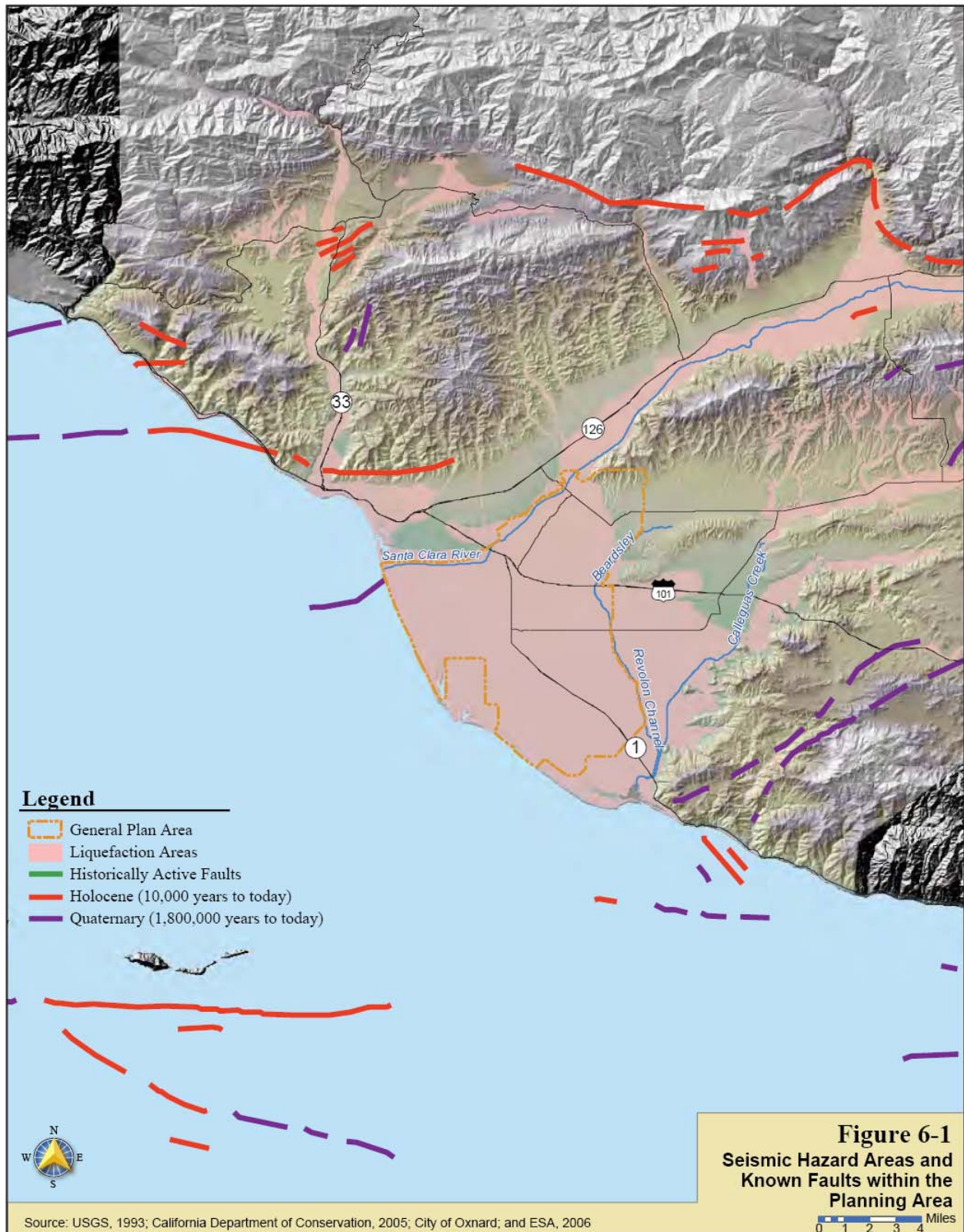
### EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**.

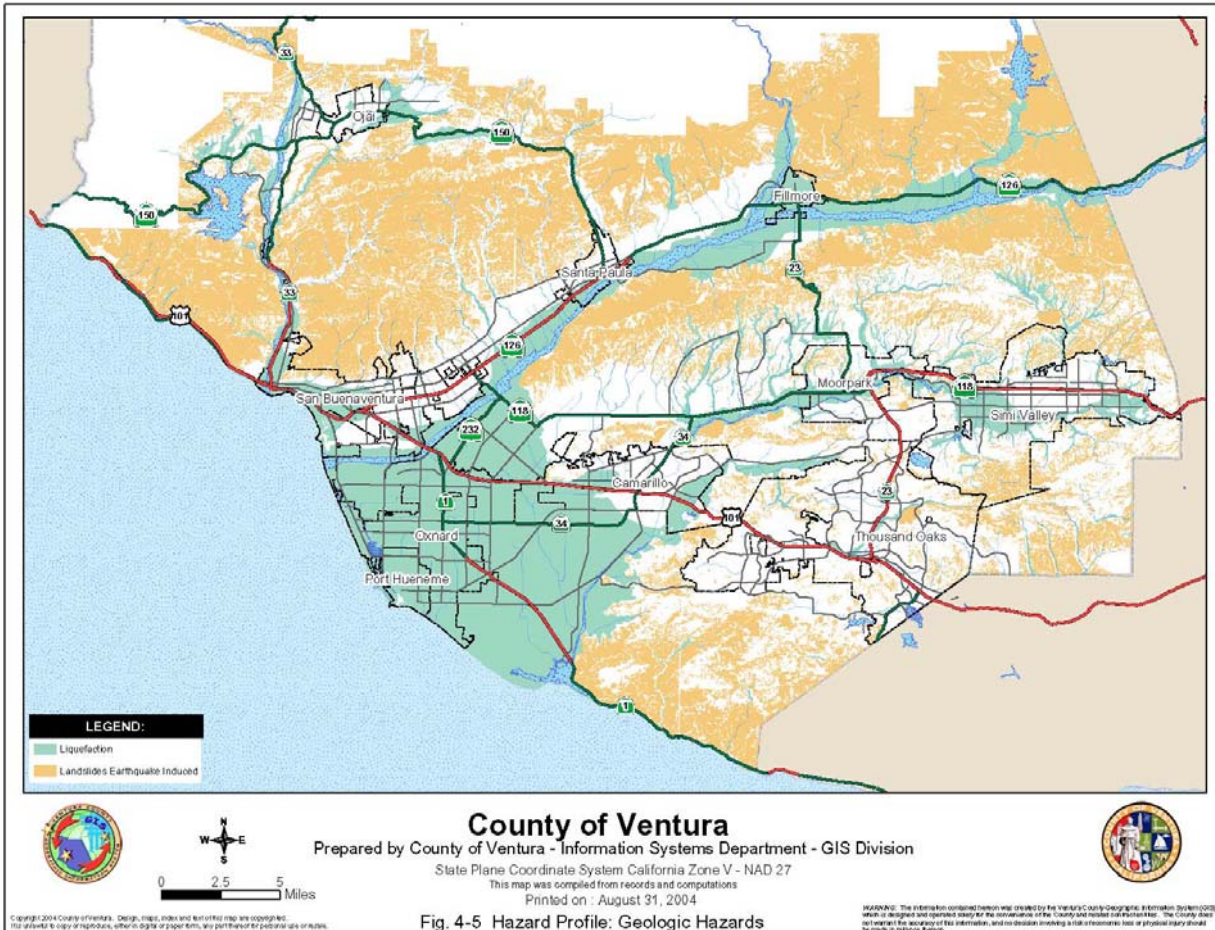
Attachments:

1. Ojai Area Fault Map
2. County of Ventura Liquefaction Map (Ojai illustrated)

Attachment 1  
Ojai Area Fault Map



Attachment 2  
County of Ventura Liquefaction Map



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## **THREAT ASSESSMENT 2 HAZARDOUS MATERIALS INCIDENT**

### **GENERAL SITUATION**

A hazardous material is defined by the California Code of Regulations (CCR) as a substance that, because of physical or chemical properties, quantity, concentration, or other characteristics, may either (1) cause an increase in mortality or an increase in serious, irreversible, or incapacitating, illness; or (2) pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of. The production and use of these hazardous materials is a part of our society over which local governments have little control.

Hazardous material incidents differ from other emergency response situations because of the wide diversity of causative factors and the pervasiveness of the potential threat. Circumstances such as the prevailing wind and geographic features in the vicinity of emergency incidents are relevant factors that may greatly increase the hazardous chemical dangers. Incidents may occur at fixed facilities where, most likely, the occupants have filed site specific emergency response contingency and evacuation plans. However incidents may also occur at any place along any land, water or air transportation routes, and (in event of vessel mishaps, aircraft accidents, misuse of agricultural chemicals and illegal dumping) may occur in unpredictable areas, relatively inaccessible by ground transportation.

In Ojai the vast majority of hazardous material incidents are handled prior to their becoming a major disaster. Nevertheless, the emergency organization needs to be flexible and evolutionary in its response to a developing incident.

The increasing volume and variety of hazardous materials that are generated, stored, or transported within Ojai is a problem of great concern to public officials and the community. A major hazmat accident and/or spill could endanger the health and safety of untold numbers of anyone who may be within a mile of the accident scene. Several fixed site industrial firms require potentially hazardous materials to operate their businesses. In addition there is an underground pipeline which carries flammable and hazardous liquids. Finally, commercial airliners fly over the City en route to the Los Angeles International Airport, Burbank Airport and Camarillo and Oxnard Airports which significantly increases the potential disaster threat.

### **SPECIFIC SITUATION**

The Ventura County Fire Protection District is responsible for maintaining information about the types of hazardous materials used, produced, or stored in Ojai. This information is provided to the City by the Fire District. The information required by the Fire District is exhaustive. It includes but is not limited to location of hazardous materials; emergency contacts; location of utility shut-offs; location of emergency medical assistance; site diagrams; and type of hazardous material training received by employees.

The Ventura County Fire Department is the lead agency in Ojai in the event of a hazardous materials incident and has specialized hazardous materials equipment and teams to respond to emergency involving potentially hazardous materials. The HazMat team is specifically trained and equipped to respond to emergencies involving potentially hazardous materials. The Ventura County Environmental Health Department is the Administering Agency for the County's Hazardous Material Area Plan.

The Fire District will notify the City in the event of an emergency situation at a site that uses, produces, or stores hazardous materials. The Fire District is also responsible for obtaining necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological or chemical environments.

The threat of a major hazardous material incident in the City of Ojai exists from commercial vehicles; fixed facility; and clandestine dumping.

### **Transportation**

The greatest probability of a major hazmat incident is from a transportation accident. Historically, hazardous material incidents frequently occur near the heaviest traveled streets and at major intersections and highways. Hazardous materials are located in industrial and commercial areas of the City, primarily along the commercial frontage on Ojai Avenue and along Golden West Avenue. (Community Development – 5 year plan). These roads, in addition to U.S. Highway 150, comprise the routes hazardous materials transporters would use through the City of Ojai.

### **Fixed Facility**

The second most likely serious hazmat threat exists from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to City boundaries. There are a few businesses in the City of Ojai using and/or storing materials which are classified as hazardous. Many of the commercial businesses that store or use hazardous materials are located on Ojai Avenue. Although there are numerous facilities involved with hazardous materials throughout the City, they are less of a threat due to required plant contingency and evacuation plans. The Ventura County Environmental Health Department reviews these plans and to ensure they are in compliance with current laws and regulations. The city will coordinate all hazardous materials incidents with the Ventura County Fire Protection District.

### **Pipelines**

A 10-inch diameter crude oil pipeline, operated by Equilon, traverses the City. Crude oil pipelines are typically buried within the upper five feet and are equipped with emergency shut off valves. This pipeline could potentially be damaged in an earthquake. Fire is a serious threat if leaking products are ignited.

**Illegal Clandestine Dumping**

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that illegal dumping of hazardous materials will increase proportionately.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**. Refer to Ventura County Environmental Health's Hazardous Materials Area Plan for specific information. Appropriate facility listings and maps are contained in that plan.

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### **THREAT ASSESSMENT 3 FLOODING**

#### **GENERAL SITUATION**

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

#### **SPECIFIC SITUATION**

Development within Ojai and the surrounding areas is primarily within the City of Ojai, on the valley floor. The watershed is defined by the Los Padres National Forest to the north, east and west. Drainage for the City is to the south and southwest, with the San Antonio Creek being the major confluent into the Ventura River. Major tributaries of the San Antonio Creek include Thacher Creek, Stewart Canyon Channel, Fox Canyon Barranca, McNeil Creek, Happy Valley Drain and Dron Creek.

Problem areas in the City of Ojai include: The above mentioned tributaries

All of the above mentioned waterways pose a flooding threat to the City of Ojai aggravated by factors such as inadequate channel cross-sections, culverts in roadways, poor flow alignment, and excessive debris.

#### **EMERGENCY READINESS STAGES**

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on four stages of response actions.

##### **Stage I (Watch Stage)**

Light to Moderate rain. All field units (Public Works, Police, Fire Departments, etc.) are to review their procedures for flood incidents.

**Stage II**

Moderate to heavy rain expected for the next four to six hours. Public Information on location of sandbags, sand and flood clean-up kits to be prepared and distributed to appropriate departments.

**Stage III**

Continuation of heavy rain over next 6 to 12 hours. Identified risk areas should be closed to traffic. Public information to be distributed to residents and businesses in affected areas by all available field units.

**Stage IV**

Threat to private property and persons. Areas should be evacuated that pose a safety or health hazard.

**EVACUATION ROUTES**

It is expected that all major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations are found in **Part Two, Operations Section**.

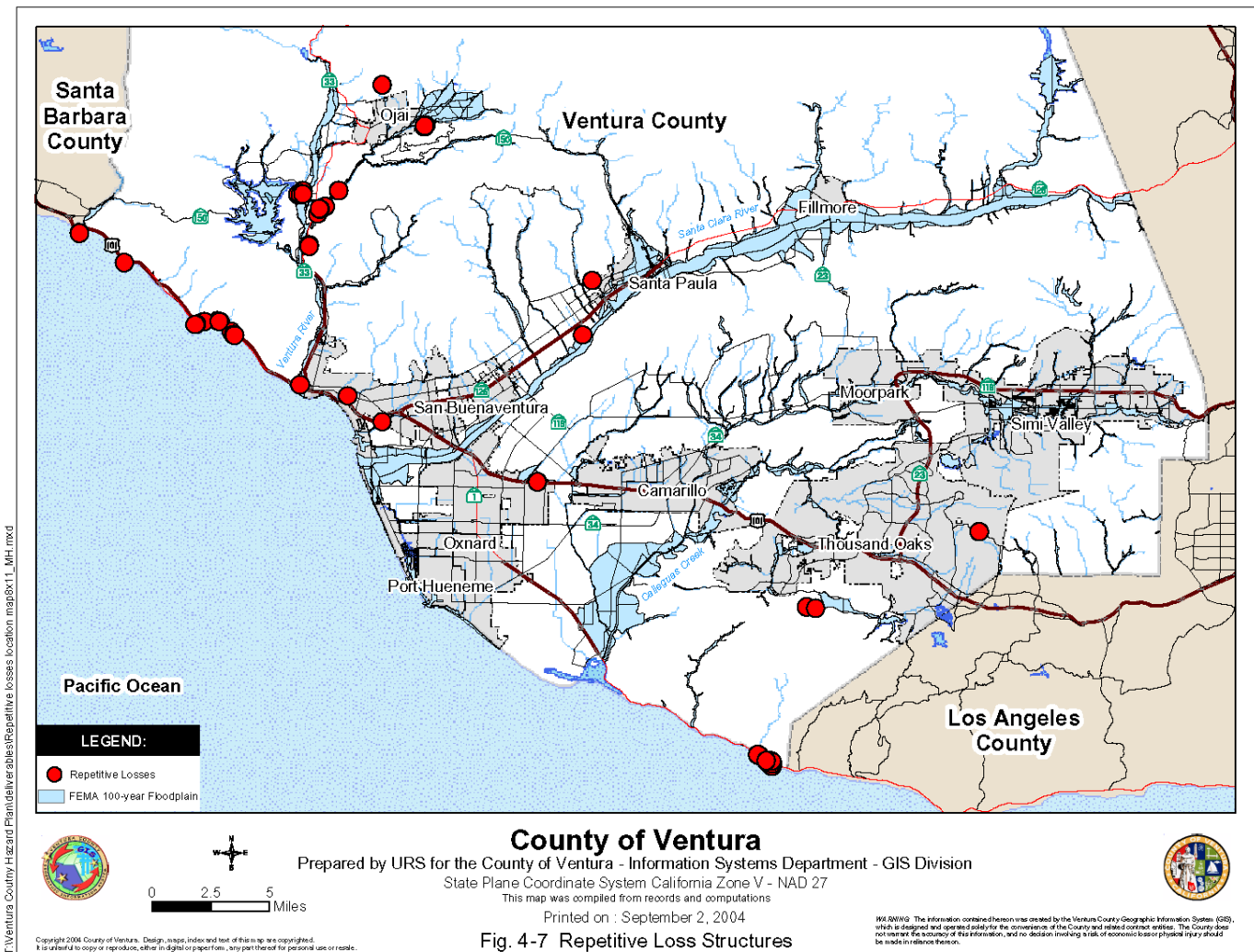
**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**.

Attachment:

1. Ventura County Flood Zones-Repetitive Loss Map

ATTACHMENT 1, THREAT SUMMARY 3  
FLOOD ZONES-REPETITIVE LOSS MAP



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## **THREAT ASSESSMENT 4 FIRE**

### **GENERAL SITUATION**

Ventura County has a temperate climate. The climate is warm and dry with gentle winter rains and clear summer skies. The hills are green or golden all year long, with brush and oaks at the low elevations and pine forest at the ridge tops. However, these same amenities make it one of the most hazardous fire areas in the country.

### **SPECIFIC SITUATION**

Virtually all of the local hills are covered by native brush known as coastal sage shrub vegetation. Areas of natural brush can be considered to have a fire hazard at all times except immediately after the rainy season. By late fall, the fire hazard becomes extreme and major conflagrations can occur. Agricultural areas have a lower fire hazard potential due to the irrigated nature of the crops grown. However, they do present a higher fire hazard than a developed area which has cleared brush.

All of the City of Ojai is within or in close proximity to a high fire hazard area. Therefore, it is necessary to meet certain minimum fire protection standards such as brush clearance and protection of flammable structures to prevent a major fire in the area. Fortunately, most facilities constructed within or adjacent to the hazard zone are built and landscaped in such a way that damage from a fire is greatly reduced.

The Ventura County Fire Protection District (VCFPD) is the lead agency in Ojai in the event of a wildland or structure fire. VCFPD has three stations that serve the Ojai area. Generally, there are adequate fire resources available through the VCFPD and/or mutual aid sources to provide structure protection and suppression actions under “Santa Ana” conditions assuming there is only one such major event. Multiple fires burning simultaneously or fires erupting from earthquake related causes would pose significant loss potential.

### **EMERGENCY RESPONSE ACTIONS**

Fire protection services are provided by Ventura County Fire Protection District. There are four fire stations that serve Ojai. Additional fire protection equipment and staffing is available from Ventura County Fire Protection District, and the adjacent cities of Ventura, Fillmore, Santa Paula, and the U.S. Naval Construction Battalion Center.

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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## **THREAT ASSESSMENT 5 DAM FAILURE**

### **GENERAL SITUATION**

Dam failures can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper siting, rapidly rising flood waters, and structural/design flaws. There are three general types of dams: earth and rockfill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics. The earth-rockfill type dam (represented by all four dams affecting Ojai) will fail gradually due to erosion of the breach. A flood wave will build gradually to a peak and then decline until the reservoir is empty. In addition to the above characteristics, warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time (the time it takes for the flood wave to reach its maximum distance of inundation), or the ability to notify persons downstream and their ability to evacuate.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

### **SPECIFIC SITUATION**

Even though the City of Ojai is not directly impacted by dam failure. Two dams in the Ojai area have the potential to result in inundation (in the unlikely event of a dam failure) of downstream communities to Ojai and the surrounding environs: Casitas Dam and Matillija Dam. These dams have the potential of impacted the City of Ojai by isolating the City from the rest of the county. Their inundation pathways take out one egress and ingress route into Ojai

**Casitas Dam**

Casitas Dam is located on Coyote Creek west of Casitas Springs. The dam is an earth fill construction. At capacity the dam impounds 254,000 acre feet of water. Should the Casitas Dam fail, the inundation areas of the City of Ventura would include most areas of the Ventura River Valley and portions of the Downtown area. The time from dam failure to arrival of peak water at Shell Road would be 47 minutes. U.S. Route 101 will be inundated approximately in a 2 mile wide swath using the Ojai Levee as a center line of the flood waters. The dam is owned by the Bureau of Reclamation. The Bureau currently maintains an advance warning siren system to immediately notify downstream residents of any problems with the dam.

**Matilija Dam**

Matilija Dam is located on the west fork of Matilija Creek immediately above Matilija Hot Springs. The dam is of concrete construction. The dam was declared unsafe in 1964. Subsequently, the dam capacity was reduced to a maximum of 1,800 acre feet of water by notching the dam. Should the Matilija Dam fail, the inundation areas in the City of Ventura would be confined to the Ventura River bed. The time from dam failure to arrival of peak water in the City of Ventura would be slightly more than 1 hour. This dam is owned by the Ventura County Flood Control District.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

**EVACUATION ROUTES**

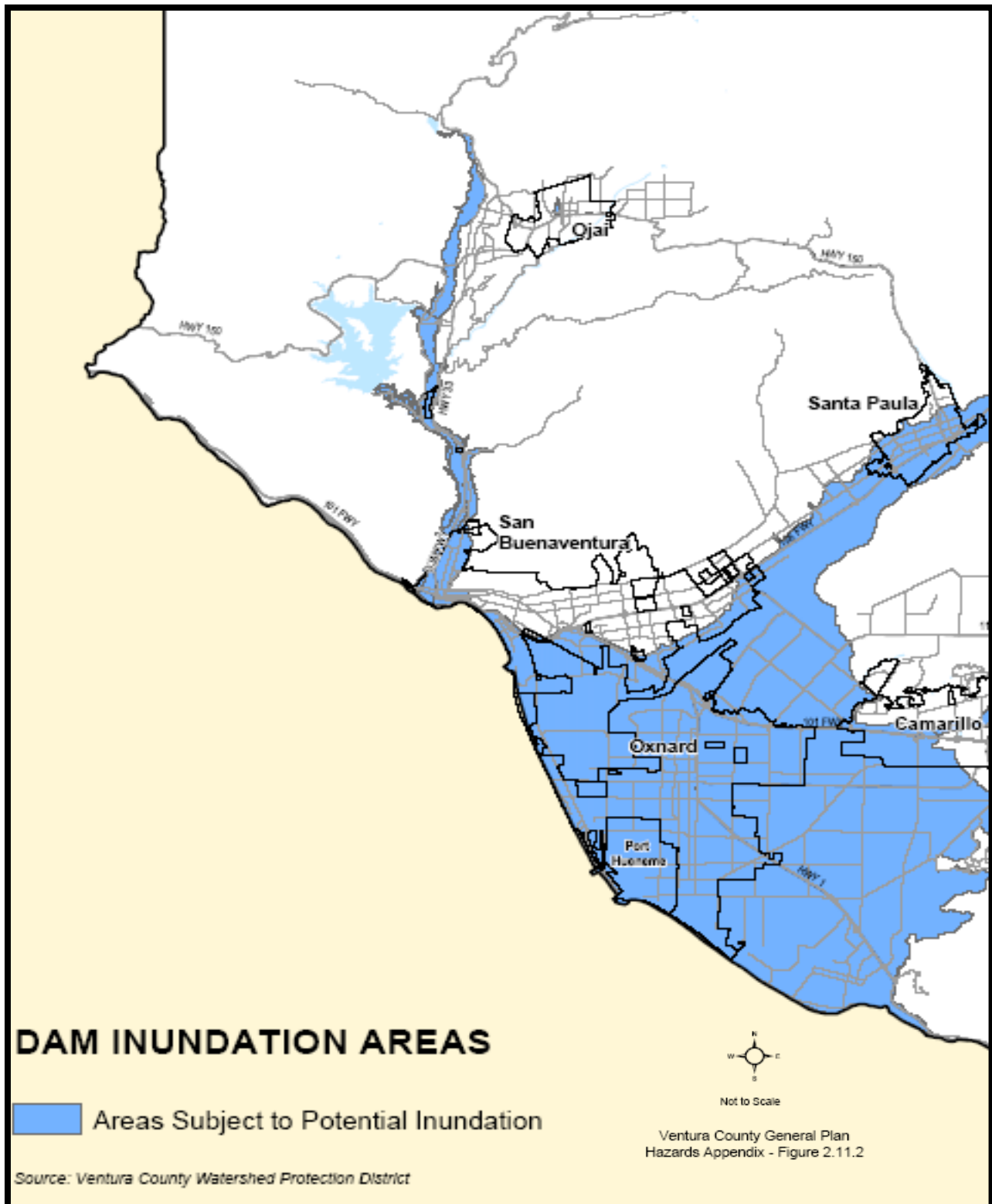
The only required evacuation route would be the movement onto high ground out of the flood plain. Pertinent information relating to evacuation operations is included in **Part Two, Operations Section.**

Attachment:

1. Dam Inundation Map

ATTACHMENT 1, THREAT SUMMARY 5

DAM INUNDATION MAP



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**THREAT ASSESSMENT 6-A  
TRANSPORTATION: MAJOR AIR CRASH**

**GENERAL SITUATION**

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. In incidents involving civilian aircraft, investigators from the National Transportation and Safety Board and the Ventura County Medical Examiner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The military has jurisdiction over any incident involving military aircraft. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded air spaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

**SPECIFIC SITUATION**

The Alaska Airlines Flight #261 disaster off the coast of Port Hueneme and the increasingly heavy air traffic over the greater Los Angeles metropolitan area are constant reminders of the possibility of aircraft accidents. The skies above Ojai are heavily occupied by aircraft originating and departing from a number of airports located in Southern California. The airports nearest to Ojai which handle the greatest amount of air traffic are as follows:

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## EMERGENCY OPERATIONS PLAN

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The **Los Angeles International Airport (LAX)** - is one of the world's busiest origin and destination airport. Planes arrive and depart at a rate of one per minute. The airport has four east/west parallel runways.

The **Van Nuys Airport**, located in the heart of the San Fernando Valley, is ranked as the world's busiest general aviation airport with averages of nearly 300,000 takeoffs and landings annually.

The **Burbank Airport (Bob Hope Airport)** - is ranked as one of the busiest airports nationally in terms of air traffic that it handles. Airport hours of operation are restricted to 7:00 AM to 10:00 PM.

The **Ventura County Airport at Oxnard**- is oriented toward general aviation. The Airport is bounded by Teal Club Road to the north, Ventura Road to the east, West Fifth Street to the south and Victoria Avenue to the west.

The **Camarillo Airport** - is designated as a general aviation field for use by private aircraft along with charter, agricultural and government flying activities. An aircraft control tower has been installed in order to monitor flight patterns and to assist in safe flying activities.

**Santa Paula Airport** – A small private airport located in Santa Paula, the airport is a non-towered facility handling approximately 97,000 arrivals and/or departures a year, and is home to over 259 individual aircraft. Santa Paula Airport covers 38 acres and has one runway and one helipad.

**Naval Base Ventura County, Point Mugu** - Naval Air Weapons Station Point Mugu is a part of the Naval Base Ventura County that also includes Port Hueneme and Saint Nicolas Island. Point Mugu is adjacent to and shares an airfield with the 146th Airlift Wing of the California National Guard.

The **Santa Barbara Airport** in Goleta (approximately 50 miles north) - is oriented towards small commercial flights and general aviation.

The Uniform Aircraft Financial Responsibility Act (Section 24230, and all the Public Utilities Code, State of California, added by Chapter 1452 of Statute in 1968) makes it a duty of the Chief of Police to report any aircraft accident which occurs within his or her jurisdiction. This duty to report applies to aircraft accidents in which there is an injury or death resulting there from or in which property damage is sustained in excess of \$400.00. The Chief of Police shall notify the Business and Transportation Agency, Department of Aeronautics, in writing, immediately, but not later than 48 hours. The Watch Commander or Senior Officer will assure that a written report is completed by the officers assigned by the investigation. The classification of such report will be a C&I report under the heading "Incident Involving Aircraft" and either "crash" or "forced landing".

### EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**.

**THREAT ASSESSMENT 6-B  
TRANSPORTATION: TRUCKING INCIDENT**

**GENERAL SITUATION**

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. When a truck is involved in an accident, there is no longer control as to the direction the truck will travel. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic.

Each of these hazards encompass many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either the adjacent buildings or vehicles.

**SPECIFIC SITUATION**

Since Ojai is inland from the ocean and does not have any rail lines, the major ground transportation threat is from U.S. Highways 33 and 150. These two highways are located along windy, steep, heavily forested areas, residential areas and through heavily trafficked tourist business areas.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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## **THREAT ASSESSMENT 7 LANDSLIDE**

### **GENERAL SITUATION**

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. “Mudslide” (mudflow) is a flow of very wet rock and soil. The primary effects of landsliding or mudsliding can include:

- abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- disruption of surface drainage.
- blockage of flood control channels and roadways.
- displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landslides can occur vary considerably from rapid rockfalls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

### **SPECIFIC SITUATION**

Several areas in the Ojai vicinity are subject to a landsliding hazard. Most of these areas are in the hillsides to the north and south of the City of Ojai. The Sulphur Mountain hills to the east of San Antonio Creek and south of the Upper Ojai Valley have large areas susceptible to landsliding. In the National Forest, northeast of the Ojai Valley, there is a large area of landsliding. There are no significantly large areas of landsliding within the actual City of Ojai.

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**.

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## **THREAT ASSESSMENT 8 CIVIL UNREST**

### **GENERAL SITUATION**

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the time period when civil unrest can grow to large proportions.

Threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

### **SPECIFIC SITUATION**

The entire City, consisting of residential, industrial and commercial properties, is vulnerable to the effects of civil unrest.

Transportation routes used for normal traffic movements (streets, freeways, etc.) are vulnerable and can also facilitate the movement of potential rioters.

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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## **THREAT ASSESSMENT 9 TERRORISM**

### **GENERAL SITUATION**

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism became a serious concern for emergency management, emergency responders, and the public at large. However, the recent attack on the World Trade Center and the Pentagon has now elevated our concern about terrorism to a level we never imagined, and requires us to be prepared to respond to situations that go beyond the terrorist incident scenarios that we are familiar with.

Terrorism is defined as the use of fear for intimidation, usually political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there is nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: government offices, pregnancy centers, religious facilities, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as a nuclear, radiological, biological, explosive or chemical weapon. As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are a number of factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response.

- The situation may not be recognizable until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.
- There may be multiple events (i.e., one event in an attempt to influence another event's outcome).
- Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved.
- First responders may, in addition, be targets for secondary releases or explosions.
- The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene

are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.

- In addition to local response coordination challenges, the WMD incident will add a myriad of state and federal agencies into the system. Coordination and communication issues between all response levels (local, state, and federal) will constantly need to be assessed.
- Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls.
- The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
- There will be a stronger reaction from the public than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process, and the fear of additional attacks as well as the unknown makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.
- Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemicals and biological agents worsen over time.
- Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
- Specialized State and local response capabilities may be overwhelmed.

## **TERRORISM HAZARDS**

Terrorism hazards may be WMD (including conventional explosives, secondary devices, and combined hazards) or other means of attack (including low-tech devices and delivery, attacks on infrastructure, and cyber terrorism).

### **WMD Hazard Agents**

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

### **Chemical**

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff—who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and nonpersistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Nonpersistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

**Table 1. General Indicators of Possible Chemical Agent Use**

<b>Stated Threat to Release a Chemical Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b> <ul style="list-style-type: none"><li>• For example, lack of insects, dead birds</li></ul>
<b>Unexplained Casualties</b> <ul style="list-style-type: none"><li>• Multiple victims</li><li>• Surge of similar 911 calls</li><li>• Serious illnesses</li><li>• Nausea, disorientation, difficulty breathing, or convulsions</li><li>• Definite casualty patterns</li></ul>
<b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"><li>• Droplets, oily film</li><li>• Unexplained odor</li><li>• Low-lying clouds/fog unrelated to weather</li></ul>
<b>Suspicious Devices, Packages, or Letters</b> <ul style="list-style-type: none"><li>• Unusual metal debris</li><li>• Abandoned spray devices</li><li>• Unexplained munitions</li></ul>

### **Biological**

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent

identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

**Table 2. General Indicators of Possible Biological Agent Use**

<b>Stated Threat to Release a Biological Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b>
<b>Unusual Casualties</b> <ul style="list-style-type: none"><li>• Unusual illness for region/area</li><li>• Definite pattern inconsistent with natural disease</li></ul>
<b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"><li>• Spraying; suspicious devices, packages, or letters</li></ul>

### **Nuclear/Radiological**

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

**Table 3. General Indicators of Possible Nuclear Weapon/Radiological Agent Use**

<b>Stated Threat to Deploy a Nuclear or Radiological Device</b>
<b>Presence of Nuclear or Radiological Equipment</b> <ul style="list-style-type: none"><li>• Spent fuel canisters or nuclear transport vehicles</li></ul>
<b>Nuclear Placards/Warning Materials Along with Otherwise Unexplained Casualties</b>

**Conventional Explosives and Secondary Devices**

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Explosions and fires also can be caused by projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments, and special events. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

**Combined Hazards**

WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

**Other Terrorism Hazards**

Planners also need to consider the possibility of unusual or unique types of terrorist attacks

previously not considered likely.<sup>3</sup> Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, planners should anticipate that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

### **Low-Tech Devices and Delivery**

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

### **Infrastructure Attacks**

Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection involves proactive risk management actions taken to prevent destruction of or incapacitating damage to networks and systems that serve society, according to the 1997 report of the President's Commission on Critical Infrastructure Protection. This commission was formed in 1996 to evaluate the vulnerability to disruption of the nation's infrastructures, including electric power, oil and natural gas, telecommunications, transportation, banking and finance, and vital government services. The commission's report, issued in October 1997, concluded, "Waiting for disaster is a dangerous strategy. Now is the time to act to protect our future."

### **Cyber Terrorism**

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer

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<sup>3</sup> Prior to the World Trade Center attack, the use of multiple commercial airliners with full fuel loads as explosive, incendiary devices in well-coordinated attacks on public and governmental targets, was not considered a likely terrorist scenario.

systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning.

Unlike natural disasters, a disaster resulting from a terrorist incident is also a crime scene. Therefore, two response operations need to be managed simultaneously in the event of this type of incident. HSPD-5 says to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

### **SPECIFIC SITUATION**

In response to a growing concern about terrorism at the federal, state and local level, the City of Ojai regularly participates and is an active member of both the County's Terrorism Early Warning Group, Terrorism Working Group and the Joint Regional Information Center.

Following is a general overview of potential terrorist targets in Ventura County and specifically Ojai:

- Facilities that store, manufacture or transport hazardous materials
- Highways and freeways
- Telecommunications facilities
- Federal, state, county and city offices
- Shopping malls
- Schools, churches & religious centers
- Research facilities
- Electrical facilities
- Water and wastewater facilities, dams
- Bridges and overpasses

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**.

## **THREAT ASSESSMENT 10 PUBLIC HEALTH EMERGENCY**

### **GENERAL SITUATION**

Public health emergencies can take many forms—disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. There can also be harmful exposure to chemical, biological, radiological, nuclear or explosive agents (CBRNE), and large-scale infestations of disease carrying insects or rodents.

Public health emergencies can occur as primary events by themselves, or they may be secondary to another disaster or emergency, such as flood, or hazardous material incident. For more information on those particular incidents, see Threat Assessment 2 – Hazardous Material and Threat Assessment 3 - Flooding. The common characteristic of most public health emergencies is that they adversely impact, or have the potential to adversely impact, a large number of people. Public health emergencies can be worldwide or localized in scope and magnitude.

In particular, two public health hazards have recently emerged as issues of great concern, with far reaching consequences. One pertains to the intentional release of a CBRNE agent, as a terrorist act of sabotage to adversely impact a large number of people. For more information on biochemical terrorism see Threat Assessment 8 – Terrorism. The second hazard concerns a deadly outbreak (other than one caused by an act of terrorism) that could kill or sicken thousands of people across the county or around the globe, as in the case of the Spanish Flu epidemic of 1918-1919.

### **PANDEMIC**

A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

#### **Pandemic phases for “Distant Origin”<sup>4</sup>:**

##### **Interpandemic Period**

**Phase 1 / Federal Stage 0:** No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

**Phase 2 / Federal Stage 0:** No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

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<sup>4</sup> Ventura County Public Health Influenza Plan, DRAFT 2009

**Pandemic Alert Period**

**Phase 3 / Federal Stage 0 or 1:** Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

**Phase 4 / Federal Stage 2:** Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

**Phase 5 / Federal Stage 2:** Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

**Pandemic Period****Phase 6 / Federal Stage 3:**

Pandemic: Increased and sustained human-to-human transmission in the general population outside the United States.

**Phase 6 / Federal Stage 4:**

Pandemic: Increased and sustained human-to-human transmission in the general population within the geographic boundaries of the United States.

**Phase 6 / Federal Stage 5:**

Pandemic: Increased and sustained human-to-human transmission in the general population within a bordering County(s) of Ventura County or other region in close geographic proximity to Ventura County.

**Phase 6 / Federal Stage 5 and 6:**

Pandemic: Increased and sustained human-to-human transmission in the general population within Ventura County.

**SPECIFIC SITUATION**

Compared to other natural infectious health threats, pandemic flu has great potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide. Because of the county's large, multicultural and diverse population, the potential consequences of pandemic flu in Ventura County require special actions for public health preparedness.

The essential components of the Ventura County Public Health Influenza Response Plan are:

- Surveillance
- Case Investigation
- Communication
- Antiviral Management
- Vaccine Management

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## EMERGENCY OPERATIONS PLAN

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- Emergency Response

Should Ventura County be impacted by a Public Health Emergency, Ventura County Public Health along with the County's other response and supporting agencies, area hospitals, schools and businesses will partner in the implementation of the Ventura County Influenza Response Plan.

### EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**. Refer to Ventura County Public Health's Influenza Response Plan for specific information.

**SECTION NINE  
LIST OF ACRONYMS AND ABBREVIATIONS**

<b>A&amp;E</b>	<b>Architecture and Engineering</b>
<b>AC</b>	<b>Area Command</b>
<b>ACS</b>	<b>Auxiliary Communication Services</b>
<b>ADA</b>	<b>Americans with Disabilities Act</b>
<b>AFN</b>	<b>Access and Functional Needs</b>
<b>AQMD</b>	<b>Air Quality Management District</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ARES</b>	<b>Amateur Radio Emergency Services</b>
<b>BPA</b>	<b>Blanket Purchasing Agreements</b>
<b>C of S</b>	<b>Chief of Staff</b>
<b>CAA</b>	<b>Clean Air Act</b>
<b>CalTrans</b>	<b>California Department of Transportation</b>
<b>Cal EMA</b>	<b>California Emergency Management Agency</b>
<b>CAL FIRE</b>	<b>California Department of Forestry and Fire Protection</b>
<b>CALWAS</b>	<b>California Warning System</b>
<b>CAO</b>	<b>Chief Administrative Office(r)</b>
<b>CBO</b>	<b>Community Based Organization</b>
<b>CBRNE</b>	<b>Chemical, Biological, Radiological, Nuclear and or High-Yield Explosive</b>
<b>CCC</b>	<b>California Conservation Corps</b>
<b>CCP</b>	<b>Casualty Collection Points</b>
<b>CDBG</b>	<b>Community Development Block Grant</b>
<b>CDAA</b>	<b>California Disaster Assistance Act</b>
<b>CDC</b>	<b>Centers for Disease Control, U.S. Public Health Service</b>
<b>CDRG</b>	<b>Catastrophic Disaster Response Group</b>
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CEPEC</b>	<b>California Earthquake Prediction Evaluation Council</b>
<b>CEQA</b>	<b>California Environmental Quality Act</b>
<b>CERCLA</b>	<b>Comprehensive Environmental Response Compensation and Liability Act</b>
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CESA</b>	<b>California Emergency Services Association</b>
<b>CESFRS</b>	<b>California Emergency Service Fire Radio System</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CHP</b>	<b>California Highway Patrol</b>
<b>CIKR</b>	<b>Critical Infrastructure, Key Resources</b>
<b>CLEMARS</b>	<b>California Law Enforcement Mutual Aid Radio System</b>
<b>CLERS</b>	<b>California Law Enforcement Radio System</b>
<b>CLETS</b>	<b>California Law Enforcement Telecommunications System</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>CMAS</b>	<b>Commercial Mobile Alert System</b>
<b>COE</b>	<b>Corps of Engineers (US Army)</b>
<b>COG</b>	<b>Continuity of Government</b>
<b>CPG</b>	<b>Civil Preparedness Guide</b>
<b>DA</b>	<b>Damage Assessment</b>
<b>DAP</b>	<b>Disaster Assistance Programs</b>
<b>DCS</b>	<b>Disaster Communications Service</b>
<b>DEST</b>	<b>Disaster Emergency Support Team</b>
<b>DFCO</b>	<b>Deputy Federal Coordinating Officer</b>
<b>DFO</b>	<b>Disaster Field Office</b>
<b>DHA</b>	<b>Disaster Housing Assistance</b>
<b>DHS</b>	<b>Department of Homeland Security</b>
<b>DMAT</b>	<b>Disaster Medical Assistance Team</b>
<b>DMORT</b>	<b>Disaster Mortuary Operational Response Team</b>
<b>DMIS</b>	<b>Disaster Management Information System</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DOE</b>	<b>Department of Energy</b>
<b>DOJ</b>	<b>Department of Justice</b>
<b>DOI</b>	<b>Department of Interior</b>
<b>DOL</b>	<b>Department of Labor</b>
<b>DOS</b>	<b>Department of State</b>
<b>DOT</b>	<b>Department of Transportation</b>
<b>DRC</b>	<b>Disaster Recovery Center</b>
<b>DRM</b>	<b>Disaster Recovery Manager</b>
<b>DRO</b>	<b>Disaster Recovery Operations</b>
<b>DSA</b>	<b>Division of the State Architect (California)</b>
<b>DSCA</b>	<b>Defense Support of Civilian Authorities</b>
<b>DWR</b>	<b>California Department of Water Resources</b>
<b>EAS</b>	<b>Emergency Alert System</b>
<b>EDD</b>	<b>Employment Development Department</b>
<b>EDIS</b>	<b>Emergency Digital Information System</b>
<b>EIR</b>	<b>Environmental Impact Review</b>
<b>EMAC</b>	<b>Emergency Management Assistance Compact</b>
<b>EMI</b>	<b>Emergency Management Institute</b>
<b>EMIS</b>	<b>Emergency Management Information System</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMP</b>	<b>Electromagnetic Pulse</b>
<b>EMPG</b>	<b>Emergency Management Performance Grant</b>
<b>EMSA</b>	<b>Emergency Medical Services Authority</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>ENN</b>	<b>Emergency News Network</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOP</b>	<b>Emergency Operations Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPI</b>	<b>Emergency Public Information</b>
<b>EPIC</b>	<b>Emergency Public Information Center</b>
<b>ERT</b>	<b>Emergency Response Team</b>
<b>ERT</b>	<b>Evidence Response Team (FBI)</b>
<b>ESA</b>	<b>California Emergency Services Act</b>
<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>ESF</b>	<b>Emergency Support Functions</b>
<b>EST</b>	<b>Emergency Support Team</b>
<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>FAS</b>	<b>Federal Aid System Road</b>
<b>FAST</b>	<b>Federal Agency Support Team</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FFY</b>	<b>Federal Fiscal Year</b>
<b>FHWA</b>	<b>Federal Highway Administration</b>
<b>FIA</b>	<b>Federal Insurance Administration</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of Calif. Organized for Potential Emergencies</b>
<b>FmHA</b>	<b>Farmers Home Administration</b>
<b>FTS</b>	<b>Field Treatment Sites</b>
<b>GAR</b>	<b>Governor's Authorized Representative</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GSA</b>	<b>General Services Administration</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HEW</b>	<b>U.S. Department of Health, Education and Welfare</b>
<b>HM</b>	<b>Hazard Mitigation</b>
<b>HHS</b>	<b>Department of Health and Human Services</b>
<b>HMC</b>	<b>Hazard Mitigation Coordinator</b>
<b>HMDA</b>	<b>Hazard Mitigation and Disaster Assistance</b>
<b>HMGP</b>	<b>Hazard Mitigation Grant Program</b>
<b>HMO</b>	<b>Hazard Mitigation Officer</b>
<b>HMT</b>	<b>Hazard Mitigation Team</b>
<b>HSAS</b>	<b>Homeland Security Advisory System</b>
<b>HSC</b>	<b>Homeland Security Council</b>
<b>HSOC</b>	<b>Homeland Security Operations Center</b>
<b>HSEEP</b>	<b>Homeland Security Exercise Evaluation Program</b>
<b>HSPD</b>	<b>Homeland Security Presidential Directive</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>HUD</b>	<b>Housing and Urban Development Program</b>
<b>IA</b>	<b>Individual Assistance</b>
<b>IAEM</b>	<b>International Association of Emergency Managers</b>
<b>IA/O</b>	<b>Individual Assistance/Officer</b>
<b>IACG</b>	<b>Inter Agency Coordinating Group</b>
<b>IAP</b>	<b>Incident Action Plan</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IDE</b>	<b>Initial Damage Estimate</b>
<b>IFG</b>	<b>Individual and Family Grant Program (State of California program)</b>
<b>IFGP</b>	<b>Individual and Family Grant Program</b>
<b>IG</b>	<b>Inspector General</b>
<b>IIMG</b>	<b>Interagency Incident Management Group</b>
<b>IMT</b>	<b>Incident Management Team</b>
<b>IPAWS</b>	<b>Integrated Public Alert and Warning System</b>
<b>IRS</b>	<b>Internal Revenue Service</b>
<b>JFO</b>	<b>Joint Field Office</b>
<b>JPA</b>	<b>Joint Powers Agreement</b>
<b>JPIC</b>	<b>Joint Public Information Center</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JIS</b>	<b>Joint Information System</b>
<b>JOC</b>	<b>Joint Operations Center</b>
<b>JTTF</b>	<b>Joint Terrorism Task Force</b>
<b>LAC</b>	<b>Local Assistance Center</b>
<b>LFA</b>	<b>Lead Federal Agency</b>
<b>LGAC</b>	<b>Local Government Advisory Committee</b>
<b>MACS</b>	<b>Multi-Agency Coordination System</b>
<b>MARAC</b>	<b>Mutual Aid Regional Advisory Committee</b>
<b>MARS</b>	<b>U.S. Army Military Affiliate Radio System</b>
<b>MC</b>	<b>Mobilization Center</b>
<b>MHFP</b>	<b>Multihazard Functional Planning</b>
<b>MMRS</b>	<b>Metropolitan Medical Response Team</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MSA</b>	<b>Multi-Purpose Staging Area</b>
<b>MTA</b>	<b>Metropolitan Transit Authority</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NCS</b>	<b>National Communications System</b>
<b>NDAA</b>	<b>California Natural Disaster Assistance Act</b>
<b>NDEA</b>	<b>National Defense Education Act</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>NDMS</b>	<b>National Disaster Medical System</b>
<b>NEP</b>	<b>National Exercise Program</b>
<b>NEST</b>	<b>Nuclear Emergency Search Team</b>
<b>NETC</b>	<b>National Emergency Training Center</b>
<b>NFA</b>	<b>National Fire Academy</b>
<b>NFDA</b>	<b>National Funeral Directors Association</b>
<b>NFIP</b>	<b>National Flood Insurance Program</b>
<b>NGO</b>	<b>Non-Government Organization</b>
<b>NHPA</b>	<b>National Historic Preservation Act</b>
<b>NICC</b>	<b>National Interagency Coordinating Center</b>
	<b>National Infrastructure Coordination Center</b>
<b>NIFCC</b>	<b>National Interagency Fire Coordination Center</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>NMRT</b>	<b>National Medical Response Team</b>
<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NOC</b>	<b>National Operations Center</b>
<b>NOI</b>	<b>Notice of Interest</b>
<b>NRC</b>	<b>Nuclear Regulatory Commission</b>
<b>NRCS</b>	<b>Natural Resources Conservation Service</b>
<b>NRF</b>	<b>National Response Framework</b>
<b>NRT</b>	<b>National Response Team</b>
<b>NSC</b>	<b>National Security Council</b>
<b>NSSE</b>	<b>National Special Security Event</b>
<b>NTC</b>	<b>National Teleregistration Center</b>
<b>NTSB</b>	<b>National Transportation Safety Board</b>
<b>NVOAD</b>	<b>National Voluntary Organizations Active in Disaster</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>OEM</b>	<b>Office of Emergency Management</b>
<b>OPA</b>	<b>Oil Pollution Act</b>
<b>OPM</b>	<b>Office of Personnel Management</b>
<b>OSA</b>	<b>California Office of the State Architect</b>
<b>OSC</b>	<b>On-Scene Coordinator</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration</b>
<b>PA</b>	<b>Public Affairs</b>
<b>PAO</b>	<b>Public Affairs Officer</b>
<b>PA</b>	<b>Public Assistance</b>
<b>PA/O</b>	<b>Public Assistance Officer</b>
<b>PA#</b>	<b>Project Application Number</b>
<b>PDA</b>	<b>Preliminary Damage Assessment</b>
<b>PDD</b>	<b>Presidential Decision Directive</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>PFO</b>	<b>Principal Federal Officer</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>POC</b>	<b>Point of Contact</b>
<b>PNP</b>	<b>Private Nonprofit Organization</b>
<b>PSI</b>	<b>Pounds per Square Inch</b>
<b>PUC</b>	<b>California Public Utilities Commission</b>
<b>PW</b>	<b>Project Worksheet</b>
<b>RADEF</b>	<b>Radiological Defense</b>
<b>RAP</b>	<b>Radiological Assistance Program</b>
<b>RCP</b>	<b>Regional Oil and Hazardous Substances Pollution Contingency Plan</b>
<b>RD</b>	<b>Regional Director (FEMA)</b>
<b>REACT</b>	<b>Radio Emergency Associated Communication Team</b>
<b>REOC</b>	<b>Regional Emergency Operations Center</b>
<b>RIMS</b>	<b>Response Information Management System</b>
<b>RM</b>	<b>Radiological Monitor</b>
<b>RO</b>	<b>Radiological Officer</b>
<b>ROC</b>	<b>Regional Operations Center</b>
<b>RRCC</b>	<b>Regional Response Coordinating Center</b>
<b>RRT</b>	<b>Regional Response Team</b>
<b>RTOS</b>	<b>Rail Transit Operations Supervisor</b>
<b>SA</b>	<b>Salvation Army</b>
<b>SAC</b>	<b>Special Agent in Charge</b>
<b>SAP</b>	<b>State Assistance Program</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>SARA</b>	<b>Superfund Amendment Reauthorization Act (Title III)</b>
<b>SAST</b>	<b>California State Agency Support Team</b>
<b>SBA</b>	<b>Small Business Administration</b>
<b>SCAQMD</b>	<b>South Coast Air Quality Management District</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>
<b>SFLEO</b>	<b>Senior Federal Law Enforcement Officer</b>
<b>SFO</b>	<b>Senior Federal Officer</b>
<b>SHMO</b>	<b>State Hazard Mitigation Officer</b>
<b>SHPO</b>	<b>State Historic Preservation Officer</b>
<b>SIOC</b>	<b>Strategic Information and Operations Center</b>
<b>SITREP</b>	<b>Situation Report</b>
<b>SLPS</b>	<b>State and Local Programs and Support Directorate (FEMA)</b>
<b>SOC</b>	<b>State Operations Center</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>STO</b>	<b>State Training Officer</b>
<b>Subgrantee</b>	<b>An eligible applicant in Federally declared disasters</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>TEWG</b>	<b>Terrorism Early Warning Group</b>
<b>TWG</b>	<b>Terrorism Working Group</b>
<b>USACE</b>	<b>United States Army Corps of Engineers</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>
<b>USDA</b>	<b>U.S. Department of Agriculture</b>
<b>USFA</b>	<b>United States Fire Administration</b>
<b>USGS</b>	<b>United States Geological Survey</b>
<b>VA</b>	<b>Veterans Administration</b>
<b>VSAT</b>	<b>Very Small Aperture Terminal</b>
<b>VOAD</b>	<b>Volunteer Organizations Active in Disaster</b>
<b>WMD</b>	<b>Weapons of Mass Destruction.</b>

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## **GLOSSARY OF TERMS**

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

**Advance Element of the Emergency Response Team (ERT-A):** The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

**Action Plan:** "Action Plan" means 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.

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

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

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

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

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

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

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

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

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

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

**AMBER Plan:** A Plan adopted locally or statewide that provide for an EAS Alert message to use the public to find abducted children. For more information contact the National Center for Missing and Exploited Children (NCMEC). (703) 837-6354

**American Red Cross:** A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

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

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

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

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

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

**Attention Signal:** The two tone 853 /960 Hertz tone now shortened to eight seconds that was the old EBS signal that activated decoders and alerted the public to stand by for emergency information.

**Auxiliary Communication Services (ACS):** An emergency services volunteer group designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with a Cal EMA agency to provide emergency communications support.

**Attack:** A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage to or destruction of public and private property.

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

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

**Base Flood:** A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. It is also known as a 100-year flood or one-percent chance flood.

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

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

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

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

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

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

**Capabilities-based Planning:** Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

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

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

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

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

**Chain of Command:** A series of management positions in order of authority.

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

**Checklist:** Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

**Citizen Corps :** A community-based program, administered by FEMA, which includes Citizen Corps councils and other programs that bring government and nongovernmental entities together to conduct all-hazards emergency preparedness and operations. Through its network of state, territorial, tribal and local councils, Citizen Corps increases community preparedness and response capabilities through collaborative planning, public education, outreach, training, and volunteer service. Additionally, programs like the Community Emergency Response Team Program train members of the public in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

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

**Civil Disorder:** Any incident intended to disrupt community affairs that requires Law enforcement intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

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

**CLERS:** California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run off the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

**CLETS:** California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

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

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

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

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

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

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

**Community :** Community has more than one definition. Each use depends on the context: A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government. A group of individuals (community of interest) who have a religion, a lifestyle, activity interests, an interest in volunteer organizations, or other characteristics

in common. These communities may belong to more than one geographic community. Examples include: faith-based and social organizations; nongovernmental and volunteer organizations; private service providers; critical infrastructure operators; and local and regional corporations.

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

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

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

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

**Computerized Hazard Identification Program (CHIP):** Part of FEMA's Integrated Emergency Management System, this evaluation program identifies the hazards posing the greatest threat to State and local governments and the capabilities of existing programs to respond (formerly referred to as Hazard Identification and Capability Assessment).

**Consequence:** An effect of an incident or occurrence.

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

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

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

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

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel

responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

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

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

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

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

**Damage Assessment:** The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a human-caused or natural disaster.

**Dam:** A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

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

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

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

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

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

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

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

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

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

**Disability:** According to the Americans with Disabilities Act, the term “individual with a disability” refers to “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is regarded by others as having such an impairment.” The term “disability” has the same meaning as that used in the Americans with Disabilities Act Amendments Act of 2008, P.L. 110-325, as incorporated into the Americans with Disabilities Act. See <http://www.ada.gov/pubs/ada.htm> for the definition and specific changes to the text of the Americans with Disabilities Act. State laws and local ordinances may also include individuals outside the Federal definition.

**Disaster:** An occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires state, and potentially Federal, involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby” (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

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

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

**Disaster Preparedness Improvement Grant Program (DPIG):** Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

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

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

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

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

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

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

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

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

**Dose:** Accumulated or total exposure to gamma radiation, commonly expressed in REM.

**Dosimeter:** An instrument for measuring and registering total accumulated exposure to gamma radiation.

**Earthquake:** The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

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

**EDIS:** Emergency Digital Information Service. The "government wireless service" provided by the State and carried locally on 39.32 MHz. that is used for longer form text emergency information, along with a website at [[www.edis.ca.gov](http://www.edis.ca.gov)]. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired. EDIS is also a key system to reinforce and support the LA County AMBER Plan.

**Emergency:** Any incident, whether natural or human-caused, that requires responsive action to protect life or property. Under the Stafford Act, an emergency "means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States" (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

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

**Emergency Assistance:** According to the National Response Framework, emergency assistance is "Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional 'mass care' services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance."

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

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

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

**Emergency Medical Services:** Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). Further, emergency medical services specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital service.

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

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

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

**Emergency Operations Plan:** The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

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

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

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

**ENN:** The Emergency News Network. A term used to describe the use of voice, video, and data to provide not only alerts, but also the ongoing story of any major emergency; from response to recovery much as NASA does with its NASA Mission Control.

**EOM:** The End of Message FSK “digital” signal sent at the end of an EAS message that tells EAS decoders an alert sequence has ended. Without an EOM, decoders will not return to the normal program mode for a two-minute time out period.

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

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

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

**Emergency Support Function:** Used by the Federal Government and many state governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

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

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

**Essential Facilities:** Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

**Evacuation:** The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

A **spontaneous evacuation** occurs when residents or citizens in the threatened areas observe an incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.

A **voluntary evacuation** is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order is not required to evacuate; however, it would be to their advantage to do so.

A **mandatory or directed evacuation** is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials.

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

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

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

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

**Expedient Shelter:** A protective action that is similar to normal shelter-in-place except that, after going into the room selected as a shelter at the time of the emergency, the inhabitants take measures to reduce the rate at which air or chemical agent enters the room. Such measures would include taping around doors and windows and covering vents and electrical outlets with plastic. Effectiveness is improved if the room selected as a shelter is an interior room. The shelter should be opened up or abandoned after the plume has passed.

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field

Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

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

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

**Federal Coordinating Officer (FCO):** The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignments of other Federal departments or agencies. In all cases, the Federal Coordinating Officer represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act incidents, the Federal Coordinating Officer is the primary Federal representative with whom the State Coordinating Officer and other response officials interface to determine the most urgent needs and to set objectives for an effective response in collaboration with the Unified Coordination Group.

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

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

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

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

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

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

**Federal Coordinating Officer (FCO)** - (1) The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance. The FCO initiates action immediately to assure that Federal Assistance is provided in accordance with the declaration, applicable laws, regulations, and the FEMA-State agreement. (2) The FCO is the senior Federal official appointed in accordance with the provisions of Public Law 93-288, as amended (the Stafford Act), to coordinate the overall consequence management response and recovery activities. The FCO represents the President as provided by Section 303 of the Stafford Act for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in the Code of Federal Regulations.

**Federal On-Scene Commander (OSC)** - The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

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

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

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

**FIPS Code:** Federal Information Processing Identifier. A unique five digit number for every county, borough, parish or census district in the US and its possessions.

**Flood:** A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

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

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

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

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

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

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

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

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

**Generic ICS:** Refers to the description of ICS that is generally applicable to any kind of incident or event.

**Governor's Authorized Representative:** An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor of the impacted state in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

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

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

**Hazard:** A natural, technological, or human-caused source or cause of harm or difficulty.

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

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

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

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

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

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

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

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

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

**Homeland Security Advisory System (HSAS):** HSAS is a color-coded terrorism threat advisory scale. It was created by a Presidential Directive in order to provide a "comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people." The different levels trigger specific actions by federal agencies and state and local governments, and they affect the level of security at some airports and other public structures

**Household Pet:** According to FEMA Disaster Assistance Policy 9253.19, “[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.” This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of CPG 101. Individual jurisdictions may have different definitions based on other criteria.

**Hurricane:** A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or eye. Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

**Incident:** An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

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

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

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

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

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

**Incident Management Assistance Team:** A national-based or regional-based team composed of SMEs and incident management professionals, usually composed of personnel from multiple Federal departments and agencies, which provide incident management support during a major incident.

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

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

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

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

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

**Joint Field Office (JFO):** The primary Federal incident management field structure. The Joint Field Office is a temporary Federal facility that provides a central location for the coordination of Federal, state, territorial, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery. The Joint Field Office structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles and is led by the Unified Coordination Group. Although the Joint Field Office uses an Incident Command System structure, the Joint Field Office does not manage on-scene operations. Instead, the Joint Field Office focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

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

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

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

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

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

**Landing Zone:** (See Helispot)

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

**LECC:** Local Emergency Communications Committee. The LECC is the broadcast industry component of EAS that works closely with local government entities to form a partnership to make EAS work.

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

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

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

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

**Likelihood:** Estimate of the potential for an incident's occurrence.

**Limited English Proficiency:** Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

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

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

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

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

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

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

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

**Mass Care:** The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include mass evacuation, mass sheltering, mass feeding, access

and functional needs support, and household pet and service animal coordination.

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

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

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

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

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

**Mitigation:** Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

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

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

**Multi-Agency Coordination:** The 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.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the

responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

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

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

**Multi-purpose Staging Area (MSA):** A pre-designated location having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

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

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

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

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

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

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

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

**National Incident Management System (NIMS):** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

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

**National Response Framework:** This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

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

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

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

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

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

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

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

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

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

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

**Petris Bill #1841:** After the 1991 East Bay Hills fire, Senator Nicholas C. Petris introduced SB 1841. When chaptered in 1994, it directed the State Office of Emergency Services (OES) with the support of other state/local agencies, to develop the Standardized Emergency Management System (SEMS) for California.

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

**Planning Assumptions:** Parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. If a planning assumption is not valid for a specific incident's circumstances, the plan may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

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

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

**Planning Zone:** A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

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

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

**Protected Group:** A group of people qualified for special protection by a law, policy, or similar authority. For example, Title VI of the Civil Rights Act of 1964 protects against discrimination on the grounds of race, color, or national origin.

**Protection:** Actions to reduce or eliminate a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

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

**Public Information Officer:** The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

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

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

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

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

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

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

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

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

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

**Regional Emergency Operations Center (REOC):** Facilities found at Cal EMA Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

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

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

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

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

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

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

**Resources Management:** A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, territorial, tribal, and local teams; and resource mobilization protocols.

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

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected ESFs or full activation of all ESFs to meet the needs of the situation.

**Risk:** The potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences.

**Risk Analysis:** A systematic examination of the components and characteristics of risk.

**Risk Assessment:** A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

**Risk Identification:** The process of finding, recognizing, and describing potential risks.

**Risk Management:** The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

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

**Scenario:** Hypothetical situation composed of a hazard, an entity impacted by that hazard, and associated conditions including consequences when appropriate.

**Scenario-based Planning:** A planning approach that uses a hazard vulnerability assessment to assess the hazard's impact on an organization on the basis of various threats that the organization could encounter. These threats (e.g., hurricane, terrorist attack) become the basis of the scenario.

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

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

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

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

**Senior Official:** The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

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

**Service:** An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may

be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

**Service Animal:** Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals' jobs include, but are not limited to:

- Guiding individuals with impaired vision and individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability.

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

**Shelter Complex:** A geographic grouping of facilities to be used as a fallout shelter when such an arrangement serves planning, administrative, an/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 mile.

**Shelter-in-place:** An emergency directive to seek refuge rather than evacuate by selecting a small, interior room, with no or few windows. It does not mean sealing off your entire home or office building.

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

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

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

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

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

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

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

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

authority established under section 6500 et seq. of the Code.

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

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

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

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

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

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

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

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

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

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

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

**State Operations Center (SOC):** An EOC facility operated by CalEMA at the state level in SEMS.

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

**Storm Surge:** A dome of sea water created by strong winds and low barometric pressure in a hurricane that causes severe coastal flooding as the hurricane strikes land.

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

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

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Subgrantee:** An eligible applicant in Federally declared disasters.

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

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

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

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

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

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

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

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

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

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

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

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

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

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

**Tornado:** A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds can be as low as 65 miles per hour, but may reach 300 miles per hour or higher.

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

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

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

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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

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

**Uncertainty:** The degree to which a calculated, estimated, or observed value may deviate from the true value.

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

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

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

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

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

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

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

**Vulnerability:** A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

**Warning:** The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause.

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

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

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EMERGENCY ORGANIZATION FUNCTIONS**

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## **MANAGEMENT SECTION**

### **PURPOSE**

To direct and manage the City of Ojai's response and recovery from an emergency in a uniformed, collective, collaborative and coordinated effort.

### **OVERVIEW**

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. The elements may include:

- Managing overall emergency response and recovery effort.
- Overseeing and directing the Operations, Planning, Logistics and Finance Sections within the EOC.
- Utilizing the Incident Command System principles.

Functions include:

- City Council
- EOC Director
- Public Information Officer
- Legal Officer

### **OBJECTIVES**

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

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

### **CONCEPT OF OPERATIONS**

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and the will be followed.

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## **EMERGENCY OPERATIONS PLAN**

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- All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7 a.m. and 7 p.m. Operational periods should be event driven.
- Due to the limited city staffing available to fill EOC positions, the SEMS structure has been condensed. Should additional staffing become available, the SEMS structure can expand accordingly.

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3.

### **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Management Section.

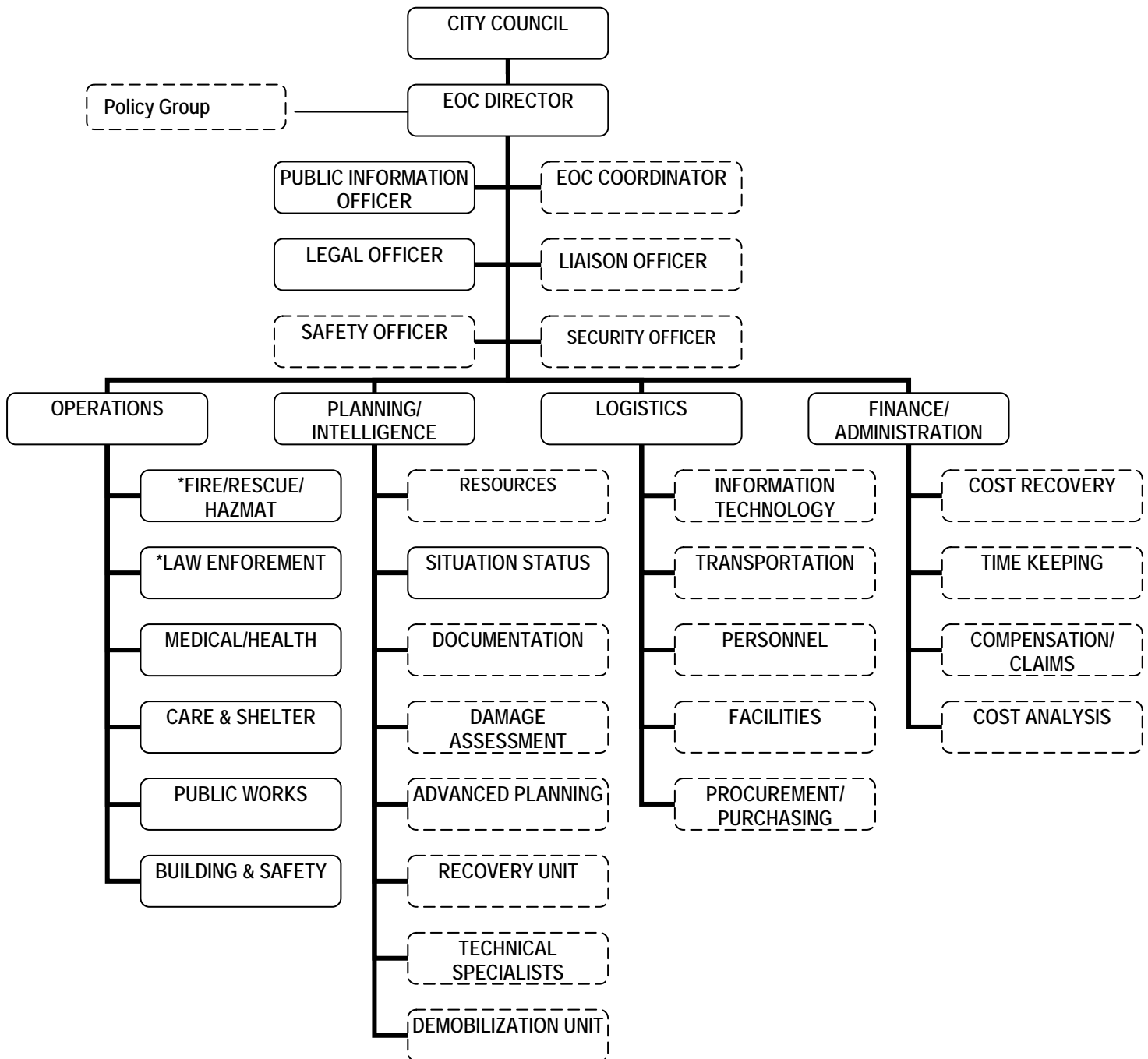
#### **When to Activate**

The Management Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

#### **Where to Report**

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

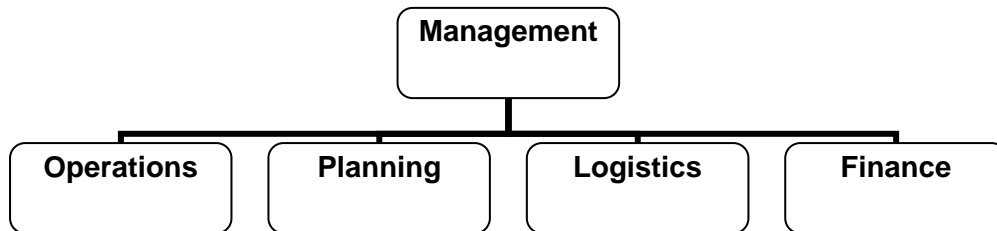
**ORGANIZATION CHART**



\*Contract service position filled by Ventura County. Department Standard Operating Procedures will be followed.

Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

Field Units will coordinate and communicate with each of the Branches under the Operations Section through Departmental Operations Centers (DOCs) if activated. The Incident Command System will be used in the field.

**RESPONSIBILITIES CHART****Responsibilities:****Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform those functions as needed.

**Operations Section**

Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the city's EOC Action Plan.

**Planning/Intelligence Section**

Responsible for collecting, evaluating and disseminating information; coordinating the development of the city's EOC Action Plan in coordination with other sections; initiating and preparation of the city's After-Action/Corrective Action Report and maintaining documentation.

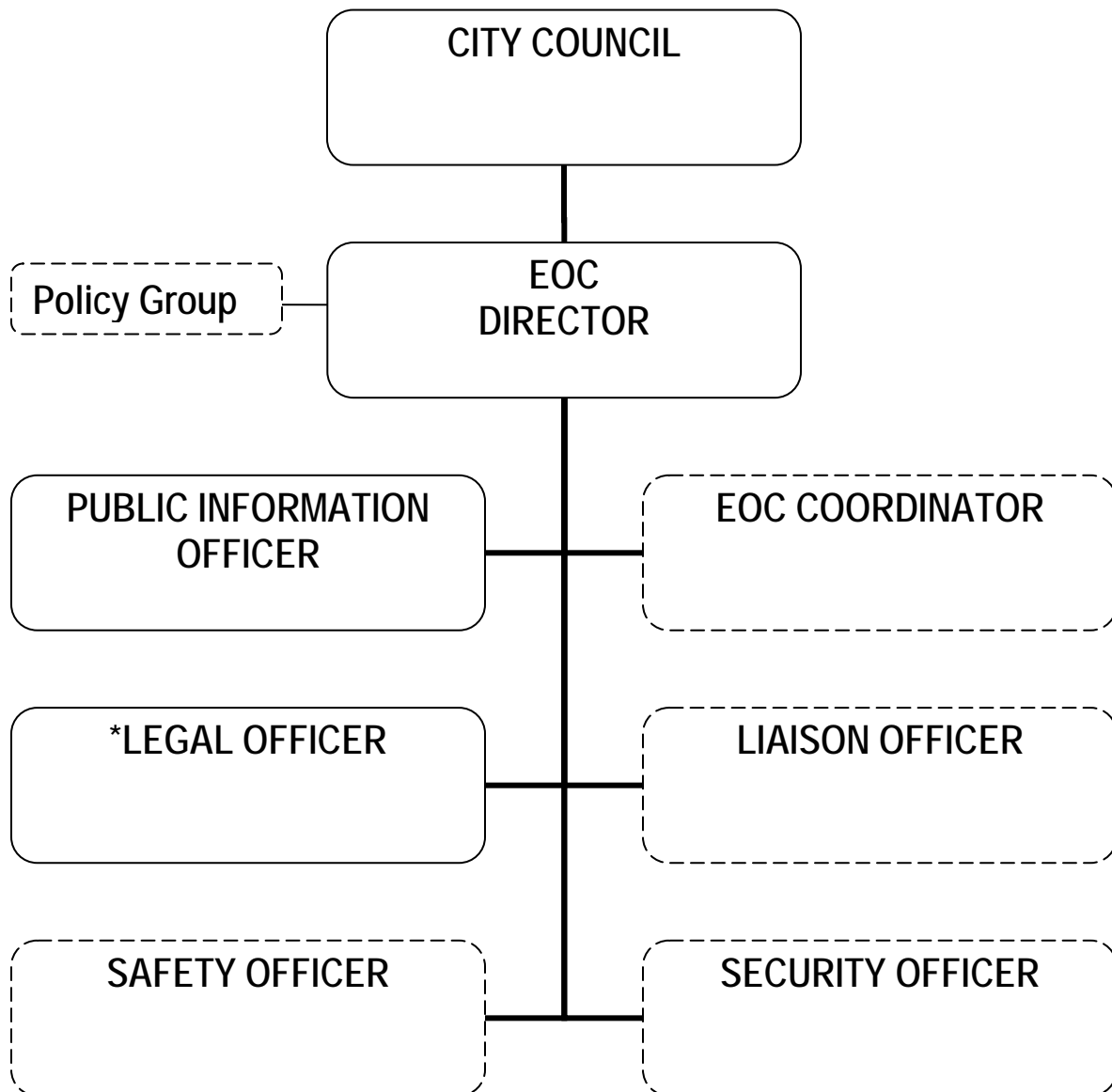
**Logistics Section**

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

**Finance/Administration Section**

Responsible for financial activities and other administrative aspects.

## MANAGEMENT SECTION-ORGANIZATION CHART



\*Contract Service

Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

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### **MANAGEMENT SECTION STAFF**

The Management Section is led by the EOC Director and is established for every EOC activation to coordinate EOC operations. The Emergency Services Director by city ordinance will fill this position during a disaster/emergency. The EOC Director, the Public Information Officer (PIO), the Legal Advisor and the General Staff (Section Coordinators), and others as designated make up the EOC Management Team. The Management Team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident and rules, regulations, proclamations and orders. Management Section also includes staff functions required to support Management function.

- EOC Director
- Public Information Officer
- Legal Officer
- City Council

#### **EOC Director**

The EOC Director is responsible for the overall management of the City's emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period. The EOC Director serves as a point of contact for assisting organizations and agencies outside the city government structure. The EOC Director is also responsible for ensuring a safe and secure working environment in the EOC

#### **Public Information Officer**

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media.

#### **Legal Officer**

The Legal Advisor provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

#### **City Council**

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

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**COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position).

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to your EOC organizational supervisor.
- ☐ Obtain a briefing on the situation.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ☐ Log into WEB EOC (**Procedures can be found in the Appendix**) and/or open and maintain a position activity log.
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ☐ Request additional resources through the Logistics Section.
- ☐ Based on the situation as known or forecast, determine likely future Section needs.
- ☐ Think ahead and *anticipate* situations and problems before they occur.
- ☐ Using Web EOC and activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.*

**General Operational Duties**

- ☐ Keep up to date on the situation and resources associated with your position.
- ☐ Maintain current status reports and displays.
- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- ☐ Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ☐ Review situation reports as they are received. Verify information where questions exist.

- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Deactivation**

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Leave forwarding phone number where you can be reached.

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**EOC DIRECTOR**

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**SUPERVISOR:**     **City Council**

**EOC DIRECTOR RESPONSIBILITIES:**

- Serve as the Director of Emergency Services for the City.
- Make executive decisions based on policies of the City Council.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Carry out responsibilities of the Management Section not currently staffed.

**If also performing Liaison function:**

- Coordinate with Agency Representatives assigned to the EOC or in communication with the EOC.
- Function as a central point of contact for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Liaise with outside public jurisdictions and internal departments.

**If also performing Safety function:**

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Stop or modify all unsafe operations.

**If also performing Security function:**

- Control personnel access to facilities in accordance with policies established by the EOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**INITIAL EOC START-UP ACTIONS**

- ☐ Obtain briefing from whatever sources are available.
- ☐ Determine the operational status and appropriate level of activation based on situation as known.
- ☐ As appropriate, respond to the EOC.
- ☐ Mobilize appropriate personnel for initial activation of the EOC.
- ☐ Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- ☐ Review your position responsibilities.
- ☐ Identify yourself as the EOC Director by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

- ☐ Direct the implementation of the City's Emergency Operations Plan.
- ☐ Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.
- ☐ Notify the Ventura County Operational Area that the City EOC is activated via WebEOC or by phone.
- ☐ Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- ☐ Determine appropriate delegation of procurement/purchasing authority to the Logistics Section.
- ☐ Assign staff to initiate check-in procedures.
- ☐ Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- ☐ Ensure the EOC is properly set up and ready for operations.
- ☐ Authorize or request activation of Community Emergency Response Team (CERT).
- ☐ Request Auxiliary Communication Services (ACS) resource from Ojai Police Department if needed.
- ☐ Appoint and ensure that EOC Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
  - Operations Section Coordinator
  - Planning/Intelligence Section Coordinator
  - Logistics Section Coordinator
  - Finance/Administration Section Coordinator
- ☐ Determine need and establish, if necessary, a deputy director position.
- ☐ Carry out responsibilities of your EOC Section not currently staffed.
- ☐ Ensure that the Management Section is staffed as soon as possible at the level needed.
- ☐ Request additional personnel to maintain a 24-hour operation as required.
- ☐ Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and/or geographical assignment
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of operational period work shifts
- ☐ Prepare work objectives for Section staff, brief staff and make staff assignments.
- ☐ Ensure Web EOC incident is created
- ☐ Open and maintain an activity log in Web EOC.
- ☐ Ensure that all EOC Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.
- ☐ Ensure that telephone, radio and data communications with other facilities are established and tested.

- ☐ Ensure that all departments account for personnel and work assignments.
- ☐ Schedule the first planning meeting.
- ☐ Establish the frequency of briefing sessions.
- ☐ Confer with EOC Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.
- ☐ Ensure that the field agency representatives have been assigned to other facilities as necessary.

**ACTIONS TO BE TAKEN EVERY SHIFT*****Management/Policy Actions***

- ☐ Carry out responsibilities of your EOC Section not currently staffed.
- ☐ Based on the situation as known or forecast, determine likely future EOC Management Section needs.
- ☐ Think ahead and *anticipate* situations and problems before they occur.
- ☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ☐ Develop overall strategy with the EOC Section Coordinators.
- ☐ Develop and issue appropriate rules, regulations, proclamations and orders.
- ☐ Determine if support is required from other jurisdictions and ensure requests are made through appropriate channels.
- ☐ Ensure that all your Section logs and files are maintained in Web EOC.
- ☐ Monitor your Section activities and adjust Section organization as appropriate.
- ☐ Resolve problems that arise in conducting your Section and EOC responsibilities.
- ☐ Ensure that EOC Sections are carrying out their principle duties:
  - Implementing operational objectives per the EOC Action Plan.
  - Preparing action plans and status reports.
  - Providing adequate facility and operational support.
  - Providing administrative and fiscal record keeping and support.
- ☐ Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Finance/Administration Section at the end of each operational period.
- ☐ Initiate Emergency Proclamations as needed (See Management Support Documentation - Legal Documents)
- ☐ Establish City Hall hours of operation.
- ☐ Set priorities for restoration of city services.
- ☐ Approve and authorize the implementation of the EOC Action Plan developed and prepared by the EOC Planning/Intelligence Section and EOC Management Team.

***Briefings and Meetings***

- ☐ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Set up EOC planning meeting schedule with all EOC Section Coordinators (General Staff).
- ☐ Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.
- ☐ Conduct periodic briefing sessions with the City Council to update the overall situation.
- ☐ Hold Action Planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an EOC Action Planning meeting are:
  - Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.
  - Obtain any additional information from other sources on the current situation assessment.
  - Review availability and status of ordered, enroute or staged resources.
  - Establish with staff the next Operational Period for which the EOC Action Plan should be developed. Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources.
  - Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
  - Determine need for additional resources. Establish specific responsibilities for ordering.
  - Discuss and resolve any internal coordination issues.
  - Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
  - Establish time for next action planning meeting.

***Media***

- ☐ Access the Emergency Alert System (EAS) as needed.
- ☐ In conjunction with the EOC Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
- ☐ Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) as needed through appropriate channels.

**DEACTIVATION**

- ☐ Authorize deactivation of sections or branches when they are no longer required.
- ☐ Notify Ventura County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.
- ☐ Put notice of deactivation of the EOC into Web EOC.

- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation and archived from Web EOC.
- ☐ Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.
- ☐ Deactivate the EOC and close out logs when emergency situation no longer requires activation.
- ☐ Proclaim termination of the emergency and proceed with recovery operations.

**Liaison Officer Duties**

***If the EOC Director assigns a Liaison Officer, these tasks will be performed by that person. If a Liaison Officer is not assigned, the EOC Director will assume these tasks.***

- ☐ Maintain ongoing contact with all agency Liaisons involved with the incident response and update the Planning/Intelligence Section. If agency liaisons are not assigned to be on-site at the EOC, establish plan of communication with each appropriate liaison.
- ☐ Arrange and coordinate VIP tours with PIO and City Council members.
- ☐ Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC
  - They have completed the Agency Representative Form (*see Management Support Section*)
  - They understand their assigned function
  - They know their work location
  - They understand EOC organization and floor plan (provide both)
  - They have clear communications with their home agency
- ☐ Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
- ☐ Determine status and resource needs and availability of other agencies.
- ☐ Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- ☐ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence and/or situation information to provide at next EOC briefing.
- ☐ Notify and coordinate with adjacent jurisdictions on issues that may impose risk across boundaries.
- ☐ Respond to requests for liaison personnel from other agencies.
- ☐ Act as liaison with state or federal emergency response officials and appropriate city personnel.
- ☐ Determine if there are communication problems in contacting outside agencies. Provide information to the Logistics Section.
- ☐ Know the working location for any Agency Representative assigned directly to other EOC staff.
- ☐ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section Coordinator and Branch Managers.
- ☐ Respond to requests from sections and branches for Agency information. Direct requesters to appropriate Agency Representatives.
- ☐ Provide periodic update briefings to Agency Representatives as necessary.

**Safety Officer Duties**

***If the EOC Director assigns a Safety Officer, these tasks will be performed by that person. If a Safety Officer is not assigned, the EOC Director will assume these tasks.***

- ☐ Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with the Logistics Section.
- ☐ Establish and maintain a safe working environment.
- ☐ Tour the entire facility area and determine the scope of on-going operations.
- ☐ Consider need for vehicle traffic control plan. Develop if required.
- ☐ Evaluate conditions and advise the Legal Officer of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- ☐ Coordinate with the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ☐ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- ☐ Be familiar with particularly hazardous conditions in the facility.
- ☐ Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water potability, etc.)
- ☐ If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ☐ Obtain assistance for any special safety requirements.

**Security Officer Duties**

***If the EOC Director assigns a Security Officer, these tasks will be performed by the Security Officer. If a Security Officer is not assigned, the EOC Director will assume these tasks.***

- ☐ Establish or relocate security positions as dictated by the situation.
- ☐ Ensure that proper security of the EOC is maintained at all times.
- ☐ As requested, provide security for any EOC critical facilities, supplies or materials.
- ☐ Provide executive security as appropriate or required.
- ☐ Provide security input and recommendations as appropriate to conditions to EOC Director
- ☐ Request assistance from the Law Enforcement Branch in sealing off any dangerous areas.
- ☐ Request assistance from the Law Enforcement Branch with access control as required.

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**PUBLIC INFORMATION OFFICER**

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**SUPERVISOR: EOC Director**

**RESPONSIBILITIES:**

- Serve as the dissemination point for all media releases related to city impacts and activities. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate use of the City's public notification system, VC Alert, 211, and the City's Website.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted on the Press Release Clip-Board in the EOC.
- Review and coordinate all related information releases, including dissemination of emergency information to city departments to keep employees apprised of the situation.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident.
- If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. The JIC could also expand to include county, state and federal agencies. If a JIC is established the PIO may send a representative to the JIC.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page M-15.

**Duties:**

- ☐ Secure guidance from the EOC Director regarding the release of available information, and authorization to access the Emergency Alert System (EAS), and the cable system, if needed. (See **Part Two, Management Support Documentation, Emergency Alert System Procedures**)
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- ☐ Coordinate all media events with the EOC Director.

- ☐ Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- ☐ Establish a Media Information Center/Joint Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. The Media Center will be located at City Hall. Announce safe access routes to Media Information Center for media. If there are multiple local, state and federal agencies involved consider establishing a Joint Information Center (JIC) or if a JIC is established designate staff to participate at the JIC.
- ☐ Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- ☐ Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- ☐ Develop an information release program.
- ☐ Interact with other EOC Staff and Agency Reps to provide and obtain information relative to public information operations.
- ☐ Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- ☐ Maintain an up-to-date picture of the situation for presentation to media.
- ☐ Obtain, process, and summarize information in a form usable in presentations.
- ☐ Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- ☐ As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- ☐ Develop a fact sheet for field personnel to distribute to residences and local businesses (include information about water and electrical outages/shortages, water supply stations, health services, etc.).
- ☐ Respond to information requests from the EOC Director and EOC Management team.
- ☐ Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- ☐ Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- ☐ Consider establishing/staffing a hot-line to answer inquiries from the public as needed.
- ☐ Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- ☐ Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.

- ☐ Contact 2-1-1 to disseminate emergency information/ and City staff to provide updates on the local cable channel either through message board or live taping of Mayor or EOC Director.
- ☐ Arrange for meetings between media and city officials or incident personnel.
- ☐ Prepare a briefing sheet to be distributed to all employees and at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, Local Assistance Centers, etc. **(See Part Two, Management Support Documentation)**
- ☐ Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with EOC Coordinator, Liaison Officer, and City Council.
- ☐ Assist in making arrangements with adjacent jurisdictions for media visits.
- ☐ Determine which radio and TV stations are operational. **(See Part Two, Management Support Documentation)**
- ☐ Determine requirements for support to the emergency public information function at other EOC levels.
- ☐ Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- ☐ When federal emergency response teams respond, coordinate activities through the Ventura County Operational Area to ensure coordination of local, state and federal public information activities. If a federal Joint Information Center (JIC) is established, designate a City representative to the JIC.
- ☐ Ensure that announcements, information and materials are translated and prepared for populations with access and functional needs (non-English speaking; non-readers; elderly; deaf, hard of hearing, sight and mobility impaired; etc.).
- ☐ Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- ☐ Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.
- ☐ During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips.
- ☐ Issue timely and consistent advisories and instructions for life safety, health and assistance:
  - What **to do** and **why**.
  - What **not to do** and **why**.
  - Hazardous areas and structures to stay away from.
  - Evacuation routes, instructions and arrangements for persons without transportation or with access and function needs (non-ambulatory, sight-impaired, etc.).
  - Location of mass care shelters, first aid stations, food/water distribution points, etc.
  - Location where volunteers can register and be given assignments.

- Street, road, bridges and freeway overpass conditions, congested areas to avoid and alternate routes to take.
  - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
  - Curfew information
  - School information (The School District should issue specific information. The City PIO can issue general information authorized by the School District).
  - Weather hazards when appropriate.
  - Public information hotline numbers.
  - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
  - Local, state and federal assistance available; locations and times to apply.
  - Local Application Center (LAC) locations, opening dates and times.
  - How and where people can obtain information about relatives/friends in the emergency/disaster area. **(Coordinate with the Red Cross on the release of this information).**
- ☐ Warn all non-English speaking, deaf and hard of hearing persons of the emergency situation/hazard by:
- Using bilingual employees whenever possible.
  - Translating all warnings, written and spoken, into appropriate languages.
  - Contacting media outlets (radio/television) that serve the languages you need.
  - Using pre-identified lists and non-governmental agencies to reach populations with access and functional needs
  - Utilizing 9-1-1 translation services and Video Phone technology to contact the deaf and hard of hearing.
  - Using pre-identified lists of disabled and deaf persons for individual contact.
- ☐ Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
- ☐ Through the Ventura County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
- ☐ Ensure file copies are maintained of all information released and posted in the EOC.
- ☐ Provide copies of all releases to the EOC Director.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

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**LEGAL OFFICER**

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**SUPERVISOR:** EOC Director

**RESPONSIBILITIES:**

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency. **(See Management Support Documentation – Legal Documents).**
- Commence legal proceedings as needed.
- Participate as a member of the EOC Management Team when requested by EOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page M-15.

**Duties:**

- ☐ Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- ☐ Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- ☐ Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- ☐ Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- ☐ Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- ☐ Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- ☐ Prepare documents relative to the demolition of hazardous structures or conditions.

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## CITY COUNCIL

**SUPERVISOR:**           Electorate

**RESPONSIBILITIES:**

- Proclaim and/or ratify a local emergency.
- Establish executive level policies and priorities for management of emergency.
- Ensure that the EOC Director has clear policy direction.
- Obtain briefings from EOC Director and in coordination with PIO, provide information to the public and media.
- Support a multi-agency disaster response.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page M-15.

**Duties:**

- ☐ Receive incident briefing from the EOC Director.
- ☐ Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed.
  - Three (3) members of the City Council are needed for an official quorum.
  - Emergency proclamations must be ratified within seven (7) days.
  - Approve extraordinary expenditure requirements as necessary.
- ☐ Review, at least every 21 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.
- ☐ In consultation with the EOC Director and General Staff, develop priorities and temporary emergency policies for managing the strategic aspects of the emergency.
- ☐ Oversee the release of official statements.
- ☐ Upon request of PIO, EOC Coordinator or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO).
- ☐ Provide interviews to the media as arranged by the PIO.
- ☐ Refer all requests for emergency information to the EOC Director or Public Information Officer.
- ☐ Serve on and coordinate activities of the Disaster Council. ***Is this a day-to-day activity on one performed during the emergency?***
- ☐ Develop or utilize any existing citizen's advisory group to address concerns.

- ☐ Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- ☐ Consider developing a plan to provide a “citizen and business aid” location that can be utilized for information and assistance to citizens and businesses impacted by an emergency.
- ☐ Encourage post-event discussions in the community to identify perceived areas of improvements

**NOTE:** Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the EOC Director.

**MANAGEMENT SECTION  
SUPPORT DOCUMENTATION**

<b>REFERENCE DOCUMENTS</b>
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<b>LEGAL OFFICER (Look in Forms Section also)</b>
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**Extracted from the California Emergency Plan**

**ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR  
DURING A STATE OF EMERGENCY**

***(Note: California Office of Emergency Services is now the California Emergency Management Agency (Cal EMA) and the Secretary of Cal EMA is the lead for this agency).***

**Order 1 (Employment)**

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

**Order 2 (Medical Supplies)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

**Order 3 (Salary Payment)**

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

**Order 4 (Bonding)**

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

**Order 5 (Temporary Housing)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

**Order 6 (Petroleum Fuels)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

**Order 7 (Banking)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

**Extracted from the California Emergency Plan**

**ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE  
EXISTENCE OF A STATE OF WAR EMERGENCY**

***(Note: California Office of Emergency Services is now the California Emergency Management Agency (Cal EMA) and the Secretary of Cal EMA is the lead for this agency).***

**Order 1 (Orders and Regulations in Effect)**

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

**Order 2 (Warning)**

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

**Order 3 (Authority and Implementation under State of War Emergency)**

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

**Order 4 (Personnel)**

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the

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## **EMERGENCY OPERATIONS PLAN**

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Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

### **Order 5 (War Powers)**

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

### **Order 6 (Sales Restrictions)**

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

### **Order 7 (Alcohol Sales)**

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

### **Order 8 (Petroleum Sales)**

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

### **Order 9 (Food Sales)**

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail

sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

**Order 10 (Medical Supplies)**

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

**Order 11 (Banking)**

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

**Order 12 (Rent Control/Rationing)**

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

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### **LOCAL AND STATE EMERGENCY PROCLAMATIONS**

***(Note: California Office of Emergency Services is now the California Emergency Management Agency (Cal EMA) and the Secretary of Cal EMA is the lead for this agency).***

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2, 3 and 4.**) A copy of the resolution must be provided to the Ventura County Operational Area for transmission to Cal EMA.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 21 days.**

The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
  - Establish curfews.
  - Take any measures necessary to protect and preserve public health and safety.
  - Exercise all authority granted by local ordinance.

### **LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES**

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Secretary of Cal EMA to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive process and coordinate all aid. The resolution will be sent to Cal EMA through the Ventura County Operational Area.

To assist the Secretary of Cal EMA in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2, 3 or 4.**)
- Damage Assessment Summary

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**Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act.** Financial assistance available under the CDAA is administered by Cal EMA.

Financial assistance available:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

### STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

#### Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a state of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA. A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the Secretary of Cal EMA through the Ventura County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2, 3 and 4**).
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested).

Financial assistance available:

- Eligible disaster response costs;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, OES prepares the proclamation.

#### Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution asking the Secretary of Cal EMA to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

- Individual assistance to the private sector;

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- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

### LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY

The governing body must review the need for continuing the local Emergency Proclamation **at least every 21 days**, and proclaim the termination at the earliest possible date.

### EMERGENCY PROCLAMATION FORMS

**Government Code Section No. 8630:** "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official so designated by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c)(1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

- |                    |  |
|--------------------|--|
| <b>Exhibit 1 -</b> | <b>Resolution Requesting Governor to Proclaim a "State of Emergency" and a Request for State and Federal Assistance</b>                            |
| <b>Exhibit 2 -</b> | <b>Resolution Proclaiming Existence of a Local Emergency and Rendering Certain Emergency Orders</b>  |
| <b>Exhibit 3 -</b> | <b>Proclamation and Order of the Director of Emergency Services Proclaiming Existence of a "Local Emergency"</b>                                   |
| <b>Exhibit 4 -</b> | <b>Resolution Requesting a Presidential Declaration and Asking for Assistance Due to the Extent and Severity of the Proclaimed Local Emergency</b> |

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**EXHIBIT 1  
RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI REQUESTING GOVERNOR TO PROCLAIM A “STATE OF EMERGENCY” FOR CITY OF OJAI AND A REQUEST FOR STATE AND/OR FEDERAL ASSISTANCE.**

WHEREAS, California Government Code section 8630 empowers the City Council (“COUNCIL”) to proclaim the existence, or threatened existence, of a Local Emergency when City is affected or likely to be affected by a public calamity; and

WHEREAS, the Director of Emergency Services has requested the COUNCIL proclaim the existence of such a Local Emergency; and

WHEREAS, on \_\_\_\_\_ 200\_\_ , the City Council of the City of Ojai found that conditions of extreme peril and a crippling disaster which severely impair the safety of persons and/or property had arisen within the City due to a calamity described as \_\_\_\_\_

and declared a Local Emergency existed throughout City of Ojai and, in accordance with state law, by Resolution no. \_\_\_\_\_ ; and

WHEREAS, it has now been found that the City’s and the local available public resources are unable to fully cope with the public needs, damages, costs and effects caused by said calamity and Local Emergency situation;

NOW, THEREFORE, IT IS HEREBY RESOLVED, PROCLAIMED AND ORDERED by the City of Ojai City Council that:

1. A copy of this resolution be forwarded to the Governor of California with the request that he declare the City of Ojai to be in a State of Emergency;
2. A copy of this resolution be forwarded to the Secretary of the California Emergency Services Agency with a request that he find it acceptable in accordance with provisions of the California Disaster Assistance Act; and
3. \_\_\_\_\_ [Title: \_\_\_\_\_] is hereby designated as the authorized \_\_\_\_\_ representative \_\_\_\_\_ for \_\_\_\_\_ public \_\_\_\_\_ assistance, and \_\_\_\_\_  
[Title \_\_\_\_\_] of the City of Ojai receive, process and coordinate all inquiries, filings and requirements necessary to obtain available state and/or federal assistance to the City for coping with said emergency.

\* \* \* \* \*

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**EMERGENCY OPERATIONS PLAN**

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PASSED AND ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_ by a roll call vote,  
Council Members \_\_\_\_\_  
voting in favor, and \_\_\_\_\_ voting against.

ATTEST: \_\_\_\_\_, Mayor  
City of Ojai California

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED AS TO ADMINISTRATION:

\_\_\_\_\_  
City Manager

**EXHIBIT 2  
RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY AND RENDERING CERTAIN EMERGENCY ORDERS.**

WHEREAS, pursuant to California Government Code section 8642 and 54956.5 an emergency meeting of the Ojai City Council (herein "COUNCIL") was called by with \_\_\_\_\_ hour telephonic notice to the Council members\* and said meeting was held at \_\_\_\_ . m. on \_\_\_\_\_ , 200\_\_ to proclaim the existence, or threatened existence of, a Local Emergency and to render certain necessary orders or regulations; and

WHEREAS, California Government Code section 8630 empowers the City Council ("COUNCIL") to proclaim the existence or threatened existence of a Local Emergency when City is affected or likely to be affected by a public calamity, while Government Code section 8634 empowers the COUNCIL to promulgate orders and regulations to provide for the protection of life and property; and

WHEREAS, pursuant to City of Ojai's Municipal Code, Ordinance 468, the Director of Emergency Services has requested the COUNCIL proclaim the existence of a Local Emergency; and

WHEREAS, the COUNCIL does hereby find that conditions of extreme peril and a crippling disaster which severely impairs the safety of persons and/or property have arisen within the CITY caused by \_\_\_\_\_, said cause commencing on or about \_\_\_\_ .m. on \_\_\_\_\_ , 20\_\_ ; and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a Local Emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED, ORDERED and RESOLVED by the Ojai City Council that:

1. The Proclamation of a Local Emergency made on \_\_\_\_\_ , 20\_\_ by the Director of Emergency Services is hereby confirmed and a Local Emergency now exists throughout the City of Ojai California;
2. During the existence of this Local Emergency, the powers, functions and duties of the Director of Emergency Services (being \_\_\_\_\_), the Disaster Council and the emergency organization of the City of Ojai shall be those prescribed by state law, by the existing ordinances and resolutions of the City of Ojai as well as this resolution and any subsequent emergency orders of the COUNCIL;

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**EMERGENCY OPERATIONS PLAN**

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3. A request for Mutual Aid for \_\_\_\_\_ is authorized and shall be made to \_\_\_\_\_;

4. That during this Local Emergency a City wide curfew for all non-authorized persons for the hours from \_\_\_\_\_ p.m. to \_\_\_\_\_ a.m. is imposed [those exempted "authorized persons" being all law enforcement, City, County, State, utility repair, emergency service providers and fire fighting personal, as well as \_\_\_\_\_];

5. The normal City of Ojai goods and service procurement requests and purchase practices are stayed during this period of emergency;

6. The following emergency orders and/or regulations are hereby imposed:

7. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_; and  
.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

8. The content of this resolution shall be given widespread publicity and notice as is reasonable and feasible under these circumstances; and

9. This Local Emergency shall continue until it is terminated by proclamation of the COUNCIL. Pursuant to Section 8630 of the Government Code, the COUNCIL shall proclaim the termination of a local emergency at the earliest possible date that conditions warrant. The need for continuing this local emergency shall be reviewed within 14 days by the COUNCIL, and at each regular COUNCIL meeting thereafter.

\* \* \* \*

PASSED AND ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_ by roll call vote,  
Council Members \_\_\_\_\_  
voting in favor, and \_\_\_\_\_ voting against.

\_\_\_\_\_, Mayor  
City of Ojai, California

ATTEST:

\_\_\_\_\_  
Clerk

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**EMERGENCY OPERATIONS PLAN**

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APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED AS TO ADMINISTRATION:

\_\_\_\_\_  
City Manager

- \* Each local newspaper of general circulation [and any radio or television station, which has requested notice \_\_\_\_\_ of special meetings pursuant to Section 54956, was notified by the \_\_\_\_\_ one hour prior to this emergency meeting, by telephone.

[OR]

- \* In that telephone services are not functioning, the notice requirements of section this 54956.5 are deemed waived, and the designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

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**EXHIBIT 3  
PROCLAMATION**

**A PROCLAMATION AND ORDER OF THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF OJAI PROCLAIMING EXISTENCE OF A "LOCAL EMERGENCY".**

WHEREAS, pursuant to the City of Ojai's Municipal Code, Ordinance 468 the Director of Emergency Services may proclaim the existence or threatened existence of a Local Emergency when City of Ojai (hereinafter referred to as "CITY"), is affected or likely to be affected by a public calamity and the Ojai City Council is not in session; and

WHEREAS, the Director of Emergency Services shall have that proclamation confirmed by the City Council at the earliest practical time thereafter; and

WHEREAS, the Director of Emergency Services of the CITY does hereby find:

(a) That conditions of extreme peril to the safety of persons and property have arisen within the CITY caused by \_\_\_\_\_ commencing on or about \_\_\_\_\_ .m. on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_; and

(b) That the City Council of the City of Ojai is not in session (and cannot immediately be called into session); and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a Local Emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that:

1. A Local Emergency now exists throughout CITY;
2. During the existence of said Local Emergency the powers, functions and duties of the emergency organization of CITY shall be those prescribed by state law, by ordinances and resolutions of CITY, and by the CITY OF OJAI'S EMERGENCY OPERATIONS PLAN, as approved by the City Council;
3. That during this Local Emergency a city wide curfew of all non-authorized persons from \_\_\_\_\_ p.m. to \_\_\_\_\_ a.m. is imposed;
4. The normal CITY goods and service procurement requests and purchase practices are stayed during this period of emergency; and
5. This condition and powers of a Local Emergency shall continue for no more than seven (7) days unless this proclamation is confirmed by a resolution of the City Council pursuant to Section 8630 of the Government Code.

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

By: \_\_\_\_\_  
DIRECTOR OF EMERGENCY SERVICES FOR  
CITY OF OJAI

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**EXHIBIT 4  
RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI REQUESTING A PRESIDENTIAL DECLARATION OF A CONDITION OF A FEDERALLY DECLARED EMERGENCY AND ASKING FOR ASSISTANCE, DUE TO THE EXTENT AND SEVERITY OF THE PROCLAIMED LOCAL EMERGENCY.**

WHEREAS, California Government Code section 8630 empowers the City Council ("COUNCIL") to proclaim the existence, or threatened existence, of a Local Emergency when City is affected or likely to be affected by a public calamity; and

WHEREAS, pursuant to Ordinance No. 468 of the City of Ojai's Municipal Code the Director of Emergency Services has requested the COUNCIL proclaim the existence of such a Local Emergency; and

WHEREAS, on \_\_\_\_\_ 20\_\_ , the City Council of the City of Ojai found that conditions of extreme peril caused be a crippling disaster, which severely impair the safety of persons and/or property, had arisen within the City due to a calamity described as \_\_\_\_\_ and the COUNCIL had declared a Local Emergency existed throughout City of Ojai and, in accordance with state law, by Resolution no. \_\_\_\_\_; and

WHEREAS, a request has been made and forwarded to the Governor of California that he proclaims the City of Ojai to be in a state of emergency; and

WHEREAS, it has now been found that the City's available public resources as well as the state's resources are unable to fully cope with the local public needs, damages, costs and effects caused by said calamity and Local Emergency situation;

NOW, THEREFORE, IT IS HEREBY RESOLVED, PROCLAIMED AND ORDERED by the Ojai City Council that:

1. Due to the extent of this Local Emergency now existing throughout the City the Governor of the State of California is request to ask for a Presidential Declaration of Emergency.
2. \_\_\_\_\_, [Title: \_\_\_\_\_ ], is hereby designated as the local Hazard Mitigation Coordinator of the City for the purpose of assessing damage with the City, and consulting with Federal/State survey teams about hazard mitigation actions; and is hereby designated as the authorized representative for public assistance. Said City employee is hereby designated as the authorized representative for individual assistance to the City for the purposes of receiving notices, correspondence, processing and coordination of all inquiries and requirements necessary to obtain available federal assistance.

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**EMERGENCY OPERATIONS PLAN**

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\* \* \* \* \*

PASSED AND ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_  
by roll call vote, Council Members \_\_\_\_\_  
voting in favor, and \_\_\_\_\_ voting against.

\_\_\_\_\_, Mayor  
City of Ojai, California

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED AS TO ADMINISTRATION:

\_\_\_\_\_  
City Manager

**CITY OF OJAI'S EMERGENCY ORGANIZATION AND FUNCTIONS****CHAPTER 1 - EMERGENCY ORGANIZATION ORDINANCE**

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**Sections:**

[Sec. 3-1.01. - Purposes.](#)

[Sec. 3-1.02. - Emergency defined.](#)

[Sec. 3-1.03. - Disaster Council: Membership.](#)

[Sec. 3-1.04. - Disaster Council: Powers and duties: Meetings.](#)

[Sec. 3-1.05. - Director and Assistant Director of Emergency Services: Offices created.](#)

[Sec. 3-1.06. - Director and Assistant Director of Emergency Services: Powers and duties.](#)

[Sec. 3-1.07. - Emergency Organization.](#)

[Sec. 3-1.08. - Emergency Plan.](#)

[Sec. 3-1.09. - Expenditures.](#)

[Sec. 3-1.10. - Volunteers.](#)

[Sec. 3-1.11. - Violations: Penalties.](#)

[Sec. 3-1.12. - Severability.](#)

**Sec. 3-1.01. - Purposes.**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the City in the event of an emergency, the direction of the Emergency Organization, and the coordination of the emergency functions of the City with all other public agencies, corporations, organizations, and affected private persons.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.02. - Emergency defined.**

As used in this chapter "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or the imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the City, requiring the combined forces of other political subdivisions to combat.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.03. - Disaster Council: Membership.**

The Ojai Disaster Council is hereby created and shall consist of the following:

- (a) The Mayor, who shall be chairman;
- (b) The Director of Emergency Services, who shall be vice-chairman;
- (c) The Assistant Director of Emergency Services;
- (d) Such chiefs of emergency services as are provided for in the current Emergency Plan of the City, adopted pursuant to the provisions of this chapter; and
- (e) Such representatives of civic, business, labor, veteran, professional, or other organizations having an official emergency responsibility as may be appointed by the Director of Emergency Services with the advice and consent of the City Council.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.04. - Disaster Council: Powers and duties: Meetings.**

It shall be the duty of the Ojai Disaster Council and it is hereby empowered to develop and recommend for adoption by the City Council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon the call of the chairman or, in his absence from the City or inability to call such meeting, upon the call of the vice-chairman.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.05. - Director and Assistant Director of Emergency Services: Offices created.**

- (a) There is hereby created the office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.
- (b) There is hereby created the office of Assistant Director of Emergency Services, who shall be appointed by the Director of Emergency Services.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.06. - Director and Assistant Director of Emergency Services: Powers and duties.**

- (a) The Director of Emergency Services is hereby generally empowered as follows:
  - (1) To request the City Council to proclaim the existence or threatened existence of a "local emergency", if the City Council is in session, or to issue such proclamation, if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven (7) days thereafter, or the proclamation shall have no further force or effect;

- (2) To request the Governor of the State to proclaim a "state of emergency" when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency;
  - (3) To control and direct the effort of the Emergency Organization of the City for the accomplishment of the purposes of this chapter;
  - (4) To direct cooperation between and the coordination of the services and staff of the Emergency Organization of the City and to resolve questions of authority and responsibility that may arise between them; and
  - (5) To represent the City in all dealings with public or private agencies on matters pertaining to emergencies as defined in this chapter.
- (b) In the event of the proclamation of a "local emergency", as provided in this section, the proclamation of a "state of emergency" by the Governor of the State or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency," the Director of Emergency Services is hereby empowered:
  - (1) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations shall be confirmed at the earliest practicable time by the City Council;
  - (2) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property, and to bind the City for the fair value thereof, and, if required immediately, to commandeer the same for public use;
  - (3) To require the emergency services of any City officer or employee and, in the event of the proclamation of a "state of emergency" in the County or the existence of a "state of war emergency", to command the aid of as many citizens of the community as he deems necessary in the execution of his duties. Such persons shall be entitled to all the privileges, benefits, and immunities as are provided by State law for registered disaster service workers;
  - (4) To requisition the necessary personnel or materials of any City department or agency; and
  - (5) To execute all of his ordinary powers as City Manager, all of the special powers conferred upon him by the provisions of this chapter or by resolution or Emergency Plan adopted by the City Council, and all the powers conferred upon him by any statute, by any agreement approved by the City Council, and by any other lawful authority.
- (c) During periods of great calamity, such as extra ordinary fire, flood, storm, epidemic, earthquake, sabotage, or enemy attack, the Director of Emergency Services shall have complete authority over the City and the right to exercise all police powers vested in the City by the Constitution and general laws of the State. Such authority shall terminate upon the adoption of a resolution to that effect by the City Council.
- (d) The Director of Emergency Services shall designate the order of succession to that office, which shall take effect in the event the Director is unavailable to attend meetings

and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.

(e) The Assistant Director of Emergency Services shall, under the supervision of the Director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of the City, and he shall have such other powers and duties as may be assigned by the Director.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.07. - Emergency Organization.**

All officers and employees of the City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may, by agreement or operation of law, including persons pressed into service under the provisions of subsection (3) of subsection (b) of [Section 3-1.06](#) of this chapter, be charged with duties incident to the protection of life and property in the City during such emergency, shall constitute the Emergency Organization of the City of Ojai.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.08. - Emergency Plan.**

The Ojai Disaster Council shall be responsible for the development of the Ojai Emergency Plan, which shall provide for the effective mobilization of all the resources of the City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency and which shall provide for the organization, powers and duties, services, and staff of the Emergency Organization. Such plan shall take effect upon adoption by resolution of the City Council.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.09. - Expenditures.**

Any expenditures made in connection with emergency activities, including mutual aid activities and emergency preparedness services provided the City under contract or agreement, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.10. - Volunteers.**

All person's, other than officers and employees of the City, volunteering services pursuant to the provisions of this chapter shall serve without compensation from the City. While engaged in such services, they shall have the same immunities as officers and employees of the City performing similar duties.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.11. - Violations: Penalties.**

It shall be a misdemeanor, punishable by a fine of not to exceed Five Hundred and no/100ths (\$500.00) Dollars, or by imprisonment for not to exceed six (6) months, or both, for any person, during an emergency, to:

- (a) Wilfully obstruct, hinder, or delay any member of the Emergency Organization in the enforcement of any lawful rule or regulation issued pursuant to the provisions of this chapter or in the performance of any duty imposed upon him by virtue of said provisions;
- (b) Do any act forbidden by any lawful rule or regulation issued pursuant to the provisions of this chapter if such act is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil the lives or property of inhabitants of the City, or to prevent, hinder, or delay the defense or protection thereof; or
- (c) Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

*(Part 2, Ord. 468, eff. March 29, 1973)*

**Sec. 3-1.12. - Severability.**

If any provision of this chapter, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this chapter are declared to be severable.

*(Part 2, Ord. 468, eff. March 29, 1973)*

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### **REPORTING TO WORK FOLLOWING A DISASTER DURING NONWORKING HOURS**

Because earthquakes happen suddenly and can disrupt telephones and other means of communication, the City may not be able to initiate its telephone alert list of response personnel. It is essential, therefore, that each department develop pre-designated emergency assignments, work locations, and policies regarding which employees will report automatically for work during off-duty hours when an earthquake or other major emergency occurs, and which employees will remain on standby. This type of planning will assist the City of Ojai in delivering service to its citizens in an orderly and timely fashion.

#### **REPORTING AFTER AN EARTHQUAKE**

##### **Emergency Response Options:**

- ⊙ If you feel an earthquake, turn on your radio/television for reports of damage.
- ⊙ If telephones are operative, the City will initiate its telephone alert list of personnel through either the City Manager's office or other available personnel. Personnel should have pre-designated emergency work sites and assignments.
- ⊙ If telephone lines are inoperative, local radio and/or television stations should be monitored.
- ⊙ Generally, if a magnitude 6.0 or greater earthquake occurs within a 100 mile radius of the City of Ojai, the EOC will be activated and an automatic recall of personnel will be in effect. The following personnel will report automatically to their pre-designated work sites and assignments: EOC Level I personnel; all staff from the following: Public Works Department, Community Development Department, City Manager Department and Finance Department.
- ⊙ If telephone systems are out and radio/television information is not available, all employees should report to their emergency assignments and locations ASAP.
- ⊙ If you are physically able, and after you have completed critical personal and family emergency responsibilities, you are expected to return to work following a major disaster as soon as you are able.
- ⊙ Before leaving home and on your way to work, listen to the radio for any emergency updates and routing instructions. Take note of any damage you see en route that may impact the City. This information may be valuable in assessing the total damage in the City and surrounding communities. Report damage to your Supervisor after you arrive at your regular work site.
- ⊙ Be sure to bring your City identification with you, as the area may be under emergency traffic control, and access restricted to City staff and other emergency workers. Also be sure to bring personal hygiene items and materials needed to perform your emergency responsibilities (SOPs, maps, phone lists, etc.).
- ⊙ If your home has sustained damage, or if you do not have child care available, bring your family to work with you, along with any necessary food, medications, hygiene supplies, toys, etc. Child care and shelter will be provided to the families of City employees as needed.
- ⊙ If you live outside the City of Ojai and there is no available or safe route to your work site, report as a Disaster Service Worker at the municipality closest to you and register with their Personnel Department (or other designated agency). You will be expected to notify the City of Ojai of your whereabouts as soon as communications will allow. You are expected to report to your assigned work site once access to the City is opened. All

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## EMERGENCY OPERATIONS PLAN

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employees who are eligible for overtime pay per employee/employer agreements will be compensated in accordance with such agreements.

- ⊙ Employees who serve as Disaster Service Workers in another jurisdiction must provide verifiable proof of service (time cards, etc.) upon return to work.
- ⊙ Failure to respond in accordance with established City policy may be grounds for disciplinary action, up to and including termination.

### WHERE TO REPORT

- ⊙ Personnel with emergency responsibilities will report to their pre-designated work sites or to the city Emergency Operations Center (EOC), which is located as follows:

Primary: See Appendix

Alternate: See Appendix

- ⊙ If your work location is damaged, alternate work sites will be: City Hall, Public Works Yard, Boyd Recreation Center, and other City facilities.
- ⊙ Personnel who do not have emergency assignments or who are not sure of their emergency assignment should report to their normal work stations. If your work site has been determined to be unsafe, a placard will be posted at the site to direct you to an alternate work site. Do **NOT** enter a building that appears to have been damaged until it has been inspected by an authorized Building Inspector and determined to be safe.

### WHAT TO DO WHEN YOU ARRIVE

- ⊙ Sign in with the appropriate department or division supervisor at your designated work site. Notify your supervisor of any family members who may have accompanied you to work.
- ⊙ Obtain a briefing before starting to work. The briefing should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of operational period work shifts.
- ⊙ If you have brought children or other family members with you, take them to the designated child care area or shelter before beginning work. If no shelter has been established, you must first find a location for those people to stay.

**WHAT TO EXPECT WHILE ON DUTY**

- ⊙ If you are the first person to arrive on scene, you will be in charge of that operation until relieved by a person of higher rank or assigned responsibility. Your first concerns will be to:
  - Establish communications with other responders (field, EOC, Supervisor, etc.).
  - Review any plans and procedures that apply to emergency operations for your position and department.
  - Respond to the emergency, giving first priority to life saving actions.
  - Maintain documentation of the emergency, including actions taken, employee arrival times and assignments, equipment and materials used, rental and purchase costs, etc.).
- ⊙ The City will provide sleeping accommodations for employees who are unable to commute to and from work due to excessively long commutes and/or disruptions in transportation routes.
- ⊙ Although work shifts will vary according to the needs of the disaster, emergency work shifts will normally last 12 hours as determined by the EOC Director.
- ⊙ The City will make every effort to develop a flexible work schedule to assist and accommodate employees who have been impacted by the disaster.
- ⊙ You will be working under a different type of organizational system, to reflect the management structure of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Therefore, you may have a different supervisor than the one you report to on a day-to-day basis. Likewise, you may be in charge of people who are not normally under your supervision.
- ⊙ Everyone will be under a great deal of stress. Remember this when dealing with co-workers, citizens and personnel from outside agencies.
- ⊙ You should expect to remain on duty until you are released by your department or the Director of Emergency Services (City Manager). For this reason, it is crucial that you have a good emergency plan for your household and that you prepare family members to take care of themselves during your absence.
- ⊙ The public will have many questions regarding the disaster. To assist in answering these questions, the City will provide employee briefing sheets, set up a telephone hotline, and provide media briefings through the Public Information Officer.

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Extracted from the California Emergency Plan

**CALIFORNIA DISASTER AND CIVIL DEFENSE  
MASTER MUTUAL AID AGREEMENT**

This agreement was adopted by the City of Ojai

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

**WITNESSETH:**

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, law enforcement, 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; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that

such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
  - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
  - (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

- (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
  - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
  - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
  - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a

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**EMERGENCY OPERATIONS PLAN**

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resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

- 8 The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN  
GOVERNOR  
On behalf of the State of  
California and all its  
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN  
Secretary of State

November 15, 1950  
(GREAT SEAL)

**Note:**

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the

effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

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**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)****Article I - Purpose and Authorities**

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

**Article II - General Implementation**

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any; individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

### **Article III - Party State Responsibilities**

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

iv. Assist in warning communities adjacent to or crossing the state boundaries.

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

#### **Article IV – Limitations**

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

#### **Article V - Licenses and Permits**

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

### **Article VI – Liability**

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

### **Article VII - Supplementary Agreements**

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

### **Article VIII – Compensation**

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

### **Article IX – Reimbursement**

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

### **Article X – Evacuation**

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

### **Article XI – Implementation**

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

### **Article XII – Validity**

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

### **Article XIII - Additional Provisions**

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

*Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996*

## **AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS**

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code

GC = Government Code

CCR = California Code of Regulations

PC = Penal Code

### **General Duties and Responsibilities of County Health Officer**

**The local health officer is delegated the responsibility for enforcement of public health laws and regulations.**

#### **HSC § 101000 County Health Officer Appointment**

“Each board of supervisors shall appoint a health officer who is a county officer.”

#### **HSC § 101460 City Health Officer; Appointment.**

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

#### **HSC § 101400 Contracts For County Performance of City Health Functions.**

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

#### **HSC § 101025 Duties of Governing Body of County**

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

#### **HSC § 101030 Enforcement Duties.**

“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

- (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;
- (b) Orders including quarantine and other regulations prescribed by the department;
- and (c) Statutes related to public health.”

**HSC § 101375 Consent Of City; Enforcement Duties of County Health Officer.**

"When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

- (a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.
- (b) Statutes relating to the public health."

**HSC § 101405 Powers of County Health Officers on City.**

"Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law."

**Emergencies, Emergency Proclamations, and Health Officer Authority during a Proclaimed Emergency****GC § 8558 Degrees of Emergency.**

"Three conditions or degrees of emergency are established by this chapter:

(a) **"State of war emergency"** means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) **"State of emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) **"Local emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor

controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

**GC § 8630 Proclamation by local governing body.**

“(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

**County Declaration of Local Emergency Applies to the Cities within the County**

**GC § 8630 Proclamation By Local Governing Body. Notes of Decisions:**

**62 Ops.Atty.Gen. 710, 11-16-79**

1. In general. “When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently.”

**Health Officer's Authority during a Proclaimed Emergency**

**HSC § 101040 Authority To Take Preventive Measures During Emergency.**

“The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may

be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.”

### **Health Emergency**

#### **HSC § 101080 Declaration of Health Emergency; Conditions; Duration; Review.**

“Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

### **Health Officer's Authority during a Declared Health Emergency**

#### **HSC §101085 Health Emergencies; Powers of Health Officials.**

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of

furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

### **Personnel Resources Available to the Health Officer during a Health or Local Emergency**

#### **HSC § 101310 Health Emergencies.**

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

*Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster*

## **The Authority to Order an Evacuation**

### **PC § 409.5**

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. **If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.** (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

## **Communicable Disease Prevention and Control**

### **HSC §120100. Definition of Health Officer**

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

**HSC §120130 Isolation and Quarantine**

...A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

**HSC §120175 Measures to Prevent Spread of Disease**

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

**HSC §120275 Violation of Isolation or Quarantine Order**

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.

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### **PUBLIC NOTIFICATION SYSTEM (PNS)**

The City of Ojai can access a public notification system to notify the public of evacuation procedures. The PNS system, VC Alert, is administered by the Ventura County Sheriff's Office of Emergency Services. The distribution of messages is jointly coordinated by the City's EOC Coordinator, Public Information Officer and the Ventura County Office of Emergency Services.

For PNS activation procedures, refer to the Appendix (a restricted use document).

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**EMERGENCY ALERT SYSTEM (EAS) ACTIVATION PROCEDURES**

(This information has been moved to the Appendix, a restricted use document of this Plan, due to the sensitive nature of the information).

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**MEDIA PHONE LIST - RADIO/TV/PRINT****TELEVISION****LOCAL - Ventura County****KEYT - Channel 3**

General Information 805/485-7545  
News Room Direct 805/981-8396  
[www.keyt.com](http://www.keyt.com)

Ojai Channel 10 (TimeWarner Only) 805-646-5581  
(Operated by the City of Ojai)

**LOCAL - Los Angeles County****KTla - Channel 5**

General Information 213/460-5500  
News Room Direct 213/460-5501  
[www.ktla.com](http://www.ktla.com)

**KCAL - Channel 9**

General Information 213/467-9999  
[www.kcal.com](http://www.kcal.com)

**KTTV /FOX- Channel 11**

General Information 310/584-2000  
News Room Direct 310/584-2025  
[www.fox11la.com](http://www.fox11la.com)

**UPN - Channel 13**

General Information 213/883-9802  
[www.upn.com](http://www.upn.com)

**RADIO**

**KVEN -1450 AM** EAS STATION 805/642-8595 Ventura  
[www.kven.com](http://www.kven.com)

**KHAY - 100.7 FM** EAS STATION 805/642-8595 Ventura  
[www.khay.com](http://www.khay.com)

**KVTA - 1520 AM** 805/289-1400 Ventura  
[www.kvta.com](http://www.kvta.com)

**KCAQ - 104.7 FM** 805/289-1400 Ventura  
[www.q1047.com](http://www.q1047.com)

**KMLA – 103.7 FM** 805/385-5656 Oxnard  
[www.lam103.7.com](http://www.lam103.7.com)

**KKZZ - 1400 AM** 805/289-1400 Ventura  
[www.kkzzam1400.com](http://www.kkzzam1400.com)

**KDAR - 98.3 FM** 805/485-8881 Oxnard

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**EMERGENCY OPERATIONS PLAN**

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www.kdar.com

**KOXR - 910 AM** (Spanish)

805/487-0444 Oxnard

no website

**KXLM - 102.9 FM** (Spanish)

805/240-2070 Oxnard

www.ragiolazer.com

**PRINT****Newspapers**

<b>Name/Address</b>	<b>Phone number</b>	<b>Fax number</b>
Ventura County Star P.O. Box 6006 Camarillo, CA 93011	805-437-0000	805-482-6167
LA Times Main Office 93 S. Chestnut St. Ventura, CA 93001	805-653-7547 805-653-7500 800-LA-TIMES	805-653-7576
Ojai Valley News <b>408A Bryant Circle</b> <b>Ojai, CA 93023</b>	<b>805-646-1476</b>	<b>805-646-4281</b>

**MEDIA RELATIONS  
Dos and Don'ts**

<b>DO</b>	<b>DON'T</b>
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record"
Know the law regarding media	Say "no comment"
Speak officially-no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them-return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "sound bite" or quote	Answer hypotheticals
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

**Speak only for your agency or level of government.**

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

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### **THE PUBLIC INFORMATION OFFICER (PIO)**

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and City response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center or a Joint Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the Management Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

### **EMERGENCY NOTIFICATION**

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- City of Ojai
- Type of incident

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## EMERGENCY OPERATIONS PLAN

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- Safety information
- Location of incident (include Thomas Brothers map coordinates).
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

### EMERGENCY PHASE

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

### Rumor Control

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

### MEDIA INFORMATION

#### Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

On smaller incidents a Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (**when confirmed by the Coroner**), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within law enforcement lines. It should be staffed by qualified PIOs and open to all authorized news media

representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

### **Media Identification**

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497 (1983)).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California Vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographers plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

### **News Conferences and Briefings**

The Media Information Center and Joint Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts (coordinate with the liaison officer).
- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

### **Media Pools**

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

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## EMERGENCY OPERATIONS PLAN

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Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

### **Media Access Photo Sites (MAPS)**

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representatives.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

## **POST-EMERGENCY PHASE**

### **Recovery**

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- Advise the public of recovery efforts.
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.

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## EMERGENCY OPERATIONS PLAN

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- Consider contacting the media for their input into the after action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

**The following information should be released to the public when providing EMERGENCY public information.**

### **Lifesaving/Health Preservation Instructions**

- \_\_\_ What to do (and why) and what **not** to do (and why)
- \_\_\_ Information (for parents) on status and actions of schools (if in session)
- \_\_\_ Hazardous/contaminated/congested areas to avoid
- \_\_\_ Curfews
- \_\_\_ Road, bridge, freeway overpass, dam conditions, and alternate routes to take
- \_\_\_ Evacuation:
  - Routes.
  - Instructions (including what to do if vehicle breaks down).
  - Arrangements for persons without transportation.
  - Location of mass care/medical
  - Coroner facilities, food, safe water. Status of hospitals.
- \_\_\_ First aid information
- \_\_\_ Fire fighting instructions
- \_\_\_ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should **NOT** telephone into the area. Lines must be kept open for emergency calls
- \_\_\_ Instructions/precautions about utility use, sanitation, how to turn off utilities
- \_\_\_ Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
- \_\_\_ Weather hazards/health risks (if appropriate)

### **Emergency Status Information**

- \_\_\_ Before release, clear all information with the EOC Director
- \_\_\_ Verify all information before release
- \_\_\_ Provide all hotline numbers
- \_\_\_ Description of the emergency situation, including:
  - Number of deaths and injuries
  - Property damage to city and businesses and dollar value
  - Persons displaced
  - Magnitude of earthquake, number of fires, etc.
- \_\_\_ Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- \_\_\_ Any of the priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis
- \_\_\_ Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- \_\_\_ Where people should report/call to volunteer
- \_\_\_ How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

**Other Useful Information**

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- State/Federal assistance available
- Local Assistance Centers opening dates/times
- Historical events of this nature
- Charts/photographs/statistics from past events
- Human interest stories and acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured

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**MEDIA ACCREDITATION PROCEDURES**

*During a local emergency the Ojai City Hall will be used as the Joint Information Center. All media personnel requesting information should report there.*

*Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Ventura County Sheriff's Department. Additional verification may be required.*

*No provisions will be made to feed or house media personnel.*

*Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.*

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### **MEDIA ACCESS REGULATIONS**

*The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:*

#### **California Penal Code**

#### **Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.**

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) **Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

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**Federal Aviation Regulations**

**Subpart B - Flight Rules**

**Section 91.91 Temporary Flight Restrictions**

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.
- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:
  - (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
  - (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
  - (3) That operation is specifically authorized under an IFR ATC clearance;
  - (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
  - (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:
    - (i) Aircraft identification, type and color.
    - (ii) Radio communications frequencies to be used.
    - (iii) Proposed types of entry and exit of the designated areas.
    - (iv) Name of news media or purpose of flight.
    - (v) Any other information deemed necessary by ATC.

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### **EOC VISITOR CONTROL PROCEDURES**

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (**See Forms Section**).

All Visitation Request Forms will be reviewed by the EOC Director/Liaison Officer. Only those visitors whom the EOC Director/Liaison Officer determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

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## EMERGENCY OPERATIONS PLAN

## EPI RELEASE LOG

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\* T - Taped or live broadcast      P - Phone report      O - Office visit  
F - Field contact      N - News release (indicate no.)

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## EMERGENCY OPERATIONS PLAN

## PUBLIC INFORMATION SUMMARY

1. INCIDENT NAME		2. TYPE		3. CAUSE	
4. LOCATION/JURISDICTION		5. INCIDENT COMMANDER		6. START TIME	7. CLOSE TIME
8. AREAS INVOLVED			14. AREAS EVACUATED		
9. AGENCIES/RESOURCES COMMITTED			15. SHELTER CENTERS		
10. CASUALTIES			16. HOSPITAL/CONTACT PERSON		
A. INCIDENT PERSONNEL		B. PUBLIC		17. ROAD STATUS	
a. Injuries		a. Injuries			
b. Fatalities		b. Fatalities			
11. DAMAGE ESTIMATES					
A. PUBLIC		B. PRIVATE			
\$		\$			
12. WARNINGS-EXPECTED HAZARDS			18. MISCELLANEOUS		
LOCATION	TYPE	PERIOD			
13 CURRENT WEATHER		FORCAST WEATHER		19. PIO PHONES	
				20. LOCATION	
				21. PREPARED BY	DATE/TIME
				22. APPROVED BY	

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**EMERGENCY OPERATIONS PLAN**

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Schools	Status	Comments <input type="checkbox"/> All Students Accounted for <input type="checkbox"/> Number and type of injuries <input type="checkbox"/> Missing persons, names <input type="checkbox"/> Assistance required
<b>PUBLIC SCHOOLS</b>		
<b>ELEMENTARY SCHOOLS</b>		
<b>MIDDLE SCHOOLS</b>		
<b>HIGH SCHOOLS</b>		
<b>ALTERNATE SCHOOLS</b>		
<b>PRIVATE SCHOOLS</b>		

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**EMERGENCY OPERATIONS PLAN**

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**CITY OF OJAI  
EOC VISITATION REQUEST FORM  
(Return to EOC Coordinator)**

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
(Please print)

ADDRESS \_\_\_\_\_

TELEPHONE (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

ORGANIZATION REPRESENTED \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

\_\_\_\_\_  
Signature

Signature of Authorizing Employee \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_ Areas Visited \_\_\_\_\_

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**EMERGENCY OPERATIONS PLAN**

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**ACTIVITY LOG**

ACTIVITY LOG - 214	1. INCIDENT NAME	2. DATE PREPARED	3. TIME REPAIRED
4. UNIT NAME/DESIGNATOR	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD	
7. PERSONNEL ROSTER ASSIGNED			
NAME	EOC POSITION	CONTACT NUMBER	
8. ACTIVITY LOG (CONTINUE ON REVERSE)			
TIME	MAJOR EVENTS		

## EMERGENCY OPERATIONS PLAN

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**PART TWO  
OPERATIONS SECTION**

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## EMERGENCY OPERATIONS PLAN

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## **OPERATIONS SECTION**

### **PURPOSE**

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

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

### **OVERVIEW**

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the disaster/emergency and to request resources as needed. These elements may include:

- Law Enforcement Branch/Coroner Unit
- Fire/Rescue/Hazardous Materials Branch
- Medical Branch
- Care and Shelter Branch
- Public Works Branch
- Building & Safety Branch

### **OBJECTIVES**

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

### **CONCEPT OF OPERATIONS**

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies. **(See Employee Guidelines in Management Support Documentation).**
- Operational periods will be determined by the EOC Director. Operational periods will be event driven.

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## **EMERGENCY OPERATIONS PLAN**

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City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3.

### **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Operations Section.

#### **When to Activate**

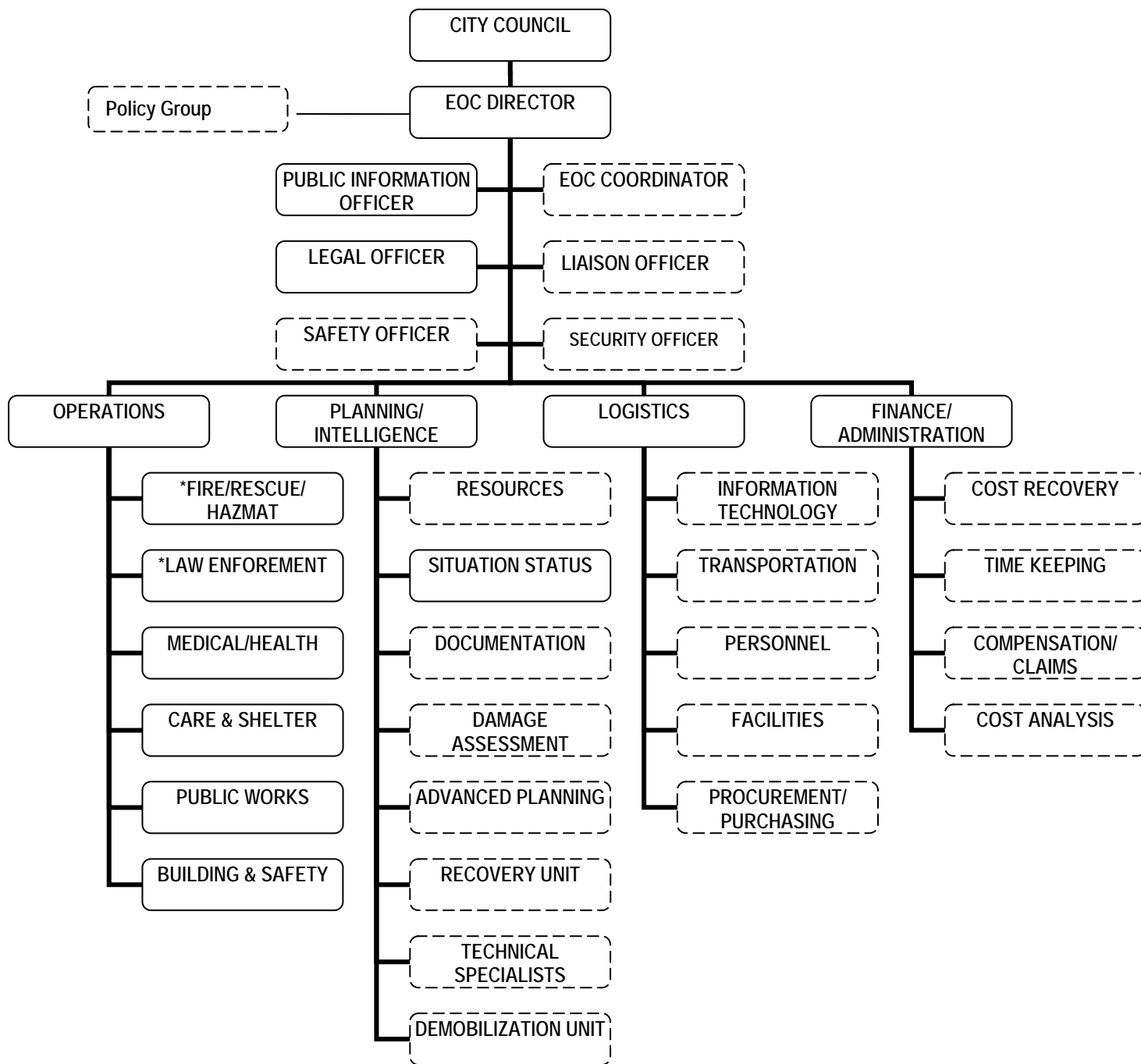
The Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

#### **Where to Report**

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

## EMERGENCY OPERATIONS PLAN

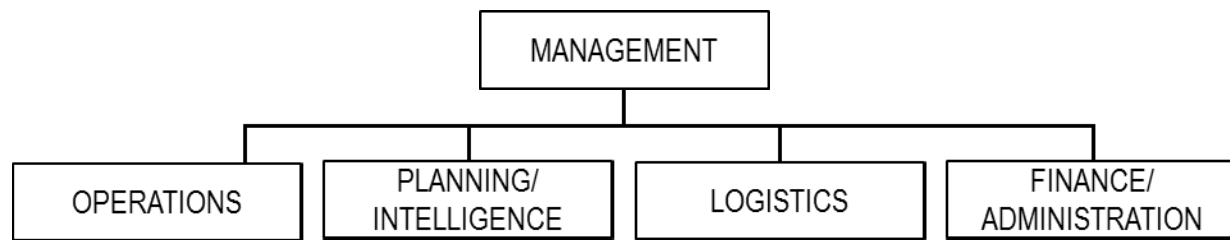
### ORGANIZATION CHART



\*Contract service position filled by Ventura County. Department Standard Operating Procedures will be followed.

Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

Field Units will coordinate and communicate with each of the Branches under the Operations Section through Departmental Operations Centers (DOCs) if activated. The Incident Command System will be used in the field.

**RESPONSIBILITIES CHART****Responsibilities:****Management Section**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental agencies and private sector organizations. EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

**The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.**

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, and disseminating information; tracking resources, developing the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After Action/ Corrective Action Report and maintaining documentation.

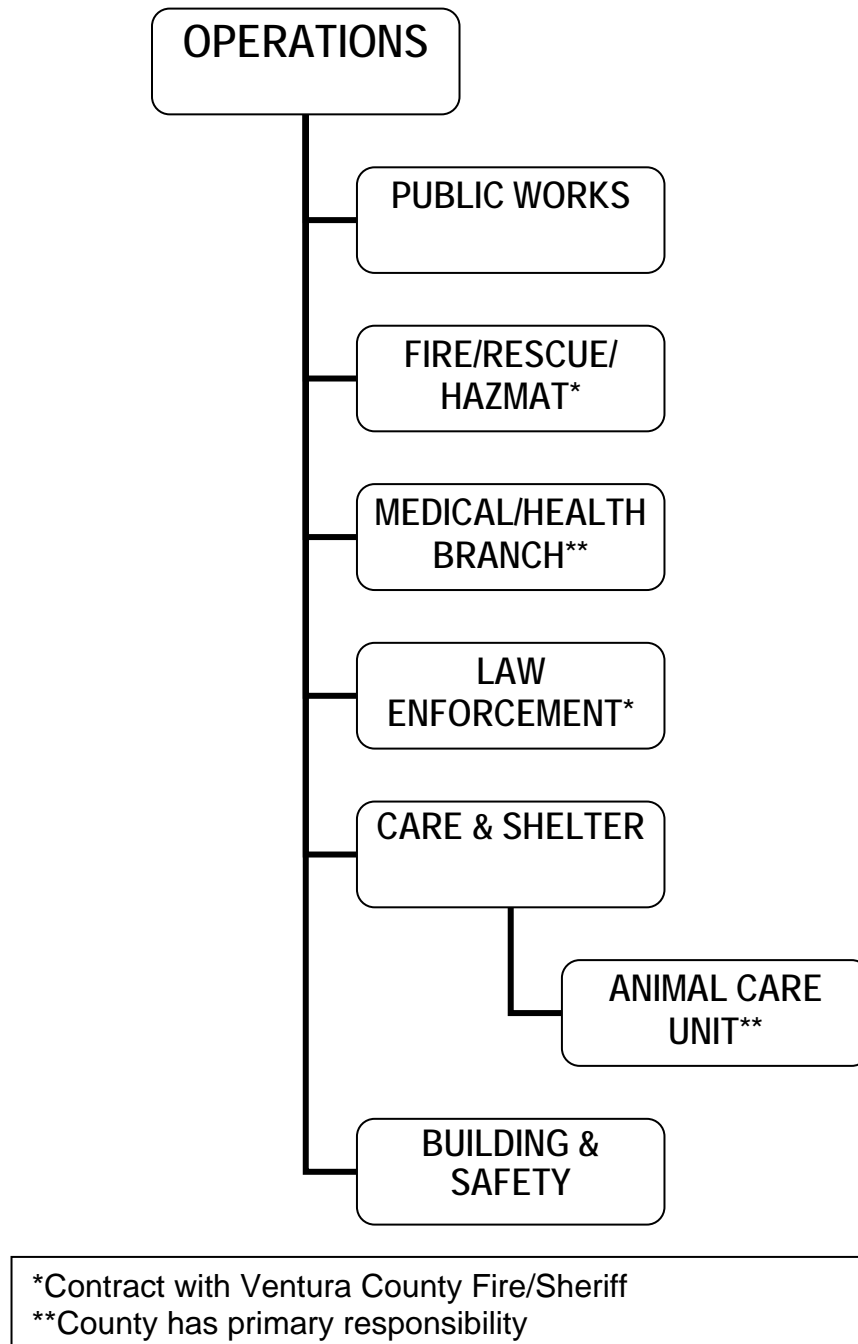
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

OPERATIONS SECTION ORGANIZATION CHART



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### **OPERATIONS SECTION STAFF**

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

- Law Enforcement Branch
- Fire/Haz Mat Branch
- Medical/Health Branch
- Care & Shelter Branch
  - Animal Care Unit
- Public Works Branch
- Building and Safety Branch

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

#### **Operations Section Coordinator**

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

#### **Public Works Branch**

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

#### **Law Enforcement Branch (Contract with Ventura County Sheriff's Department)**

This Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas and ordering and coordinating appropriate mutual aid resources.

#### **Fire/Haz Mat Branch (Contract with Ventura County Fire Department)**

The Fire Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, search and rescue, hazardous materials elements of the incident. Standard Operating Procedures are maintained and followed by the Ventura County Fire Protection District.

**Medical /Health Branch**

Medical/Health activities and Coroner activities will be coordinated with the Ventura County Health Care Agency for appropriate emergency medical response. The Ventura County Health Care Agency is responsible for managing personnel, equipment and resources to provide the best patient care possible.

**Care & Shelter Branch**

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross Ventura County and other volunteer agencies.

**Animal Care Unit (Contract with Ventura County Animal Services)**

The Animal Care Unit, under the Care and Shelter Branch, will coordinate care and evacuation of animals impacted from a natural or man-made disaster.

**Building and Safety Branch**

The Building and Safety Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.

### COMMON EOC RESPONSIBILITIES

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.).

#### Start-Up Actions

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to your EOC organizational supervisor.
- ☐ Obtain a briefing on the situation.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ☐ Log into Web EOC. **(Procedures can be found in the Appendix).**
- ☐ Open and maintain a position activity log.
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ☐ Request additional resources through the appropriate Logistics Section Unit.
- ☐ Based on the situation as known or forecast determine likely future Section needs.
- ☐ Think ahead and *anticipate* situations and problems before they occur.
- ☐ Using Web EOC and activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster.  
Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.*

#### General Operational Duties

- ☐ Keep up to date on the situation and resources associated with your position.
- ☐ Maintain current status reports and displays.
- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

- ☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ☐ Review situation reports as they are received. Verify information where questions exist.
- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
  
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Deactivation**

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Leave forwarding phone number where you can be reached.

**OPERATIONS SECTION COORDINATOR****SUPERVISOR:** EOC Director**RESPONSIBILITIES**

- Ensure that the Operations Section function is carried out, including the coordination of response for Law Enforcement, Fire/Haz Mat, Medical/Health, Care and Shelter, Public Works, and Building and Safety.
- Establish and maintain mobilization/demobilization areas for incoming mutual aid resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page O-11.

**Duties:**

- ☐ Establish field communications with affected areas( through DOCs if activated).
- ☐ Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- ☐ Provide resources to the field as needed.
- ☐ Support field in resources needed for In-Place Sheltering and notification orders. **(See Part Two, Operations Support Documentation-Shelter-In-Place.)**
- ☐ In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- ☐ Coordinate with Planning/Intelligence to display the primary and alternate evacuation routes which have been determined for the incident.
- ☐ Identify, establish and maintain mobilization centers for Operations-related equipment and personnel. Authorize release of equipment and personnel to incident commanders in the field.
- ☐ Ensure Operations Branch Directors maintain up-to-date Activity Logs on Web EOC.
- ☐ Coordinate any display or mapping needs with the Planning/Intelligence Section.
- ☐ Provide all Section related documentation to Planning/Intelligence Documentation Unit at the end of each shift.
- ☐ Coordinate the activities of all departments and agencies involved in the operations.
- ☐ Determine resources committed and resource needs.
- ☐ Receive, evaluate, and disseminate information relative to the Operations of the disaster/emergency.

- ☐ Provide all relevant emergency information to the Public Information Officer.
- ☐ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- ☐ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development Operations Section objectives. **(See Part Two, Planning/Intelligence Support Documentation-Action Planning.)**
- ☐ Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.
- ☐ Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- ☐ Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- ☐ Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) **(see Part Two-Operations Support Documentation-NWS.)**
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.
- ☐ Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

**Deactivation**

- ☐ Authorize deactivation of organizational elements within your Section when they are no longer required.

**LAW ENFORCEMENT BRANCH DIRECTOR**

---

**SUPERVISOR:** Operations Section Coordinator

**RESPONSIBILITIES:**

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and communicate with Departmental Operations Center if Activated.

The City of Ojai contracts with Ventura County Sheriff's Office for Law Enforcement Services at the Ojai Station. The Sheriff's Office will staff the Law Enforcement Branch at the City of Ojai's EOC.

Ventura County Sheriff's responders will follow their own policies, procedures, plans and checklists.

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**FIRE/HAZ MAT BRANCH DIRECTOR**

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**SUPERVISOR: Operations Section Coordinator**

**RESPONSIBILITIES:**

- Evaluate and process requests for fire and rescue resources or reports of hazardous materials spills or releases.
- Coordinate search and rescue and fire operations.
- Coordinate the prevention, control and suppression and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Assist and serve as an advisor to the Operations Section Coordinator and other Branches as needed.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

The City of Ojai is part of the Ventura County Fire Department's response area. In a wide-scale disaster within Ventura County, Ventura County Fire Department may not be able to respond to the City of Ojai's EOC. If this is the case, the Operations Section Coordinator will coordinate and communicate the city's fire issues to the Fire/HazMat Branch in the Ventura County Operational Area EOC.

Ventura County Fire Department responders will follow their own policies, procedures, plans and checklists.

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**MEDICAL/HEALTH BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator**

The Ventura County Emergency Medical Services Agency (EMSA) has Medical/Health responsibilities in the City of Ojai. However, in a wide-scale disaster within Ventura County, this agency may not be able to respond to the City of Ojai's EOC. In this situation, EMSA will be serving as the Medical/Health Branch Director in the County's Emergency Operations Center. If this is the case, the City of Ojai will need to provide someone to coordinate and communicate the city's medical/health issues to the Medical/Health Branch in the Ventura County Operational Area EOC.

**RESPONSIBILITIES:**

- Monitor and coordinate emergency medical care operations and treatment of the sick and injured resulting from the incident with the Ventura County EMSA. If the County Operational Area EOC is activated coordinate, with the Medical/Health Branch.
- Provide Ventura County EMSA information on the medical casualties and needs. (Number of injuries and/or deaths). If the County Operational Area EOC is activated coordinate with the Medical/Health Branch.
- Coordinate with the Ventura County Public Health Agency or if the County Operational Area EOC is activated, coordinate with the Medical/Health Branch regarding all disease prevention and control activities.
- Coordinate with Ventura County Coroner for any issues dealing with fatalities or if the County Operational Area EOC is activated, coordinate with the Medical/Health Branch regarding all disease prevention and control activities.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page O-11.

**Duties:**

- ☐ Coordinate with the Medical/Health Branch in the County Operational Area EOC to support all medical support/care, disease prevention and control activities and coroner operations.
- ☐ Coordinate with the Medical/Health Branch of the County Operational Area EOC to support any distributing of medications and other medical supplies to shelters or treatment areas as needed
- ☐ Provide an estimate of number and location of casualties that require hospitalization to the Medical/Health Branch in the County Operational EOC.
- ☐ Support County Public Health as appropriate to provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- ☐ Provide information on the disaster routes established within the city to the Medical/Health Branch in the County Operational Area EOC.

- ☐ Provide the PIO the locations of medical shelters, first aid facilities, and Field Treatment Sites that may have been established by Ventura County EMSA.
- ☐ Coordinate with the Ventura County Coroner or with the Medical/Health Branch if the County Operational EOC is activated to support any temporary morgue facilities that have been established in the city.
- ☐ Maintain list of known dead and forward to the Coroner or the Medical/Health Branch if the County Operational EOC has been activated.
- ☐ Assist and coordinate with the Ventura County Public Health or the Medical/Health Branch if the County Operational EOC has been activated for the reburial of any coffins that may be washed to the surface of inundated cemeteries.

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**CARE AND SHELTER BRANCH DIRECTOR**

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**SUPERVISOR:**           **Operations Section Coordinator**

**The City is within the jurisdiction of the American Red Cross Ventura County (ARC).**

836 Calle Plano  
Camarillo, CA 93012  
(805) 987-1514

If the disaster is large enough, the affected ARC may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the ARC assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the ARC and any other volunteer services agencies providing assistance to disaster victims.

The Ventura County Human Services Agency has the Operational Area responsibility for Care and Shelter.

**POTENTIAL SHELTER SITES**

Potential shelter facilities should:

- Be pre-identified as potential sites with Site Surveys completed **(See Part Two, Operations Support Documentation - Care and Shelter)**
- In conjunction with the ARC, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the ARC, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
  - Structural safety inspection arranged with local Building Department.
  - OSHA safety inspection for safety of shelterees and workers.
  - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Examples of suitable potential shelter sites:

- City-owned facilities such as community centers, recreational facilities or auditoriums.
- Churches and other privately owned facilities.
- School multi-purpose buildings and gymnasiums.
- Convention Centers or conference centers

Care and Shelter Branch should coordinate with the ARC in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

**See - Operations Support Documentation/Care and Shelter for City of Ojai pre-identified shelter sites and for Disability and Aging Specific Considerations**

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

**RESPONSIBILITIES:**

- Identify the care and shelter needs of the community.
- If necessary establish a Dependent Care Center for emergency worker family members and dependents.
- Coordinate with the ARC and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page O-11.

**Duties**

- ☐ If need is established, contact ARC and request an ARC liaison for the City of Ojai's EOC. (The ARC will arrange for a liaison at the Operational Area EOC which may satisfy local government needs.)
- ☐ Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- ☐ Determine the need for an evacuation center or mass care shelter.
- ☐ Contact the ARC when considering opening a mass care facility.
- ☐ Identify and prioritize which designated mass care facilities will be needed and if they are functional.

- ☐ Ensure that Building & Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- ☐ If evacuation is ordered, in conjunction with the ARC, if available, open evacuation centers in low risk areas and inform public of locations.
- ☐ In coordination with the ARC, ensure that mass care facilities and staff can accommodate persons with access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people that have transportation needs.
- ☐ In conjunction with the ARC, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- ☐ Ensure shelter management teams are organized and facilities are ready for occupancy meeting all health, safety and ADA standards, in conjunction with the ARC.
- ☐ Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall City staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- ☐ Coordinate with the County Operational Area EOC Care and Shelter Branch for sheltering of residential care and populations that may have access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people that have transportation needs. .
- ☐ Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- ☐ Coordinate with the ARC and other volunteer agencies for emergency mass feeding operations.
- ☐ Coordinate with the County Operational Area EOC Care and Shelter Branch, the ARC, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc.
- ☐ Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- ☐ Coordinate with the Animal Care Unit for the care of shelterees' animals.
- ☐ Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.
- ☐ Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of shelterees. Ensure any provided transportation can accommodate persons with access and functional needs.
- ☐ Ensure shelter managers make periodic activity reports to the County Operational Area EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.
- ☐ Assist the ARC to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the ARC or the Procurement Unit of the Logistics Section if requested by ARC.

- ☐ Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition.
- ☐ Request that the ARC establish Reception Centers as required to reunite rescued individuals with their families and to provide other necessary support services.
- ☐ Coordinate with the ARC in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

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**ANIMAL CARE UNIT LEADER**

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**SUPERVISOR:** Care and Shelter Branch Director

**RESPONSIBILITIES:**

- Responsible for the overall management of animal care issues for the incident in the City.
- Provide information to the EOC about animal rescues, shelters, and other emergency situations involving animal disaster care.
- Set animal care priorities for response efforts, and ensure that all actions are accomplished within the priorities established.
- Ensure safe and prompt evacuation of domestic animals when in danger
- Provide shelter and/or confinement, proper feed, routine care, and medical triage and treatment to affected animals during an emergency/disaster and the immediate recovery period afterwards.
- Ensure security of all Animal Services facilities and personnel access.
- Ensure safe decontamination of animals who may have come in contact with toxic substances during the course of an emergency/disaster
- Provide special care needed by service animals, whether they are evacuated with their owners or cared for in Animal Services facilities, and support their co-evacuation with their service partner.

The City of Ojai contracts with Ventura County Animal Services for this function.

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**PUBLIC WORKS BRANCH DIRECTOR****SUPERVISOR:** Operations Section Coordinator**RESPONSIBILITIES:**

- Receive and process all field resource requests for Public Works resources. If Public Works DOC is activated, field units will request resources through the Public Works DOC. The Public Works DOC will coordinate resource requests with the Public Works Branch Director. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Fire and Medical Branches on water purification notices. **(See Operations Support Documentation – Water Distribution).**

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page O-11.

**Duties:**

- ☐ Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities.
- ☐ Maintain back-up power in the EOC.
- ☐ Assure that all emergency equipment has been moved from unsafe areas.
- ☐ Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- ☐ Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- ☐ Allocate available resources based on requests and EOC priorities.
- ☐ Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- ☐ Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. **(See Operations Support Documentation - Water Distribution)**

- ☐ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- ☐ In coordination with the Ventura County Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- ☐ Notify transportation officials (Caltrans) of City's emergency status. Coordinate assistance as required.
- ☐ Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event.
- ☐ Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.
- ☐ Support clean-up and recovery operations during disaster events. Coordinate with County's Disaster Debris Management Team.
- ☐ Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- ☐ Activate a City Debris Management Team to develop a debris removal plan to facilitate city clean-up operations, which addresses:
  - Disaster Event Analysis/Waste characterization analysis.
    - Conduct field assessment survey
    - Use video and photographs
    - Quantify and document amounts and types of disaster debris
    - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
    - Expect normal refuse volumes to double after a disaster
    - Develop a list of materials to be diverted
    - Make diversion programs a priority
    - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with County Office of Emergency Services (OES).
  - Determine debris removal/building deconstruction and demolition needs.
    - Coordinate with Building and Safety to determine if a city contractor will be needed to remove debris from private property or perform demolition services. (Refer to Public Works Standard Operating Procedures for Waiver Liability)
    - The City may provide deconstruction or demolition services at no cost as most residents don't have earthquake insurance.
    - Building and Safety should seek reimbursement if property owner does have to coordinate with Building and Safety to include separation and salvaging.
  - Select debris management program(s) from the following:
    - Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste
    - Drop-off sites for the source separation of disaster debris
    - Household Hazardous Waste – collection event or curbside program
  - Identify temporary storage/processing sites, if necessary.
    - Coordinate with surrounding cities and the County.
    - Determine capacity needs.

- Selection of sites will depend on type of debris and proximity to where debris is generated.
  - Coordinate with FEMA, if federal disaster, regarding reimbursement for temporary sites and sorting which may require moving materials twice.
  - Identify facilities and processing operations to be used.
  - Determine contract needs:
    - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts and,
    - Document how contract price was developed.
  - Establish a public information program for debris removal.
  - Establish program length and develop monitoring and enforcement program.
  - Prepare report of program activities and results.
  - Prepare documentation for reimbursement.
- ☐ Determine the need to staff a water task group and secure resources through the Logistics Section. **(Operations Support Documentation, Water Distribution)**
- ☐ Contact DHS District Office of Drinking Water, local health department, local water utilities, Fire Department, law enforcement and other sources to compile situation information including:
- Cause and extent of water system damage
  - Estimated duration of system outage
  - Geographical area affected
  - Population affected
  - Actions taken to restore system
  - Resources needed to reactivate system
  - Emergency potable water needs (quantity and prioritized areas)
- ☐ Notify the Ventura County Operational Area EOC (OAEOC) of the situation and need for mutual aid and participate in OAEOC Water Chief conference calls as requested.
- ☐ Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day).
- ☐ In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend that EOC Director request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Chief).
- ☐ Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.).
- ☐ In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources.)
- ☐ Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface.
- ☐ Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water.

**Please note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.**

**BUILDING AND SAFETY BRANCH DIRECTOR**

**SUPERVISOR:** Operations Section Coordinator

**RESPONSIBILITIES:**

- Begin immediate inspection for re-occupancy of key City facilities.
- Provide inspections of each shelter site prior to occupancy.
- Provide the technical, engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.
- Coordinate incoming Building and Safety mutual aid resources.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on page O-11.

**Duties:**

- ☐ Coordinate with Ventura County Building and Safety regarding local jurisdictional needs.
- ☐ Activate the City's Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
  - EOC
  - Police stations
  - Fire Stations
  - \*Hospital
  - \*Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.)
  - \*Public schools
  - City facilities
  - Potential HazMat facilities, including gas stations

- Designated shelters
- Unreinforced masonry buildings
- Concrete tilt-up buildings
- Multi-story structures-commercial, industrial and residential
- \*Mobile homes/modular structures
- Single-family dwellings

\*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available and they may not be able to respond in a timely during the initial stages of the emergency/disaster.

- ☐ Use a three-phase approach to inspection based upon existing disaster intelligence:
  - General Area Survey of structures
  - ATC-20 Rapid Inspection
  - ATC-20 Detailed Inspection
  -

***Be prepared to re-inspect buildings previously inspected due to aftershocks.***

- ☐ After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- ☐ Assess the need and establish contacts for requesting or providing mutual aid assistance.
- ☐ Alert and stage safety assessment teams as needed.
- ☐ Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- ☐ Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
- ☐ Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.).
- ☐ Brief all personnel on Department Emergency Operating Procedures and assignments.
- ☐ Assess the need to require potentially unsafe structures to be vacated.
- ☐ Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- ☐ Provide public school inspection reports to the state Architect.
- ☐ Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- ☐ Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- ☐ Provide policy recommendations to appropriate City officials for:
  - Emergency Building and Safety ordinances
  - Expediting plan checking and permit issuance on damaged buildings
- ☐ Coordinate with the PIO to establish public information and assistance hotlines.
- ☐ Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.

- ☐ Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; Cal EMA; local Building and Safety; insurance carriers and other local, state and federal agencies.
- ☐ If needed, request law enforcement escort of safety assessment and inspection personnel.

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**OPERATIONS SECTION  
SUPPORTING DOCUMENTATION**

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RESIDENTIAL CARE AND SKILLED NURSING FACILITIES .....	OS-5
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<b>ANIMAL CARE UNIT (Look in Forms Section also)</b>
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**CITY OF OJAI****PRE-IDENTIFIED SHELTER SITES**

Please refer to the Appendix Section of this Plan for this information. Due to the sensitive nature of this information it has been moved to the restricted use section of the Plan.

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**RESIDENTIAL CARE AND SKILLED NURSING FACILITIES IN OJAI**

To ensure current accuracy, the listing of Residential and Skilled Nursing Facilities in Ojai can be found in the Appendix.

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### **SHELTER-IN-PLACE**

**These instructions are to give you guidelines if the EOC needs to shelter-in-place due to hazardous materials exposure from outside the EOC. These instructions could also be used by the Public Information Officer to disseminate information about how to shelter in place during a hazardous materials incident.**

**-Bring people inside and-**

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.
4. Turn off all heating systems.
5. Turn off all air conditioners and switch inlets to the “closed” position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6. Turn off all exhaust fans in kitchens, bathrooms and other areas.
7. Close as many internal doors as possible in your buildings.
8. If the gas or vapor is soluble or even partially soluble in water, hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Don’t worry about running out of air to breathe. That is highly unlikely in normal buildings.
9. In case of an earthquake, aftershocks will occur, close drapes, curtains and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
10. Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down. Elevators can also fail.
11. Tune in to your local radio news station.

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**DISABILITY AND AGING SPECIFIC NEEDS CONSIDERATIONS**

(Based on the National Organization on Disability (NOD)  
*Report on Special Needs Assessment for Katrina Evacuees (SNAKE) Project*).

**TERMINOLOGY**

- **“Disability and aging specific”** should be used instead of “special needs”.
- **Shelters**
  - **General Populations Shelter or Shelter:** A facility selected to provide a safe haven equipped to house, feed, provide a first aid level of care, and minimal support services on a short-term basis (e.g. Astrodome).
  - **Special Needs Shelter or Medical Needs Shelter:** Similar to a general population shelter in service, however, can provide a higher than first aid level of care. There is currently no standard or consistency with these types of shelters.
  - **Refuge of Last Resort:** This is a facility not equipped with supplies or staff like a shelter. It is a place to go as a “last resort” when there is no alternative left in which one can get out of harm’s way. These are often spontaneous.
- **Disaster Recovery Center (DRC)** is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented federal, state, local, and volunteer agencies to:
  - Discuss their disaster-related needs
  - Obtain information about disaster assistance programs
  - Tele-register for assistance
  - Update registration information
  - Learn about measures for rebuilding that can eliminate or reduce the risk of future loss
  - Learn how to complete the SBA loan application
  - Request the status of their application for Assistance to Individuals and Households

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### **ANIMAL CARE**

**Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected. The City will coordinate this activity with the Ventura County Animal Services.**

For assistance with livestock during a disaster, the City can request the Emergency Rescue Team (EVRT) through Ventura County Animal Services.

Identify within the local jurisdiction:

- Small animal veterinarians
  - Large animal veterinarians
  - Small animal shelters
  - Potential large animal shelters
- 
- Determine animal shelter needs.
  - Identify appropriate areas to accommodate animals.
  - Manage animal rescue and care activities.
  - Coordinate rescue of trapped animals.
  - Coordinate evacuation of animals which might be endangered by hazardous conditions.
  - Coordinate transport of animals.
  - Activate an Animal Registration System.
  - Maintain an updated list of animals and their locations.
  - Coordinate disposal of dead animals.
  - Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.
  - Coordinate return of animals to their owners when disaster has ended.

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**ALERT AND WARNING**  
**ALERT AND WARNING PROCEDURES**

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Ojai will utilize various modes of alerting and warning the community. The following information describes the various systems and provides an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed.

**LOCAL ALERTING AND WARNING SYSTEMS**

All warning systems will be coordinated through the City EOC Director. The following persons are authorized to activate the warning systems:

Incident Commander  
EOC Director (when EOC is activated)

Activation procedures and geographical boundaries of the systems are detailed below:

- **Mobile Emergency Vehicle Sirens and Loudspeakers**  
The primary warning system for the City will be mobile emergency vehicle sirens and loudspeakers. Vehicles will be dispatched to specific locations and assignments made as directed by the Police Chief or Incident Commander. All areas of the jurisdiction are accessible by vehicle.
- **Public Notification System (PNS)**  
The City has access to a PNS, (VC Alert) through the Ventura County Sheriff's Office of Emergency Services. City staff can remotely activate this system or have the Ventura County Sheriff's Office of Emergency Services activate the system. The system is capable of mass area notifications within a limited time window, such as advising the public of evacuation procedures. For more information refer to the Ventura County VC Alert User's Manual.
- **Emergency Alert System (EAS) - Refer to the Appendix, a restricted use document, for EAS Activation Procedures.** Access to EAS for local emergency events of concern to a significant segment of the population of Ventura County is through the Sheriff's Office of Emergency Services.

City officials requesting County-wide activation should first review the following criteria:

- Pertinent data
- Area involved
- Actions desired from citizens
- Urgency of broadcast (immediate or delayed)
- Period of time broadcasting should continue

Other warning systems utilized by the City of Ojai include mobile emergency vehicle sirens and loudspeakers, door-to-door notification by Neighborhood Watch Block Captains, Emergency Response Teams and law enforcement volunteers.

## **OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS**

### **VC Alert**

This is the system used by Ventura County Sheriff's Office that uses a combination of database and GIS mapping technologies to deliver outbound notifications. During a disaster/emergency, Ventura County Sheriff's Department can quickly target a precise geographic area and saturate it with thousands of calls per hour.

### **OASIS - Operational Area Satellite Information System**

The County of Ventura has California Emergency Management Agency OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to the California Emergency Management Agency and other participating state agencies.

### **EAS Emergency Alert System**

**Refer to the Appendix, a restricted use document, for EAS Activation Procedures.**

The Common Program Control Station (CPCS) is a primary station in an operational area which, preferably, has special communication links with appropriate authorities, (i.e., National Weather Service, Civil Defense, Government authorities, etc.) As specified in the State EAS Operational Plan. The primary CPCS station is responsible for coordinating the carriage of common emergency program for its area. If it is unable to carry out this function, other Primary Stations in the operational area will be assigned the responsibility as indicated in the State EAS Operational Plan. Ventura County Operational Area CPCS stations are:

*Primary CPCS	KHAY (FM)	100.7
	KVEN (AM)	1450
*Secondary CPCS	KMLA (FM)	103.7 (Spanish)

Examples of emergencies identified by Ventura County Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents and hazardous material accidents.

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

- Sheriff of Ventura County - Director of Emergency Services or designee
- Assistant Director of Emergency Services

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## EMERGENCY OPERATIONS PLAN

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- Ventura County Emergency Operations Center Watch Commander
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

The Sheriff of Ventura County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast.

### STATE ALERTING AND WARNING SYSTEMS

#### **CALWAS California Warning System**

CALWAS is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. The California Emergency Management Agency headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System [CLETS]).

Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test. On alternate Wednesdays, the alternate state warning point, CHP, conducts a test at 10:00 a.m. local time.

Backup systems for CALWAS includes:

- CESFRS            California Emergency Services Fire Radio System
- CESRS            California Emergency Services Radio System
- CLEMARS        California Law Enforcement Mutual Aid Radio System
- CLERS            California Law Enforcement Radio System
- CLETS            California Law Enforcement Telecommunications System

#### **CESFRS California Emergency Services Fire Radio System**

CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three white channels are designated by the Federal Communications Commission as "Intersystem" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

#### **CESRS California Emergency Services Radio System**

CESRS serves as an emergency communications system for Cal EMA and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for

administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the California Emergency Management Agency.

#### **CLEMARS California Law Enforcement Mutual Aid Radio System**

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the California Emergency Management Agency.

Participation in CLEMARS is open to all California Law Enforcement agencies which are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. In addition, the agency's political subdivision must be a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement and have developed a mutual aid response capability with trained personnel who will respond when requested by their operational area or regional mutual aid coordinator to provide required assistance.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The City of Ojai participates in CLEMARS through the Ventura County Sheriff's Office.

#### **CLETS California Law Enforcement Telecommunications System**

CLETS is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment which link them to their county termination point. The CLETS terminal in the City of Ojai is housed at the Ojai Police Station.

#### **EAS Emergency Alert System**

Each state has been divided into a number of EAS operational areas, consisting of one or more counties within radio reception range of EAS stations serving the area. California has thirty EAS Operational Areas (OA). Almost all AM-FM and TV broadcast stations have national defense emergency authorizations and several of these are protected from fallout. The purpose of EAS in California is to provide warning, emergency information, guidance, instructions and news of a manmade or natural threat to the public safety, health and welfare.

One primary station in each OA assumes the function of the Common Program Control Broadcast Station for the OA. It is called the CPCS-1 station. If for any reason a CPCS-1 is unable to carry out this responsibility, either primary or alternate broadcast stations assigned as CPCS locations, will be activated in descending order. CPCS assignments are made by the FCC, not the State or local governments. OAs are urged to develop EAS systems that employ a system whereby the local OES feeds all the radio stations simultaneously and not just the CPCS-1 station.

See the Federal EAS description for Program Priorities. Message priorities are as follows:

- Priority One        Immediate and positive action without delay is required to save lives.
- Priority Two        Actions required for the protection of property and instructions to the public requiring expedient dissemination.
- Priority Three       Information to the public and all others.

### **EDIS    Emergency Digital Information System**

The EDIS provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. By combining existing data Input Networks with a digital radio Distribution System, EDIS gives authorized agencies a direct data link to the news media and other agencies.

The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions.

EDIS may be used to transmit information in the following categories, listed in priority order:

- FLASH            Alerts and warning of immediate life-safety value to members of the public.
- NEWS            Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
- INFO            Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions.
- TEST            Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS. **(Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the OES Telecommunications Division.)**

### **OASIS Operational Area Satellite Information System**

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

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub.

The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with Cal EMA and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

The equipment necessary for the remote sites includes a six-foot diameter dish antenna using Very Small Aperture Terminal or VSAT technology. These sites were originally set up by Cal EMA and are capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

The final component is the hub. The hub is a large external dish antenna and a network control station which is managed by Cal EMA personnel. The hub provides access control for the system and can control up to 800 remote stations. Cal EMA personnel will use the hub to define the network, detect trouble and serve as an emergency alert network for other Cal EMA personnel.

## **FEDERAL ALERTING AND WARNING SYSTEMS**

### **EAS Emergency Alert System**

The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station

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## EMERGENCY OPERATIONS PLAN

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volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- |                  |  |
|------------------|--|
| • Priority One   | Presidential Messages (carried live)     |
| • Priority Two   | EAS Operational (Local) Area Programming |
| • Priority Three | State Programming                        |
| • Priority Four  | National Programming and News            |

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the state's CLERS VHF/UHF radio relay stations.

The FCC has established committees of broadcast industry personnel at each governmental level to develop EAS plans. These include:

- |           |   |
|-----------|---|
| • Federal | The EAS Advisory Committee                          |
| • State   | State Emergency Communications Co                   |
| • Local   | Operational Area Emergency Communications Committee |

### **NAWAS National Warning System**

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See State Level CALWAS for more information.

#### **Tests**

NAWAS is tested three times daily at unscheduled times. The state warning point, Cal EMA, acknowledges the test for California. If Cal EMA does not respond, the alternate, CHP, will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

### **National Weather Service (NWS)**

The numbers for the NWS are in the Appendix section of this plan due to the fact that the numbers are restricted and confidential.

**National Weather Service**

520 No. Elevar St.

Oxnard, CA 93030

<http://www.nwsla.noaa.gov/>

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies and on the Internet at [www.nwsla.noaa.gov](http://www.nwsla.noaa.gov).

The City should report any unusual (funnel cloud, etc.) or other potentially hazardous weather situation to the NWS as quickly as possible.

More contact information for NWS is found in the Appendix.

**EMERGENCY CONDITIONS AND WARNING ACTIONS**

Methods of warning state and local governments of specific emergency conditions are described below:

**Earthquake**

Earthquakes occur without warning. Cal EMA could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley
- California Institute of Technology, Pasadena
- Water Resources Department
- Cal EMA Regional Offices
- Local Governments
- Federal/State Agencies
- Honolulu Observatory

This information may be received through NAWAS, radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

**Earthquake Advisories**

Earthquake Advisories are statements by Cal EMA regarding a scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

**Local Government**

Upon notification of an Earthquake Advisory from Cal EMA, local government should: disseminate information to key personnel, ensure the readiness of systems essential to emergency operations; implement protective and mitigative actions; provide guidance to the public on appropriate precautionary actions.

**Notification Process**

The Cal EMA will notify State agencies, local governments and designated Federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

The method of contact to State agencies, local governments and Federal agencies will vary depending upon the availability of communications. Systems to be used may include: The California Warning System (CALWAS), the California Law Enforcement Telecommunications System (CLETS), the California Emergency Services Radio System (CESRS), FAX and commercial telephone service.

**CAL EMA WILL FOLLOW A FOUR-STEP PROCESS IN ISSUING AND CANCELING ADVISORIES:**

1. Information regarding additional seismic activity will be disseminated in the form of an **Earthquake Advisory**. The Advisory will include information on the background of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect. **The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk.** Advisories are usually issued for a 3-5 day period. Cal EMA will keep local governments advised of any updates on the situation as they become available.

In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CALWAS. It is the responsibility of county offices that receive the Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. City offices that receive the Advisory should, in turn, forward the information to the city emergency services coordinator.

2. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, Cal EMA will issue a **Notice of Earthquake Advisory** to State departments, specified Federal agencies and all other counties in the State.

The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.

3. Cal EMA will inform the news media and public of an Earthquake Advisory by the issue of an **Earthquake Advisory News Release**.
4. At the end of the period specified in the initial Advisory, Cal EMA will issue an **End of Earthquake Advisory Period** message. This cancellation message will be issued over the same telecommunications systems as were used to initially issue the Advisory and Notice of Advisory to State agencies, local government, specified Federal agencies, the news media and the public. An Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.

### **Earthquake Prediction (Short-Term)**

The Short-Term Earthquake Prediction Response Plan provides direction and guidance to State agencies for responding to (1) a prediction that an earthquake may occur within a few hours to a few days or (2) issuance of an Advisory regarding an increase likelihood that a damaging earthquake may occur. When implemented, the actions recommended within this Plan will result in increased operational readiness and preparedness of State agencies to deal effectively with a short-term earthquake prediction and with the predicted earthquake, should it occur.

Formal predictions include specific identification of expected magnitude, location, time and likelihood of occurrence (i.e., probability), that have been rigorously reviewed and confirmed by the California Earthquake Prediction Evaluation Council (CEPEC).

**Fire**

Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area and/or Cal EMA Regional Fire Coordinator, using whatever means of communications are appropriate and available. Requests for mutual aid follow the same channels.

**Flood**

A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to combat the emergency. During the buildup period, Cal EMA cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. Cal EMA receives this information over selected circuits and relays it to Cal EMA Regions through the Cal EMA private line teletype system and to law enforcement agencies via CLETS.

**Flood Stages and Bulletins**

During periods of potential flooding in Southern California, the National Weather Service, Ventura County, will issue the appropriate bulletins typically from San Diego. After receiving these messages, the state Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected.

**Hazardous Materials Situations**

Potential hazardous materials situations are identified during the planning phase by the Ventura County Fire Department Hazardous Materials Unit. Area Plans address in detail the specifics for hazardous materials planning for the local area. Initial notifications of an incident are made by the responsible party or the responding agency to the **California Warning Center in Sacramento at 800/852-7550** as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

**Severe Weather Warning**

These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by National Weather Service offices in California when severe weather is imminent. By agreement, the National Weather Service office issues the bulletin and transmits the information to the state Warning Center on the National Weather Service teletype circuit. The Warning Center, in turn, relays the information to the affected areas.

**Terrorism-The National Terrorism Advisory System (NTAS)**

The Federal Government has implemented The National Terrorism Advisory System, or NTAS, which replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

**NTAS Alerts**

After reviewing the available information, the Secretary of Homeland Security will decide, in

coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

#### **Alert Announcements**

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via social media o Facebook – <http://facebook.com/NTASAlerts>
- Twitter – <http://www.twitter.com/NTASAlerts>
- Via data feeds, web widgets and graphics at <http://www.dhs.gov/alerts>

## **NATIONAL WEATHER SERVICE ISSUANCES**

### **TYPES OF ISSUANCES**

**OUTLOOK**-For events possible to develop in the extended period (extended definition depends on the type of event)

**ADVISORY**-For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

**WATCH**-For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

**WARNING**-The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

**STATEMENTS (OR UPDATES)**-Issued as updates to the above products

### **SPECIFIC TYPES OF ISSUANCES**

#### **FLASH FLOODING:**

**Flash Flood Warning:** Flash Flooding is occurring or imminent.

**Urban and Small Stream Flood Advisory:** Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding) This may be upgraded to a Flash Flood Warning if conditions worsen.

**Flash Flood Watch:** There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

**Flash Flood Statement:** Updates any of the above three issuances.

**Tornado and Severe Thunderstorm Warnings:** Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

**Tornado and Severe Thunderstorm Watches:** Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

**OTHER TYPES OF ISSUANCES**

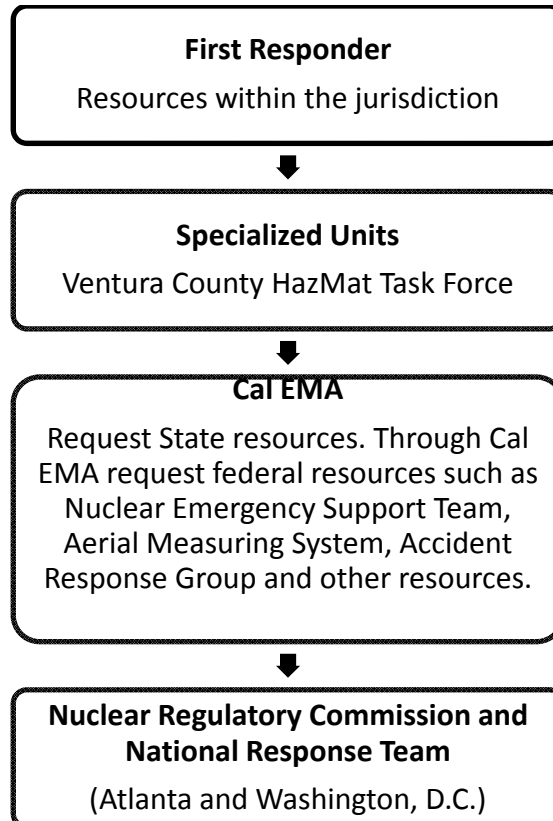
**Dense Fog Advisory:** Issued when dense fog (visibility below 2 mile) is expected to last for three hours or longer)

**Dense Fog Warning:** Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Refer to the Appendix section for contact numbers for the National Weather Service.

**RADIOLOGICAL PROTECTION PROCEDURES  
FOR CITIES IN THE VENTURA COUNTY OPERATIONAL AREA**

**RADIOLOGICAL INCIDENTS: TIERED RESPONSE**



**PROCEDURES**

Refer to Ventura County Fire Department SOPs for Radiological Protection Procedures.

**CIVIL PREPAREDNESS GUIDE (CPG) RADIOLOGICAL PROTECTION REQUIREMENTS**

In conjunction with the Logistics Section, obtain and maintain radiation and hazardous materials detection devices.

- All Ventura County Fire Department fire apparatus carry radiological equipment that will detect beta and gamma radiation.
- Ventura County Fire Department HazMat Squads carry radiological equipment that can detect beta and gamma radiation.
- Ventura County Fire Department should contact Ventura County Environmental Health to augment radiation protection capabilities.

Maintain radiation exposure records for response personnel and require dosimeter readings at appropriate frequencies, if necessary, during emergency operations.

- Safety Officer-at incident site
- Long-term maintenance (career exposure)

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## EMERGENCY OPERATIONS PLAN

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Individual personnel records-radiation exposure records will be maintained at the Ventura County Fire Department.

- Health care providers

Develop procedures for radiological decontamination of response personnel, equipment, supplies, instruments and facilities.

- See Ventura County Fire Department Emergency Operations Manual
  - Hazardous Materials
  - Radiological Monitoring

In conjunction with the Medical/Health Branch, identify medical facilities with the capability to decontaminate radiological or chemically contaminated casualties.

In conjunction with the Health/Health Branch, develop procedures for determining the levels of radiation exposure of affected individuals and providing treatment and care.

- Utilize the radiological equipment at scene to determine levels of radiation exposure.
- Apply regular department procedures for treatment.

Appoint personnel to perform radiological monitoring, reporting and decontamination duties during emergencies.

- Appointment of personnel-
  - Is specific to the incident
  - Tiered response
  - Every Ventura County Hazardous Materials Technician is a radiological monitor

In conjunction with the Planning/Intelligence Section, prepare radiological reports for submission to the state or federal governments, as appropriate.

Utilizing federal guidance with input from the state and local health agencies, arrange for crisis training of emergency services staff and shelter teams for radiological monitoring reporting and decontamination duties.

- Haz Mat Station in-service drills are held on radiological monitoring to update HazMat response personnel.

In conjunction with the Logistics Section, the Training Officer will identify instructors for crisis training in radiological monitoring, reporting and decontamination for field and EOC operations.

In conjunction with the Logistics Section, maintain an inventory list of the source and quantity of available RADEF instruments.

- Ventura County Fire Department HazMat unit carries appropriate equipment to detect high and low levels of radiation.

**EMERGENCY POTABLE WATER  
PROCUREMENT & DISTRIBUTION**

**INTRODUCTION**

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

**Primary Response Agency Roles and Responsibilities:**

<b>Agent:</b>	<b>Function:</b>
City of Ojai	Primary responsibility for purchase and distribution of alternate source of potable water for populations within its jurisdiction. Operates Local Emergency Operations Center (LEOC): Coordinates resources and manages operations for distribution of alternative potable water to affected populations.
Ventura County (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC): Coordinates county resources and assists LEOC(s) in providing potable water to affected population(s).
California Emergency Management Agency	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency (FEMA)	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

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**WATER  
CONCEPT OF OPERATIONS**

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

**PROCUREMENT AND DISTRIBUTION PROCESS**

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

**OPERATIONAL AREA**

The **Ventura County Public Works** is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

**CITY OF (insert city name)**

Provide alternate source of potable water to affected populations. Deploy Field Response personnel activate Local Emergency Operations Center(s) (LEOC) and Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

**GOVERNOR'S EMERGENCY MANAGEMENT AGENCY (CAL EMA)**

If the Operational Area cannot provide enough alternate source of potable water to affected populations the Cal EMA will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

**RESPONSIBILITY**

The Department of Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

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## EMERGENCY OPERATIONS PLAN

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The Water Coordinator and Water Task Group will be staffed by City Public Works. The unit will report to the Public Works Branch.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
  - cause and extent of water system damage
  - estimated duration of system outage
  - geographical area affected
  - population affected
  - actions taken to restore system
  - resources needed to reactivate system
  - emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Branch Director who will discuss with the Operations Section Chief.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Unit.
7. Coordinate with DHS, water utilities, and EOC Public Information Officer for appropriate public information announcements and Media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

### EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed below. All City requests should go through the Operational Area EOC.

#### **Bottled Water**

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is

maintained by the State Department of Health Services, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

**Bulk Potable Water Deliveries:** (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

**Water Purification Systems:** (If bulk potable water deliveries are not a viable option):

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

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**EMERGENCY OPERATIONS PLAN**

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<b>City of Ojai</b> <b>Daily Shelter Activity Report</b> <b>Report due into City EOC by 8:00 A.M. each day</b>
--

Shelter Site: \_\_\_\_\_ Date: \_\_\_\_\_

To: City of Ojai EOC

From: \_\_\_\_\_

Shelter Capacity	Number in Shelter Overnight	Breakfast	Lunch	Dinner

Report Period: \_\_\_\_\_ Shelter Phone: \_\_\_\_\_

	Day Shift	Evening Shift
Shelter Manager	_____	_____
Asst. Shelter Manager	_____	_____
Nurse	_____	_____
Workers	_____	_____

<b>Narrative (Day Shift)</b>
<b>Narrative (Evening Shift)</b>

## EMERGENCY OPERATIONS PLAN

**Supplies Needed:**[illegible]

**Additional Comments:**

[illegible]

## CRITICAL FACILITY STATUS LOG

[illegible]

## EMERGENCY OPERATIONS PLAN

[illegible]

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**EMERGENCY OPERATIONS PLAN**

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**ACTIVITY LOG**

<b>ACTIVITY LOG</b>	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATOR	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD	
<b>7. PERSONNEL ROSTER ASSIGNED</b>			
<b>NAME</b>	<b>EOC POSITION</b>	<b>CONTACT NUMBER</b>	
<b>8. ACTIVITY LOG (CONTINUE ON REVERSE)</b>			
<b>TIME</b>	<b>MAJOR EVENTS</b>		

## EMERGENCY OPERATIONS PLAN

[illegible]

**PART TWO  
PLANNING/INTELLIGENCE SECTION**

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## **PLANNING/INTELLIGENCE SECTION**

### **PURPOSE**

The purpose of this section is to enhance the capability of the City to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life, property and the environment.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the City's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

### **OVERVIEW**

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. This Section primarily gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? During a disaster/emergency, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

### **OBJECTIVES**

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Ventura County Operational Area. This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Section Staff, Section Coordinators, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. Finally, the Planning/Intelligence Section is responsible for inputting information into RIMS OR the current State information management system. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Prepare and maintain displays, charts and lists which reflect the current status and location of assigned resources (personnel, equipment and vehicles).
- Disseminate intelligence information to the EOC Director, Public Information Officer, General Staff and the Ventura County Operational Area.

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## **EMERGENCY OPERATIONS PLAN**

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- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal EMA, FEMA and the Ventura County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses and post appropriate information to the current information management system.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action/Corrective Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

### **CONCEPT OF OPERATIONS**

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City Employee Emergency Response Procedures.
- Operational periods will be determined by the EOC Director. Operational periods will be event driven.

### **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Planning/Intelligence Section.

#### **When to Activate**

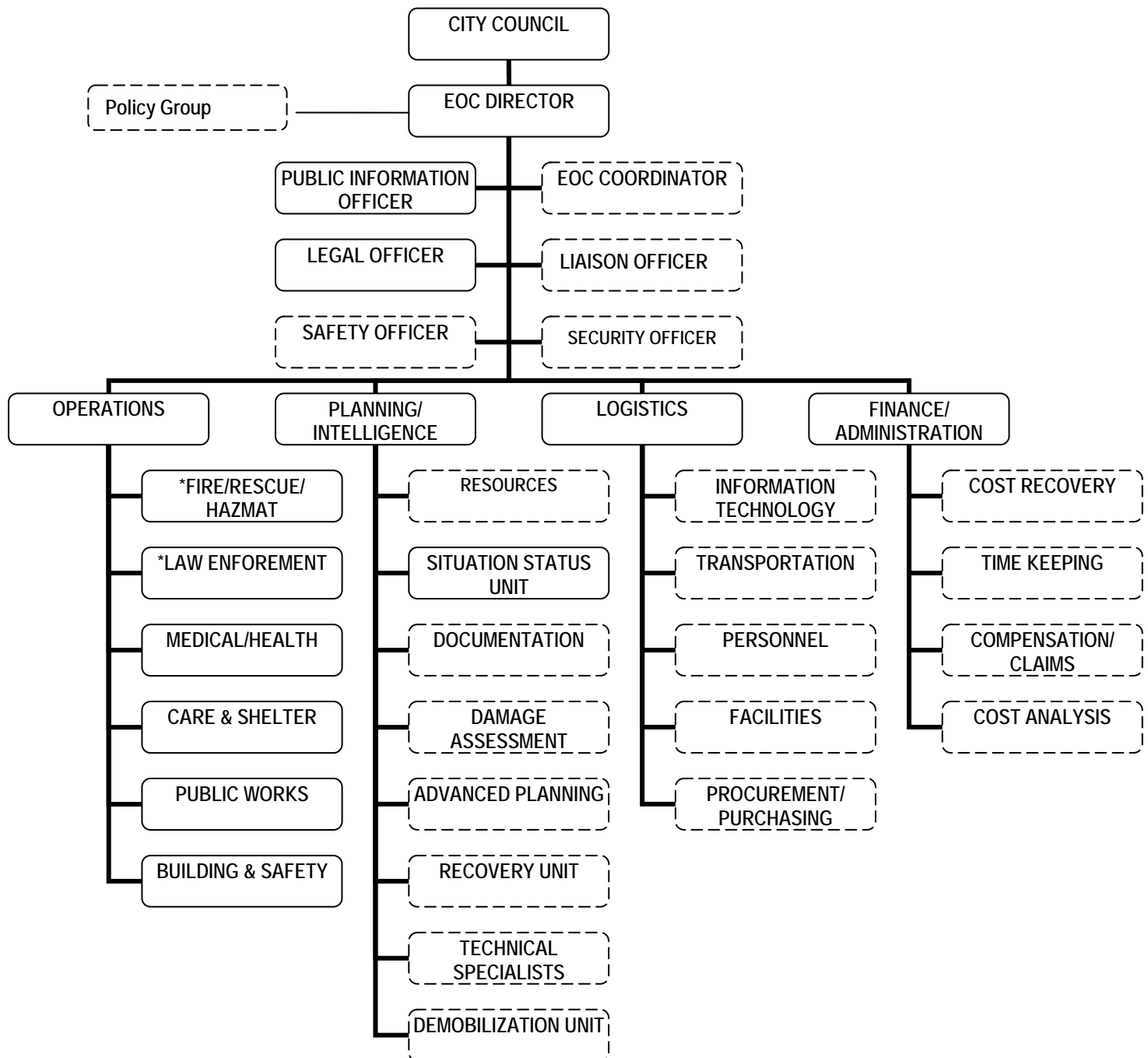
The Planning/Intelligence Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

#### **Where to Report**

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

## EMERGENCY OPERATIONS PLAN

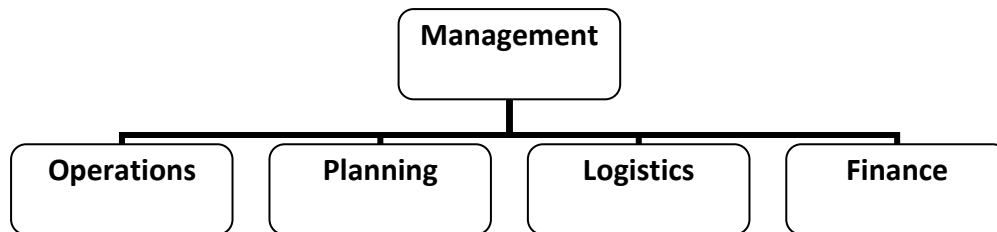
### ORGANIZATION CHART



\*Contract service position filled by Ventura County. Department Standard Operations Procedures will be followed.

Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

Field Units will coordinate and communicate with each of the Branches under the Operations Section through Departmental Operations Centers (DOCs) if activated. The Incident Command System will be used in the field.

**RESPONSIBILITIES CHART****Responsibilities:****Management Section**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental agencies and private sector organizations. EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

**Responsible for collecting, evaluating and disseminating information; tracking resources; coordinating the development of the city's EOC Action Plan in coordination with other sections; initiating and preparation of the city's After-Action/Corrective Action Report and maintaining documentation.**

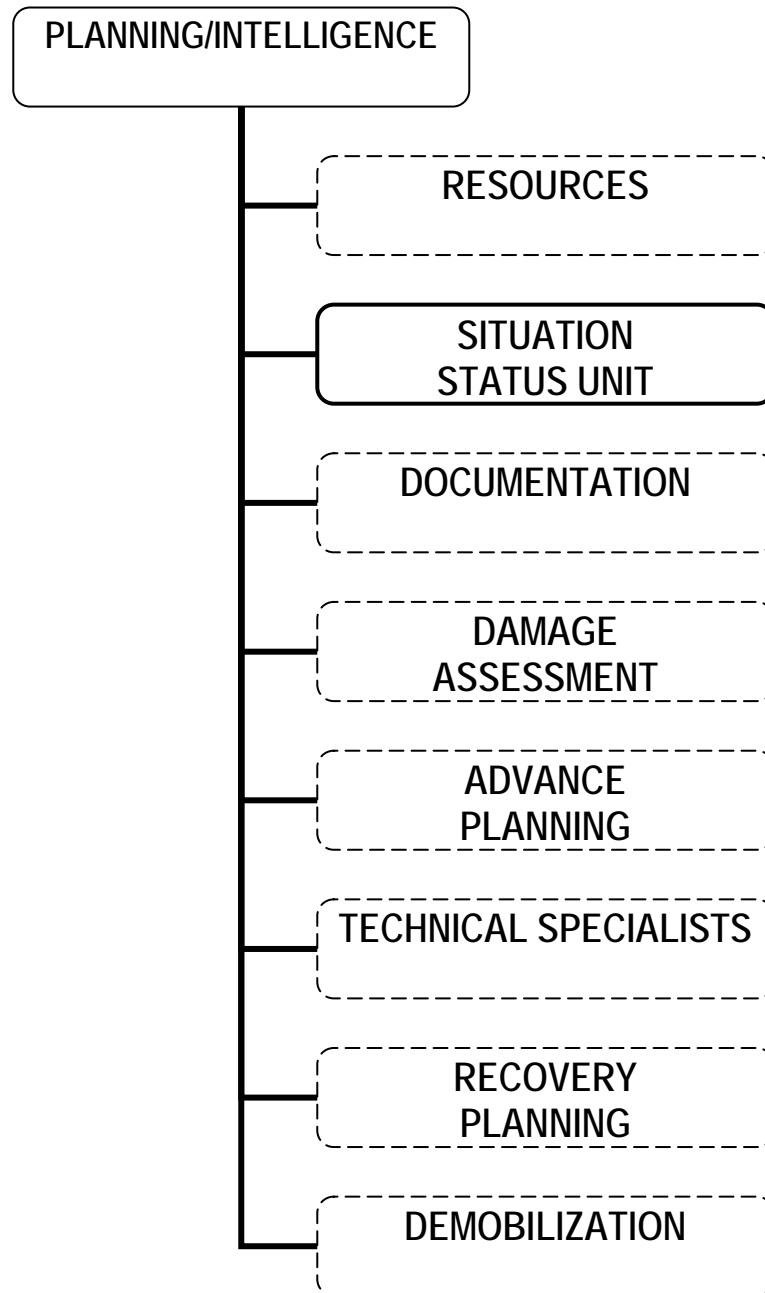
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

PLANNING/INTELLIGENCE SECTION  
ORGANIZATION CHART



Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

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### **PLANNING/INTELLIGENCE SECTION STAFF**

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

- Situation Status Unit

The City of Ojai EOC utilizes a condensed Planning/Intelligence Section model. The responsibilities for the following list of EOC positions will be taken by the Planning/Intelligence Section Coordinator. If the personnel are available and the Planning/Intelligence Section Coordinator determines there is a need, some or all of these positions may be activated.

- Resources Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialists

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

#### **Planning/Intelligence Section Coordinator**

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

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

#### **Situation Status Unit**

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Following is a description of the other possible Planning/Intelligence Section Units included here for reference.

**Resources Unit**

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit collaborates with the Operations Section (to identify resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

**Documentation Unit**

The Documentation Unit is responsible for initiating and coordinating the preparation of the City’s EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

**Damage Assessment Unit**

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

**Advance Planning Unit**

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

**Recovery Planning Unit**

The Recovery Unit is responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

**Demobilization Unit**

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

**Technical Specialists Unit**

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

### **COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.)

#### **Start-Up Actions**

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to your EOC organizational supervisor.
- ☐ Obtain a briefing on the situation.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Identify yourself by putting your title on your person (vest, name tag, city I.D. badge). Print your name on the EOC organization chart next to your assignment.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ☐ Log into Web EOC. **(Procedures can be found in the Appendix).**
- ☐ Open and maintain a position activity log.
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ☐ Based on the situation as known or forecast determine likely future Section needs.
- ☐ Using Web EOC and activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.*

#### **General Operational Duties**

- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- ☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ☐ Review situation reports as they are received. Verify information where questions exist.

- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Deactivation**

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Leave forwarding phone number where you can be reached.

**PLANNING/INTELLIGENCE SECTION COORDINATOR****SUPERVISOR: EOC Director****RESPONSIBILITIES:**

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
  - Collecting, analyzing and displaying situation information
  - Preparing periodic situation reports
  - Initiating and documenting the City's Action Plan and After-Action/Corrective Action Report
  - Resource Tracking
  - Advance planning
  - Planning for demobilization
  - Providing Geographic Information Services (GIS) and other technical support services to the various organizational elements within the EOC as requested
  - Periodic briefings to policy/emergency management group and EOC staff as appropriate
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on P-11.

**Duties:**

- ☐ Activate organizational elements within your Section as needed and designate a leader.
  - Situation Status Unit
- ☐ Activate additional organizational elements within your Section as needed and if personnel are available. Distribute tasking as needed and designate leaders for each element or combination of elements.
  - Resources Unit
  - Documentation Unit

- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist
- ☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services, and personnel
  - Identification of operational period work shifts
- ☐ Inform the EOC Director and General Staff when your Section is fully operational.
- ☐ Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities.
- ☐ Meet with other Section Coordinators.
- ☐ Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- ☐ Prepare work objectives for Section staff and make staff assignments.
- ☐ Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- ☐ Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- ☐ Based on the situation as known or forecast, determine likely future Operations Section needs.
- ☐ Think ahead and **anticipate** situations and problems before they occur.
- ☐ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ☐ Carry out responsibilities of the Planning/Intelligence Section branches/ groups/units that are not currently staffed.
- ☐ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- ☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ☐ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ☐ Brief the EOC Director on major problem areas that need or will require solutions.
- ☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.

- ☐ Determine status of transportation system into and within the affected area in coordination with the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- ☐ Ensure that your Section logs and files are maintained.
- ☐ Monitor your Section activities and adjust Section organization as appropriate.
- ☐ Ensure internal coordination between branch/group/unit leaders.
- ☐ Update status information with other sections as appropriate.
- ☐ Resolve problems that arise in conducting your Section responsibilities.
- ☐ Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ☐ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- ☐ Participate in the EOC Director's action planning meetings.
- ☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Assess the impact of the disaster/emergency on the city, including the initial safety/damage assessment by field units.
- ☐ Develop situation analysis information on the impact of the emergency from the following sources:
  - Ventura County Fire Department
  - Ojai Police Department/Ventura County Sheriff
  - Public Works
  - Parks and Recreation
  - Ojai Unified School District and Private Schools
  - American Red Cross Ventura County
  - Police and Fire volunteers
  - ACS
  - Media (Radio and Television)
  - Ventura County Sheriff's Office of Emergency Services
  - Volunteer Organizations Active in Disaster (VOAD)
- ☐ Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Ventura County Operational Area and the public.
- ☐ Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Ventura County Operational Area.
- ☐ Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. **(See Part Two – Planning/Intel.-Support Documentation-Action Planning.)**
- ☐ Assemble information on alternative strategies.
- ☐ Identify the need for use of special resources.
- ☐ Initiate the EOC Action Plan development for the current and forthcoming operational periods.

- ☐ Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- ☐ Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- ☐ Begin planning for recovery.

### RESOURCE TRACKING

***If the Planning/Intelligence Coordinator assigns a Resource Tracking Unit Leader, these tasks will be performed by that person. If a Resource Tracking Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.***

- ☐ Develop a system to track resources deployed for disaster response.
- ☐ Establish a reporting procedure for resources at specified locations.
- ☐ Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- ☐ Maintain a master list of all resources deployed.
- ☐ Provide for an authentication system in case of conflicting resources status reports.
- ☐ Provide a resources overview and summary information to the Situation Status Unit of the EOC Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- ☐ Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.
- ☐ Ensure that available resources are not overlooked by the EOC Operations Section staff and assist in preparation of the EOC Action Plan.
- ☐ Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation, and other critical resources. (Coordinate with Logistics Section).
- ☐ Make recommendations to the EOC Logistics Section Coordinator of resources that are not deployed or should be deactivated.

### DOCUMENTATION

***If the Planning/Intelligence Coordinator assigns a Documentation Unit Leader, these tasks will be performed by that person. If a Documentation Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.***

- ☐ Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- ☐ Coordinate documentation with the Situation Status Unit.
- ☐ Following planning meetings, assist in the preparation of any written action plans or procedures.
- ☐ Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. **(See Part Two-Planning/Intel. Support Documentation-Action Planning After Action/Corrective Action Reports.)**

- ☐ Ensure the development of a filing system to collect, log and compile copies of forms and reports.
- ☐ Establish copying service and respond to authorized copying requests.
- ☐ Establish a system for collecting and/or printing from Web EOC all section and unit journal/logs at completion of each operational period for the official record.
- ☐ Verify accuracy/completeness of records submitted for file to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- ☐ Prepare an overview of the documented disaster events at periodic intervals.

**DAMAGE ASSESSMENT**

***If the Planning/Intelligence Coordinator assigns a Damage Assessment Unit Leader, these tasks will be performed by that person. If a Damage Assessment Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.***

- ☐ Coordinate collection of safety/damage assessment information.
- ☐ Coordinate assessment with private sector utilities and special districts, as appropriate.
- ☐ Prepare safety/damage assessment information.
- ☐ Coordinate with Public Works Branch in gathering safety/damage assessment information on:
  - Roads, bridges and highways
  - Utilities: water and waste water, electricity, and gas
- ☐ Coordinate with all Operations branches (Law Enforcement, Fire, Public Works, Care and Shelter and Building and Safety) for possible information on damage to structures.
- ☐ Coordinate with the American Red Cross, Police/Fire volunteers and other sources for additional safety/damage assessment information.
- ☐ Coordinate with the Logistics Section Information Branch to gather damage assessment information on the communications infrastructure: wired, data, cable and wireless.
- ☐ Coordinate with Recreation Department in gathering safety/damage assessment information on parks and recreation facilities.
- ☐ Collect, record and total the type, location and estimate value of damage.
- ☐ Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- ☐ Provide documentation to Legal Advisor on those structures which may need to be demolished in the interest of public safety.
- ☐ Provide final safety/damage assessment reports to the Documentation Unit.

**TECHNICAL SPECIALISTS**

***If the Planning/Intelligence Coordinator assigns a Technical Specialist Unit Leader, these tasks will be performed by that person. If a Technical Specialist Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.***

- ☐ Maintain a position log and other necessary files.
- ☐ Coordinate with the Logistics Section to ensure that technical staff are located and

mobilized.

- ☐ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- ☐ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

### ADVANCE PLANNING

***If the Planning/Intelligence Coordinator assigns an Advance Planning Unit Leader, these tasks will be performed by that person. If an Advance Planning Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.***

- ☐ Determine best estimate of duration of the situation from available information.
- ☐ Determine current priorities and policies from the EOC Director.
- ☐ In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  - Best estimate of likely situation in 36 to 72 hours given current direction and policy.
  - Determine top priorities for actions and resources.
  - Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
  - Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.
- ☐ Provide reports to the EOC Director and others as directed.
- ☐ Develop specific recommendations on areas and issues that will require continuing and/or expanded City involvement.
- ☐ Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- ☐ Ensure evacuation routes properly accommodate persons with access and functional needs
- ☐ In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- ☐ Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with Para transit companies as necessary.
- ☐ As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.

### RECOVERY PLANNING

***If the Planning/Intelligence Coordinator assigns a Recovery Planning Unit Leader, these tasks will be performed by that person. If a Recovery Planning Unit Leader is not assigned, the Planning/ Intelligence Coordinator will assume these tasks.***

- ☐ Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- ☐ Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.

- ☐ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of “posted” buildings so owners/occupants may retrieve business/personal property.
- ☐ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of “posted” buildings. Posting includes, as a minimum, the categories of “Inspected”, “Restricted Access” and “Unsafe”.
- ☐ In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners’ and business owners’ rights are considered to the fullest extent and those arrangements are made for appropriate hearings, if at all possible.
- ☐ Ensure that buildings considered for demolition that come under “Historical Building” classification follow the special review process which should be adopted as part of the emergency procedures. (Demolition of historic structures may require a “Certificate of Appropriateness” from the Historic Preservation Commission. An alternate process should be adopted after declaration of a disaster giving this authority to the Community Development Director or designated alternate.)
- ☐ With Section Coordinators, develop a plan for initial recovery operations.
- ☐ Prepare the EOC organization for transition to Recovery Operations.
- ☐ Coordinate with Community Development Dept. for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- ☐ Coordinate with Ventura County Health Care Agency for restoration of medical facilities and associated services; and perform environmental reviews.
- ☐ Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- ☐ Coordinate with Care and Shelter for housing for persons with access and functional needs and the needy; oversight of care facility property management; and low income and special housing needs.
- ☐ Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- ☐ Coordinate with the Community Development Department for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- ☐ Coordinate with City Attorney (contract service) on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- ☐ Coordinate with FEMA, Cal EMA, Ventura County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- ☐ Coordinate with City Manager’s Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

**DEMOBILIZATION**

*If the Planning/Intelligence Coordinator assigns a Demobilization Unit Leader, these tasks will be performed by that person. If a Demobilization Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.*

- ☐ Coordinate with the field level Demobilization Unit Leaders.
- ☐ Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- ☐ Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- ☐ Coordinate with the Agency Representatives to determine:
  - Agencies not requiring formal demobilization
  - Personal rest and safety needs
  - Coordination procedures with cooperating/assisting agencies
- ☐ Evaluate logistics and transportation capabilities to support the demobilization effort.
- ☐ Prepare a Demobilization Plan to include the following:
  - Release plan strategies and general information
  - Priorities for release (according to agency and kind and type of resource)
  - Phase over or transfer of authorities
  - Completion and submittal of all required documentation
  - Obtain approval of the Demobilization Plan from the EOC Director
- ☐ Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- ☐ Supervise execution of the Demobilization Plan.
- ☐ Brief EOC Planning/Intelligence Section Coordinator on demobilization progress.
- ☐ Obtain identification and description of surplus resources.
- ☐ Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.
- ☐ Ensure a debriefing is conducted prior to release of personnel.
- ☐ Ensure unresolved issues are assigned for resolution following deactivation.

**Deactivation**

- ☐ Authorize deactivation of organizational elements within your Section when they are no longer required.

**SITUATION STATUS UNIT**

**SUPERVISOR:**            **Planning/Intelligence Section Coordinator**

**RESPONSIBILITIES:**

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- Transmit approved reports to the Ventura County Operational Area. Web EOC can be used to facilitate this process.
- Develop and maintain current maps and other displays (locations and types of incidents). Work with the GIS Unit, if activated, or the City GIS staff to produce mapping products.
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays. Work with the GIS Unit, if activated, or the City GIS staff to integrate mapping products into display information.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on P-11.

**Duties:**

- ☐ Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
- Location and nature of the disaster/emergency.
  - Special hazards.
  - Number of injured persons.
  - Number of deceased persons.
  - Road closures and disaster routes.

- Structural property damage (estimated dollar value).
- Personal property damage (estimated dollar value).
- City resources committed to the disaster/emergency.
- City resources available.
- Assistance provided by outside agencies and resources committed.
- Shelters, type, location and number of people that can be accommodated.
- ☐ Possible Information Sources include:
  - Disaster briefings
  - EOC Action Plan
  - Section Reports
  - Intelligence Reports
  - Field Observations
  - Casualty Information
  - Resource Status Reports
  - Aerial Reports and Photographs
  - Values and Hazards Information
  - On Duty Personnel from other Sections
  - WebEOC
- ☐ Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- ☐ Prepare and maintain EOC displays.
- ☐ Assist in the preparation of the EOC Action Plan.
- ☐ Using Web EOC Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. **Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer.**
- ☐ Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
  - Management Team
  - Operations Section
  - Logistics Section
  - Finance/Administration Section
- ☐ Provide for an authentication process in case of conflicting status reports on events.
- ☐ Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- ☐ Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
- ☐ Provide information to the PIO for use in developing media and other briefings.
- ☐ Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- ☐ Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.

- ☐ Provide resource and situation status information in response to specific requests.
- ☐ Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- ☐ Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Ventura County Operational Area.
- ☐ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
- ☐ Assist at planning meetings as required.
- ☐ During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation. **(Part Two – Operations Support Documentation – Radiological Protection).**
- ☐ As appropriate, assign “field observers” to gather information.

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## EMERGENCY OPERATIONS PLAN

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### PLANNING/INTELLIGENCE SECTION

#### SUPPORTING DOCUMENTATION

<b>REFERENCE DOCUMENTS</b>
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<b>PLANNING/INTELLIGENCE SECTION COORDINATOR (Look in Forms also)</b>
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ACTION PLANNING.....	PS-3
“Planning P” .....	PS-6
AFTER ACTION/CORRECTIVE ACTION PLANS.....	PS-7
TYPES OF RECOVERY PROGRAMS .....	PS-13

<b>FORMS</b>
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EOC ACTION PLAN TEMPLATE .....	PS-15
EOC Assignment List .....	PS-23
EOC Radio Communications Plan .....	PS-24
INITIAL DAMAGE ESTIMATE FORM .....	PS-25
EVENT/MAJOR INCIDENT REPORT .....	PS-29
SITUATION REPORT .....	PS-31
AFTER ACTION/CORRECTIVE ACTION PLAN TEMPLATE.....	PS-33
ACTIVITY LOG .....	PS-43

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### **ACTION PLANNING**

Action plans are an essential part of SEMS/NIMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives
- A basis for measuring work and cost effectiveness, work progress and providing accountability

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. EOC Action Plans should focus on citywide related issues. The format and content for action plans at the incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

#### **INCIDENT ACTION PLANS (FIELD LEVEL)**

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-department and multi-jurisdictional incident
- Complex incidents
- Long-term incidents when operational periods would span across shift changes

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

- Incident objectives and priorities (overall, what do we want to achieve?)
- Primary and alternative strategies (as appropriate) to achieve incident objectives (what are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy (given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used)
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally)
- Overall support organization including logistical, planning and finance/administration functions
- A communications plan

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## EMERGENCY OPERATIONS PLAN

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- Safety messages
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

### EOC ACTION PLANNING (EOC)

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations.

It is important that common City organizational goals are maintained and pursued as determined by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

**Once the city goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The policy group must receive copies of the EOC action plan.**

### SUMMARY OF ACTIVITIES BY SECTION

1. <b>PLANNING/INTELLIGENCE</b>	Presents the verbal Action Report or the situation status report
2. <b>MANAGEMENT</b>	Sets goals
3. <b>PLANNING/INTELLIGENCE</b>	Posts goals for organization's use
4. <b>OPERATIONS</b>	Determines tactics to achieve goals
5. <b>LOGISTICS</b>	Determines how it will support operations
6. <b>FINANCE/ADMINISTRATION</b>	Determines how it will support operations
7. <b>PLANNING/INTELLIGENCE</b>	Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process

### ACTION PLANNING AT SEMS/NIMS LEVELS

Action planning at all SEMS levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions.

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## **EMERGENCY OPERATIONS PLAN**

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

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the Emergency Operations Director in concert with the general staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several SEMS/NIMS levels, but the EOC Action Plan should generally cover the following elements:

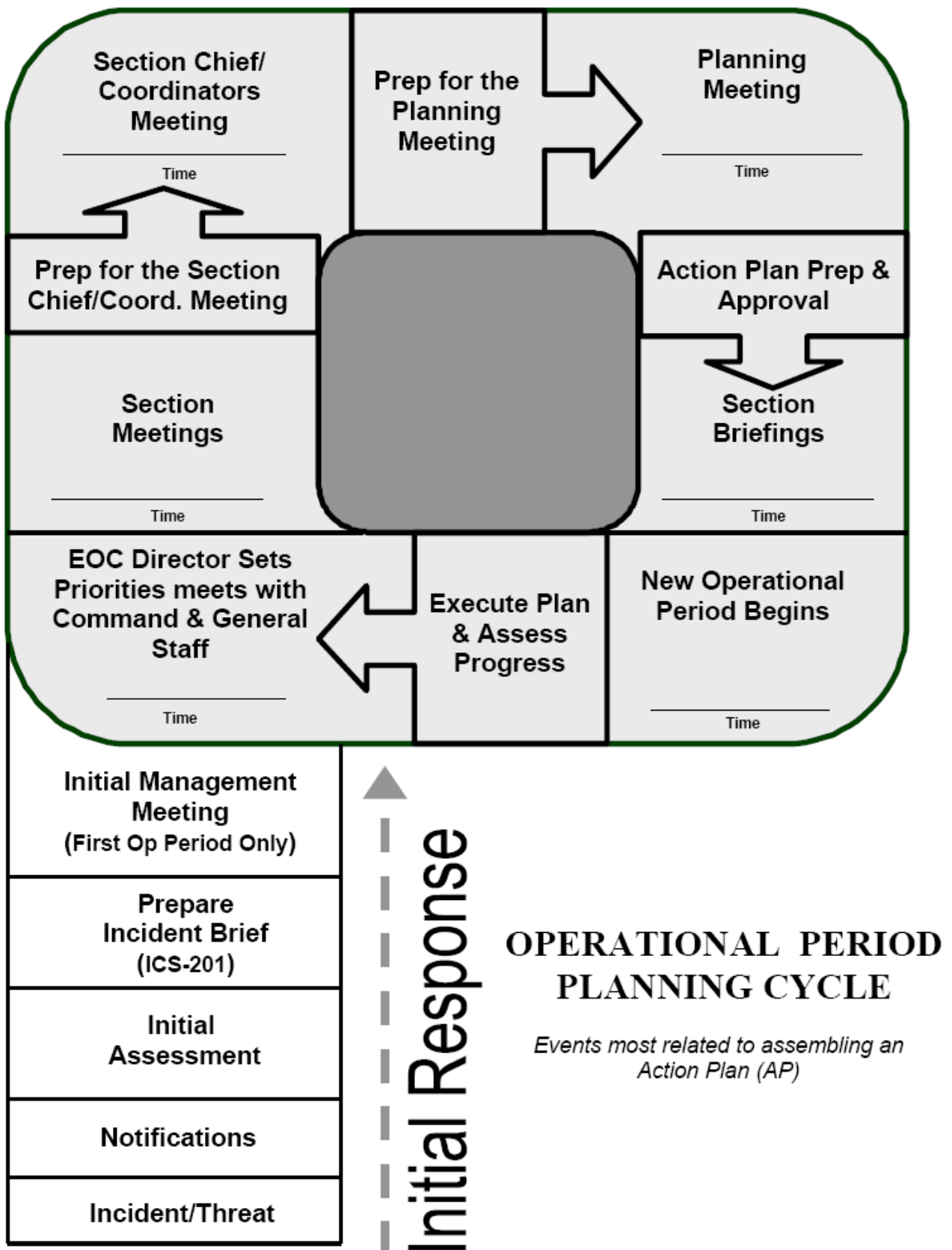
- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

### **FOCUS OF THE EOC ACTION PLAN**

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall objectives for the City as determined by the Emergency Operations Director. It can also include mission assignments for departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

### **ACTION PLAN MEETING**

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Chief is responsible for holding this meeting.



### **After Action/Corrective Action**

(This information is based on the *California Implementation Guidelines for the National Incident Management System, Workbook and User Manual*, May, 10 2006)

#### **Introduction**

The SEMS Technical Group established the After Action/Corrective Action (AA/CA) SEMS Specialist Committee to address the NIMS requirements for After Actions, Corrective Actions, and plans within the framework of SEMS. Products developed by this committee will be for use by state, local and tribal governments in order to support efforts towards NIMS compliance.

#### **Legal Authorities**

*Local and State Agency requirement to transmit AAR to Cal EMA for declared events.*

Section 2450 (a) of the SEMS Regulations states “Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to CAL EMA within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(j).”

The completion of an AAR is a part of the required SEMS reporting process. The Emergency Services Act (*Chapter 7 of Division 1 of Title 2 of the Government Code*), Section 8607 (f) specifies that the Office of Emergency Services (CAL EMA) (now known as Cal EMA) shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster. It also states “This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.”

#### **Tribal Governments**

While tribal governments are not required by law to comply with SEMS, they are encouraged to submit AARs to Cal EMA; this provides for the statewide AAR to reflect a comprehensive collective response of local, state, and Tribal governments. As such, tribal governments have been included in this guidance.

#### **AAR Contents**

Section 2450 (b) of the SEMS Regulations states, “The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.”

#### **AARs for non-declared disasters / AARs as tools**

AARs are used to document an event and to identify “corrective actions” that need to be completed. Overall, the AA/CA process improves the quality of emergency management in California. AA/CA reports should be completed for both declared and non-declared disasters, for training/ exercises, and pre-identified planned events consistent with NIMS requirements.

For exercises conducted using federal funding, such as DHS Grants and Training funding, complete an After Action Report and Improvement Plan within the grant required timeframe of the event, and post the report on the Office for Domestic Grants and Training secure portal, or attach the Word version of the After Action/Corrective Action Report to the portal.

### **AAR/CA Process**

The complete AAR/CA process involves five (5) basic components:

1. Compile and sort all documentation from the response and recovery activities.
2. Analyze and triage emergency response and recovery activities data by SEMS functions.
3. Prepare and submit the AAR, including corrective actions. [In many cases, the AAR will have corrective actions. These may not be final corrective actions, and they may not be the ones that become action items in a corrective action plan.]
4. Identify corrective action planning activities necessary based on the AAR.
5. Implement and track to completion the identified CAs.

### **Function of AA/CA Reports**

The SEMS required Cal EMA AAR is the only one mandated to be available to state and local agencies. Non-CAL EMA agencies have no mandated need to share their reports with any agency except Cal EMA. It should be noted that state and local government agencies are required to comply with requests under the California Public Records Act.

Cal EMA's AA/CA reports are available to all interested public safety and emergency management organizations and serve the following important functions:

- Provide a source for documentation of response and recovery activities
- Identify problems and successes that occurred during emergency operations
- Analyze the effectiveness of components of the SEMS
- Describe and defines a plan of action for implementing improvements, including mitigation activities

### **Importance of Documentation**

Documentation is critical for developing AARs and must be initiated early in the response phase of a declared or non-declared event, a training/exercise, or a pre-identified planned event.

Documentation:

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for determining reimbursement eligibility
- Is essential for the continual improvement of the emergency management system.

### *Initiate documentation process*

Assign Responsibility for AAR:

- Initiate early during response phase
  - Assign responsibility to Planning/Intelligence Function
  - Assign the responsibility for collecting and filing all documents and data pertaining to the event
  - Emphasizes the importance of documentation

- Allows for early identification of possible system improvements and facilitates possible on-the-spot improvements
- Allows data to be compiled before too much time has elapsed and participants have returned to their normal duties
- Allows for establishing timelines and expedites the actual preparation of the AAR
- Designated person assigned should have background in
  - Planning function
  - Emergency management organizational functions
  - SEMS
  - NIMS
- Continuance of documentation following Field and EOC deactivations.
  - Follow-up AAR function may be assigned to the same person involved early in the event to provide continuity.

### **Sources of Documentation**

Documentation sources include, but are not limited to:

- Planning function reports and forms
- Data from all functions of the emergency organization
- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Response Information Management System (RIMS) forms and locally developed forms/reports that support the RIMS forms.
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation.

### **Supplemental Documentation**

Documentation developed during emergency operations can be supplemented with the following:

- Exit interview or critique forms completed as personnel rotate out of a function.
- Critiques performed at various time frames during and after emergency operational activities.
- Critiques may be conducted informally or with more formal, structured workshops.
- Surveys distributed to individuals and organizations after the event which can be used either for direct input to the AAR or as a basis for workshop discussions.
- Research teams can gather information and write the applicable portions of the AAR.
- Other AARs prepared by participating agencies and organizations may be utilized as a data gathering tool.

### **Data Organization and Structuring**

There are many approaches to structuring and organizing compiled data.

Some questions to consider before preparing the AAR include:

- What is the purpose of the critique or survey?
- Who is the survey's audience?

- Have all key "players", for example, all activated personnel, been included in the survey/workshop?
- Does the Cal EMA survey/workshop process permit identification of internal and external agency-specific improvements and corrective actions to be taken?
- Do the needed improvements involve the SEMS levels?
- Are the identified issues or problems linked to the appropriate corrective actions?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Are all phases of emergency management reflected in the data collection process, including response, recovery, mitigation, and preparedness?
- Does the Cal EMA critique/survey format coincide with the after action report format?
- Does the Cal EMA designated person understand the assignment and tasks?

### **AAR Preparation**

An eight step process to prepare the AAR is recommended.

1. Compile and sort by SEMS functions the information from surveys, critiques, and after action workshops.
2. Review and analyze documentation based on SEMS functional areas.
3. Evaluate lessons learned, areas needing improvement, corrective action recommendations, and use this information to develop proposed CAs.
4. Prepare draft AA/CA Report and distribute to participating state, local and tribal jurisdictions and private and volunteer organizations for review and comments.
5. Incorporate reviewer's comments as appropriate to develop a final draft report.
6. Redistribute the final draft to all previously identified reviewers for official approval.
7. Review and incorporate final comments from reviewers.
8. Prepare final AA/CA Report, obtain appropriate executive management approval, and forward the report to all participating jurisdictions, private and volunteer organizations, CAL EMA Regions, and CAL EMA Headquarters. For all events, tribal governments are invited to forward the approved AA/CA report to the next higher SEMS organization level.

### **Identification of Corrective Action (CA) planning activities**

Corrective Action planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CA should contain:

- Description of the system and method of tracking the CA, that is, spreadsheet, database, etc., that will be used to ensure implementation of the CA
- Brief description of the issue or problem, and the needed corrective action or activity
- Party or organization(s) responsible for completing the CA
- Expected end product
- Expected completion date
- Funding source and justification of the need for funding in order to carry out CAs.

- Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAs, if appropriate.

**Tracking and Implementing Corrective Actions**

Implementation of CAs frequently requires a significant amount of time and commitment that could continue well into the Recovery stage. In some instances, the corrective action plans may require several years to fully implement. The Director of Emergency Management will have the overall responsibility for following through that the Corrective Action plan is implemented and completed as written.

**For declared events:****Statewide AAR/CA**

Cal EMA will compile a consolidated statewide AAR for declared events in compliance with the SEMS statute and regulations. This consolidated AAR will also include proposed CAs, based upon input from the appropriate agencies and jurisdictions. This consolidated report is referred to as the AAR.

**CAL EMA Coordination of Local, Tribal, and State Agency Input**

To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, CAL EMA, in accordance with its procedures, will do the following:

1. Notify the appropriate jurisdictions, agencies, and other interested parties of the Statewide AAR requirements and 90-day timeframe for submission of their AARs.
2. Establish a work group and work plan for developing the Statewide AAR.
3. Gather data for the Statewide AAR using a variety of methods, including, but not limited to workshops, hot-washes, interviews, and AARs from the appropriate agencies/departments, and jurisdictions.
4. Prepare a draft Statewide AAR that includes the proposed CAs and circulate it for review and comment among the appropriate interested parties. As part of this review process, state agencies and/or departments may be requested to obtain approval of their AAR input from their agency/department, or branch for their component of the consolidated Statewide AAR.
5. Prepare a final AAR using comments obtained during the review process. The final AAR will be distributed both electronically and in hardcopy format to the appropriate interested parties. CAs will be shared with the emergency management community and strategies will be developed for implementing the CAs. Strategy development or event specific CA plans will be a collaborative effort among the organizations involved in an event

**For non-declared events:**

Note: A similar process as that described in the previous section for declared events, may be followed for non-declared events, exercises/trainings, or pre-identified planned events, based upon Cal EMA's determination that an AAR process is appropriate and would benefit emergency management in California.

***After Action/Improvement Plan reporting for federally funded exercises:***

For federally funded exercises, follow the applicable grant guidelines/conditions.

**Corrective Action Components**

Plans for improving and/or correcting items identified in the AAR should address multiple areas. For each principal corrective action identified, include the following information:

- Issue Description (identified issue or problem)
- Description of corrective actions to be taken and/or recommendations
- Identify the SEMS level and function that connects with the CA
- Assignments – Identify agencies/departments/ jurisdictions/ positions that would be involved with correcting the issue or problem
- Associated costs and budget for carrying out corrective actions, if available
- Timetable for completion of the identified corrective actions, if known
- Follow-up responsibility (identify agencies/ jurisdictions/ positions that will be involved with following-up on or tracking the corrective action to completion, if known)
- Documentation to verify the corrective actions taken to completion

**AA/CA in Recovery Phase**

SEMS regulations call for identifying “Recovery activities to date.” The Recovery activities listed in the AAR are the likely areas that will fall within the 120 day scope. The Joint Field Office (JFO) may develop a separate AAR to address Recovery activities.

It is the responsibility of the key stakeholders to develop the CA measures needed to remedy any problems identified in the JFO AAR.

**Recovery Activities**

The description of Recovery Activities should include the following information:

- General background and description of recovery activities performed by participating agencies
- Proclamation/Declaration process
- Joint Field Office (description of locations and services offered to public)
- Damage Assessment (description of assessed damages)
- Safety Assessment Program activities
- Public Assistance Programs (description of activities and services provided to government agencies that were adversely impacted by the disaster)
- Applicant Briefings
- Individual Assistance Program (description of services/programs offered to individuals adversely affected by the disaster)
- Activation of Assistance Centers (description of services offered to public)
- Hazard Mitigation Program (description of services offered)

Based on the number of agencies involved in the response, recovery, and mitigation activities, those activities identified by participating agencies may be displayed in the body of the report, or they may be displayed in an attachment that delineates the information by each participating agency.

### Types of Recovery Programs

Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
FMAG: fire suppression	No	No	Yes	The uncontrolled fire must threaten such destruction as would constitute a major disaster.
State PA - Director's Concurrence: restoration of public infrastructure only	Yes	No	No	The event must be beyond the control/capabilities of the local jurisdiction.
State PA - Governor's Proclamation: response and restoration costs	Yes	Yes	No	The event must be beyond the control/capabilities of the local jurisdiction.
Federal PA - Major Disaster: response and restoration costs	Yes	Yes	Yes	The state must request within 30 days of the occurrence; demonstrate that necessary actions are beyond the state's capability and damages must meet the per capita threshold and/or other criteria defined in federal regulations.
Federal PA - Emergency: response costs only	Yes	Yes	Yes	The state must request within 5 days after the need becomes apparent; must demonstrate that effective response is beyond the state's capability and that federal assistance is necessary to save lives and protect health, safety, and property.
Federal IHP: grants to individuals for necessary expenses or serious needs	Yes	Yes	Yes	May be implemented upon a Presidential declaration. There is no set threshold; however, FEMA considers such criteria as concentration of damages, trauma, special populations, etc.
SSGP: supplemental grants beyond IHP	Yes	Yes	Yes	Administered by DSS and only implemented when Federal IHP is activated.
SBA EIDL: working capital loans for small businesses	No	No	Yes	May be independently implemented when at least 5 small businesses have suffered economic injury and other assistance is not otherwise available; may be implemented under an USDA designation; and may be implemented under SBA physical declarations.
SBA Physical Disaster Loan Program: real and personal property loans	No	No	Yes	May be independently implemented when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses; may also be implemented upon a Presidential declaration.
USDA Disaster Designation: crop production loss loans	No	No	Yes	May be made available to farmers/ranchers who have suffered at least 30% crop production loss or a physical loss to livestock products, real estate or chattel property. USDA can implement this program when requested by CAL EMA on behalf of a local agricultural commissioner or local government authority.
Crisis Counseling Programs: referral services and short-term counseling	Yes	Yes	Yes	Funded by FEMA and administered by DMH to provide short- or long-term (up to 9 months) benefits.
Disaster Unemployment Assistance: weekly benefits	Yes	Yes	Yes	May be implemented by the Department of Labor upon a Presidential declaration to provide up to 26 weeks of unemployment benefits.

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**EMERGENCY OPERATIONS PLAN**

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**EOC ACTION PLAN**

<b>Disaster/Event Name:</b>		<b>Date</b>	<b>Time</b>	<b>Prepared:</b>
<b>Plan Prepared by:</b>				
<b>Plan Reviewed by:</b> <b>(Plans/Intel Coordinator)</b>				
<b>Plan Approved by:</b> <b>(EOC Director)</b>				
<b>Operational Period:</b>	<b>From:</b>	<b>To:</b>	<b>Page</b> 1 of 7	

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

**Current Situation Summary:**

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**Major Events/Incidents:**

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**Safety Issues:**


**Resources Needed:**

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- 
- 

**Other Information:**

EMERGENCY OPERATIONS PLAN

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**EMERGENCY OPERATIONS PLAN**

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**EOC ACTION PLAN**

Summary of Section Objectives for Period # \_\_\_\_

(Date and Time)

#	Objective	Branch/Unit/ Position	Est. Completed Date/Time
<b>Management</b>			
1			
2			
3			
4			
5			
<b>Operations Section</b>			
1			
2			
3			
4			
5			
<b>Planning &amp; Intelligence Section</b>			
1			
2			
3			
4			
5			
6			
<b>Logistics Section</b>			
1			
2			
3			
4			
5			
<b>Finance Administration</b>			
1			
2			
3			

**Attachments:**

- ( ) Organization Chart    ( ) Telephone Numbers    ( ) Weather Forecast    ( ) Maps  
( ) LAC Locations    ( ) Incident Map    ( ) Safety Plan    ( ) Transportation Plan  
( ) Medical Plan    ( ) Operating Facilities Plan    ( ) Communication Plan    ( ) Other \_\_\_\_\_

*Based on situation and resources available, develop an Action Plan for each Operational Period.*

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**EMERGENCY OPERATIONS PLAN**

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**EOC ACTION PLAN****Disaster/Event Name:****Plan Prepared by:****Plan Approved by:**  
**(EOC Director)****Operational Period:****Date:****From:****To:****MANAGEMENT****Objective****Section, Branch or  
Unit Assigned****Time Required or  
To Completion****Resource Support**

1.

2

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4.

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10.

Attachments: ( ) PIO phone numbers

( ) EOC Organizational Chart

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**EMERGENCY OPERATIONS PLAN**

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**EOC ACTION PLAN****Disaster/Event Name:****Plan Prepared by:****Plan Reviewed by:**  
**(Section Coordinator)****Operational Period:****Date:****From:****To:****OPERATIONS****Objective****Section, Branch or  
Unit Assigned****Time Required or To  
Completion****Resource Support**

1.

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Attachments: ( ) City Map w/major incidents, street closures, evacuation areas, etc.  
( ) Weather

**EOC ACTION PLAN****Disaster/Event Name:****Plan Prepared by:****Plan Reviewed by:**  
**(Section Coordinator)****Operational Period:****Date:****From:****To:****PLANNING/INTELLIGENCE**

<b>Objective</b>	<b>Section, Branch or Unit Assigned</b>	<b>Time Required or To Completion</b>	<b>Resource Support</b>
1.			
2			
3.			
4.			
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6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

**EOC ACTION PLAN****Disaster/Event Name:****Plan Prepared by:****Plan Reviewed by:**  
**(Section Coordinator)****Operational Period:****Date:****From:****To:****LOGISTICS****Objective****Section, Branch or  
Unit Assigned****Time Required or To  
Completion****Resource Support**

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Attachments: ( )  
( )

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**EMERGENCY OPERATIONS PLAN**

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**EOC ACTION PLAN**

<b>Disaster/Event Name:</b>			
<b>Plan Prepared by:</b>			
<b>Plan Reviewed by:</b> <b>(Section Coordinator)</b>			
<b>Operational Period:</b>	<b>Date:</b>	<b>From:</b>	<b>To:</b>
<b>Finance/Administration</b>			
<b>Objective</b>	<b>Section, Branch or Unit Assigned</b>	<b>Time Required or To Completion</b>	<b>Resource Support</b>
1.			
2.			
3.			
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5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

**EMERGENCY OPERATIONS PLAN**

1. Incident Name		2. Operational Period (Date/Time) From:		ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS	
3. Management Section		4. Name		5. Operations Section	
EOC Director				Section Coordinator:	
EOC Coordinator:				Law Enforcement:	
Liaison Officer:				Fire/HazMat/ Rescue:	
Public Information				Public Works:	
Security Officer:				Care and Shelter:	
Safety Officer:				Building and Safety:	
Legal Officer:				Medical Health:	
7. Planning Section		8. Name		9. Logistics Section	
Situation Status:				Information Systems:	
Resources Unit				Transportation Unit:	
Documentation:				Personnel Unit:	
Damage Assessment:				Facilities Unit:	
Adv. Planning:				Procurement/Purchasing:	
Recovery:					
Tech. Specialists:					
Demobilization:					
11. Finance Section		12. Name		12. Agency Reps	
Time Keeping Unit					
Cost Analysis:					
Cost Recovery:					
Comp./Claims:					
14. Prepared By: (Resources Unit)				Date/Time	
ORGANIZATION ASSIGNMENT LIST				April 2003	
SEMS/NIMS 203-OS					

## EMERGENCY OPERATIONS PLAN

### EOC ACTION PLAN

SEMS/NIMS 205

### EOC Radio Communications Plan

Incident Name:	Date Prepared:	Time Prepared:
Operational Period Date: From: To:	Operational Period Time: From: To:	

#### Basic Radio Channel Utilization

Assignment	Function	System	Channel/Frequency	Designated Check-in Time	Remarks
Prepared By:	Title:		SEMS/NIMS Position: <b>Communications Unit</b>		
Approved By:	Title:		SEMS/NIMS Position: <b>Logistics Sections Coordinator</b>		

COMMUNICATIONS PLAN  
SEMS/NIMS 205

September 2007

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**EMERGENCY OPERATIONS PLAN**

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*Response Information Management System (RIMS) forms. The information in these forms should be submitted on-line with the State Office of Emergency Services' RIMS program. The following forms are intended to facilitate the process of gathering information before it is submitted via RIMS. If RIMS is not functioning these forms could be submitted via fax to the Operational Area.*

**California Standardized Emergency Management System**  
**INITIAL DAMAGE ESTIMATE (IDE) REPORT (2007)**

<b>Select Jurisdiction:</b> <input type="radio"/> City <input type="radio"/> Special District <input type="radio"/> Operational Area <input type="radio"/> CAL EMA Region <input type="radio"/> CAL EMA Headquarters		
<b>Report Jurisdiction:</b> <b>City:</b> <b>Population:</b>		
<b>Related Event/Incident/Activity:</b>  <b>Date Sent to Op Area:</b>  <b>Date Sent to City/Local:</b>  <b>Begin Date/Time:</b>  <b>Local Declaration:</b>  <b>EOC Activated:</b> <input type="radio"/> Yes <input type="radio"/> No  <b>Report as of:</b>  <b>Report Prepared by:</b>		
<b>DECLARATIONS</b>	<b>DATE REQUESTED</b>	<b>DATE GRANTED</b>
Director's Concurrence		
Gubernatorial		
Presidential		
Individual Assistance		
Public Assistance		
SBA		
USDA		
Other		
<b>POINT OF CONTACT FOR IDE REPORT</b>		
<b>Name:</b>	<b>Phone:</b>	<b>Pager:</b>

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**EMERGENCY OPERATIONS PLAN**

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<b>Fax Number:</b>	<b>Alt. Phone Number:</b>	<b>E-mail Address</b>				
<b>Considering the Preliminary Damage Assessment (PDA) is an essential step to secure state and federal disaster assistance, enter the earliest date CAL EMA and/or Federal PDA teams can initiate verification of identified damages.</b>						
<b>Local Assistance Center (LAC): Need for opening a LAC?</b> <input type="radio"/> Yes <input type="radio"/> No						
<b>Community Relations: Need for special language considerations?</b> <input type="radio"/> Yes <input type="radio"/> No If "Yes," please describe:						
<b>INDIVIDUAL ASSISTANCE (IA) DAMAGES</b>						
	Destroyed	Major Damage	Minor Damage	Affected (no phys. damage)	Estimated Loss	Estimated % Covered by Insurance
Primary Residence (include mobile homes)						%
Business						%
Other (i.e.outbuildings,etc)						%
Totals:	0	0	0	0	\$0	0%

**Agricultural Damage:**

	a. Acres Impacted	b. Number Impacted	c. Estimated Loss
Crops/Grazing Land			
Farm Buildings and Machinery			
Livestock			
Totals:			\$0

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**EMERGENCY OPERATIONS PLAN**

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**PUBLIC ASSISTANCE (PA) DAMAGES****NOTE: CATEGORIES A & B - EXCLUDE NORMAL OPERATING COSTS**

<b>Category</b>	<b>No. of Sites</b>	<b>Estimated Loss</b>	<b>Description</b>
CAT A: Debris Removal and Disposal			
CAT B: Emergency Protective Measures			
CAT C: Road and Bridge Systems (non-federal)			
CAT D: Water Control Facilities (levees, Dams & channels)			
CAT E: Public Buildings and Equipment			
CAT F: Public Utilities (water and power, etc.)			
CAT G: Park/Recreational/other			
Totals:	0	\$0	
Insurance Coverage Amount (\$)			
Total Est. Uninsured Amount (\$)			
Notes:			

**FEDERAL PROGRAM DAMAGES**

	<b>Estimated Costs</b>
Federal Highways (Emergency Relief Program) (Damages to federal highway systems)	
U.S. Army Corps of Engineers (PL 84 - 99) (For emergency flood control projects)	
Natural Resources Conservation Service: (For emergency watershed rehabilitation)	
Other (describe):	
Totals	\$0

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**EMERGENCY OPERATIONS PLAN**

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**NOTIFICATION:**

Send Notification   ☐ Yes      ☐ No

Message

Select Recipients

Notification List

Other Email addresses

## EMERGENCY OPERATIONS PLAN

California Standardized Emergency Management System  
**Event/Major Incident Report**

Incident Type:	Incident Status:
Location Name:	Incident Prognosis:
Date & Time	Lead Agency
Incident No.	Related Event
Incident Name	Severity
Initial Situation Summary	
PERSONNEL AND INFRASTRUCTURE	
No. of Fatalities:	Building Damage: (Heavy, Light, etc...)
No. of Injuries:	Utilities Damage: (Heavy, Light, etc...)
No. of Evacuations:	Road Damage: (Heavy, Light, etc...)
OTHER	
Select a new/another Action Plan:	
Related Action Plans:	
Weather Information:	
Supporting Agencies:	
Contact Info. (Name, Phone, etc.)	
ICP Established? <input type="radio"/> Yes <input type="radio"/> No	

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**EMERGENCY OPERATIONS PLAN**

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**NOTIFICATION**Send Notification   ☐ Yes      ☐ No

Message

Select Recipients

Notification List

Other Email addresses

**LOCATION:**

Site Name:

Site Type:

Street Address:

Apt. or Lot No.

City

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**EMERGENCY OPERATIONS PLAN**

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**California Standardized Emergency Management System *Situation Report*****Select Jurisdiction:**

☐ City    ☐ Special District    ☐ Operational Area    ☐ CAL EMA Region    ☐ CAL EMA Hdqtrs.

**Report Jurisdiction:****Overall Status:****Prognosis:****Related Event/Incident/Activity:****INITIAL SITUATION SUMMARY****Road Problem Summary's****Communications Problems:****Other Concerns/Problems:****WHAT EMERGENCY DECLARATIONS HAVE BEEN MADE?**

	Local	Intermediate	Gubernatorial	Presidential
Date Requested:				
Date Granted:				

**Intermediate Level:****WHAT INFORMATION CAN YOU PROVIDE REGARDING NUMBER OF CASUALTIES**

	Estimated	Confirmed	Comments
Fatalities:			
Injuries:			

**EMERGENCY OPERATIONS PLAN****WHAT DAMAGE INFORMATION CAN YOU PROVIDE**

	Destroyed	Major Damage	Minor Damage	Affected	Estimated Cost	Estimated % Covered by Insurance
<b>Residence</b>						%
<b>Business</b>						%
<b>Government</b>						%
<b>Total Estimated Cost:</b>					\$0	

**PUBLIC ASSISTANCE DAMAGE** (Note: Categories A& B exclude normal operating costs)

Category	No. of Sites	Estimated Loss
CAT A: Debris Removal and Disposal		
CAT B: Emergency Protective Measures		
CAT C: Road and Bridge Systems (non-federal)		
CAT D: Water Control Facilities (levees, Dams & channels)		
CAT E: Public Buildings and Equipment		
CAT F: Public Utilities (water and power, etc.)		
CAT G: Park/Recreational/other		
Totals:		

**WHAT EVACUATION INFORMATION CAN YOU PROVIDE?****Number of People Evacuated:****Number of People in Shelters:****Comments****EOC(s) ACTIVATED?**

Comments:

Contact Info: (Name, Phone, etc.)

**ATTACHMENTS**

Supporting File(s):

Web Pages:

Sample Reporting Form

**AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE**

(EVENT NAME)

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

***Federally funded exercises:*** *Completed AA/CA reports completed in this Word template can be attached to the Department of Homeland Security, Grants and Training, ODP Secure Portal.*

**GENERAL INFORMATION**

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

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**EMERGENCY OPERATIONS PLAN**

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**SEMS/NIMS FUNCTION EVALUATION**

<b>MANAGEMENT (Public Information, Safety, Liaison, etc.)</b>		
	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Overall Assessment of Function (check one)</b>		

<b>If “needs improvement” please briefly describe improvements needed:</b>	
Planning	
Training	
Personnel	
Equipment	
Facilities	

<b>FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)</b>		
	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Overall Assessment of Function (check one)</b>		

<b>If “needs improvement” please briefly describe improvements needed:</b>	
Planning	
Training	
Personnel	
Equipment	
Facilities	

<b>OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)</b>		
	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Overall Assessment of Function (check one)</b>		

<b>If “needs improvement” please briefly describe improvements needed:</b>	
Planning	
Training	
Personnel	
Equipment	
Facilities	

## EMERGENCY OPERATIONS PLAN

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

Planning	
Training	
Personnel	
Equipment	
Facilities	

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

Planning	
Training	
Personnel	
Equipment	
Facilities	

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

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

Planning	
Training	
Personnel	
Equipment	
Facilities	

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**EMERGENCY OPERATIONS PLAN**

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**AFTER ACTION REPORT QUESTIONNAIRE**

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

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

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## EMERGENCY OPERATIONS PLAN

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### Additional Questions

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

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

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

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

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

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### **NARRATIVE**

Use this section for additional comments.

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### **POTENTIAL CORRECTIVE ACTIONS**

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

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, CAL EMA Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

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

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## EMERGENCY OPERATIONS PLAN

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### **ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC**

#### **EMAC / SEMS After Action/Corrective Action Report Survey**

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

1. Did you complete and submit the on-line EMAC After Action Survey form for (Insert name of the disaster)?
2. Have you taken an EMAC training class in the last 24 months?
3. Please indicate your work location(s) (State / County / City / Physical Address):
4. Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):
5. Please indicate what discipline your deployment is considered (please specify):
6. Please describe your assignment(s):

#### **Questions:**

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

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

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**EMERGENCY OPERATIONS PLAN**

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

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## EMERGENCY OPERATIONS PLAN

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Please identify any ADDITIONAL issues or problems below:

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

### Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

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

Comments: \_\_\_\_\_

\_\_\_\_\_

Identify the areas where EMAC worked well:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## EMERGENCY OPERATIONS PLAN

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

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

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CAL EMA Only: Form received on: \_\_\_\_\_ Form reviewed on: \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_

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## EMERGENCY OPERATIONS PLAN

## ACTIVITY LOG

[illegible]

## EMERGENCY OPERATIONS PLAN

[illegible]

**PART TWO  
LOGISTICS SECTION**

**CONTENTS**

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Objectives .....	L-3
Concept of Operations.....	L-4
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<b>RESPONSIBILITIES CHART.....</b>	<b>L-6</b>
<b>LOGISTICS SECTION ORGANIZATION CHART .....</b>	<b>L-7</b>
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----------------------------

<b>LOGISTICS SECTION COORDINATOR</b>
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Pre-Disaster Telecommunications .....	LS-3
Communications .....	LS-3
Feeding EOC Support and Field Staff .....	LS-5
Critical Incident Stress Debriefing Procedures .....	LS-7
Guidelines for Utilization of Volunteers .....	LS-9
Auxiliary Communications Services (ACS) .....	LS-13

<b>FORMS</b>
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Activity Log.....	LS-15
City EOC Resource Request (To Be Used For Internal Resource Requests) .....	LS-17
Resource Request (Mutual Aid) .....	LS-19
Sample Procurement Form .....	LS-21
EOC Radio Communications Plan .....	LS-23

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## **LOGISTICS SECTION**

### **PURPOSE**

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

- Protect life, property and the environment.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

### **OVERVIEW**

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

### **OBJECTIVES**

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section except for those resources obtained through already established mutual aid agreements.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements.
- Supervises the negotiation and administration of vendor and supply contracts and procedures.

**CONCEPT OF OPERATIONS**

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- Operational periods will be determined by the EOC Director. Operational periods will be event driven.
- Available and accessible resources from the private sector and volunteer organizations will be accessed through the City's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Ventura County Operational Area.

**SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Logistics Section.

**When to Activate**

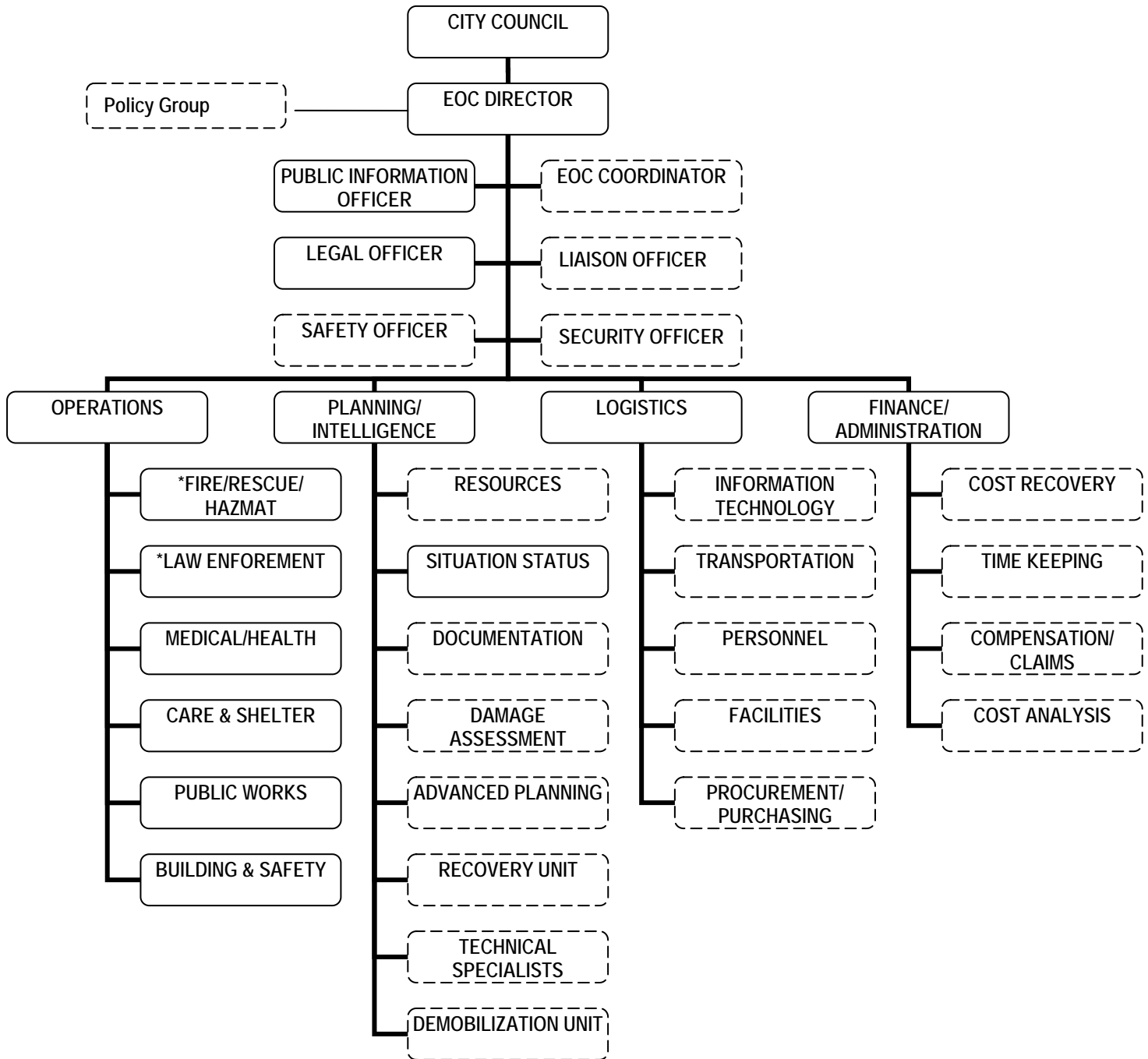
The Logistics Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

**Where to Report**

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

## EMERGENCY OPERATIONS PLAN

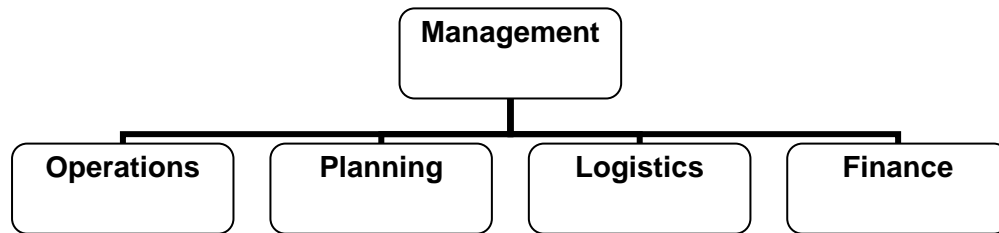
### ORGANIZATION CHART



\*Contract service position filled by Ventura County. Department Standard Operating Procedures will be followed.

Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

Field Units will coordinate and communicate with each of the Branches under the Operations Section through Departmental Operations Centers (DOCs) if activated. The Incident Command System will be used in the field.

**RESPONSIBILITIES CHART****Responsibilities:****EOC Director (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental agencies and private sector organizations. EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating and disseminating information, tracking resources, developing the City's EOC Action Plan in coordination with other sections, initiating and preparation of the City's After-Action/Corrective Action Report and maintaining documentation.

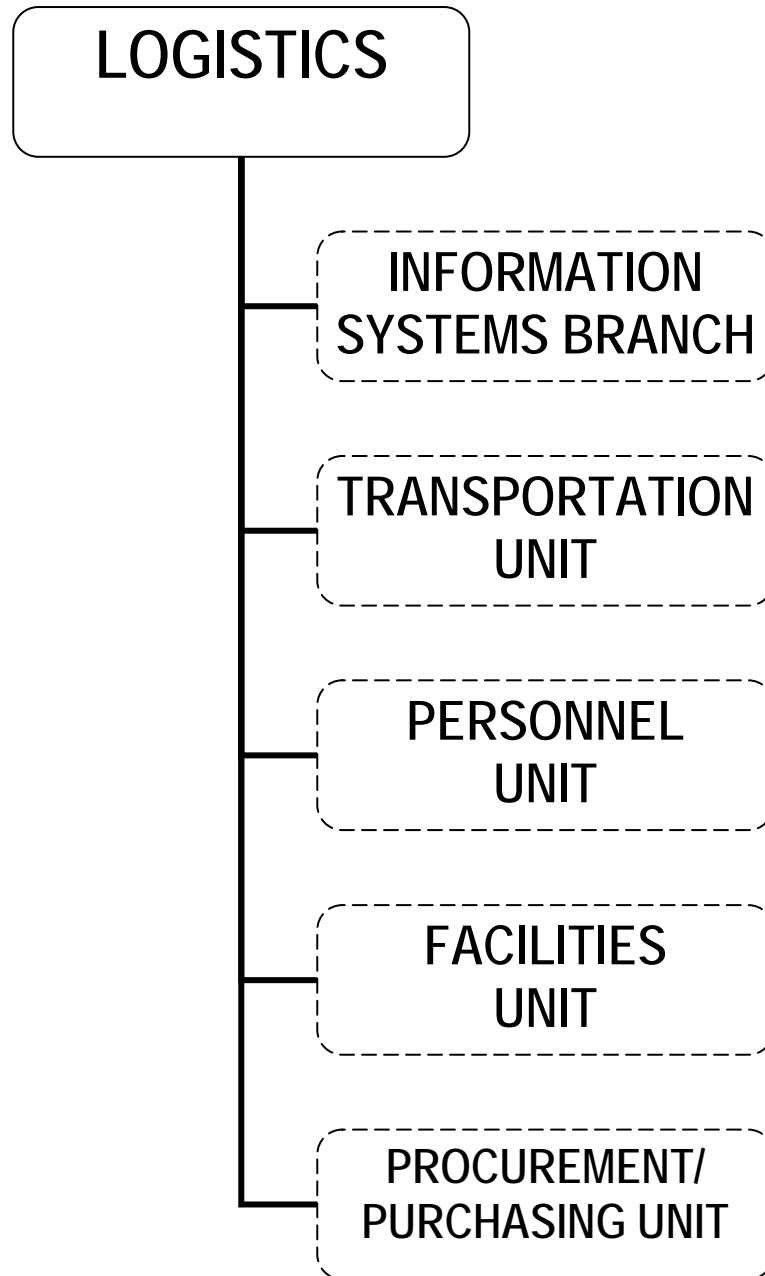
**Logistics Section**

**The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.**

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

LOGISTICS SECTION  
ORGANIZATION CHART



Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

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### **LOGISTICS SECTION STAFF**

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific functions.

The City of Ojai EOC utilizes a condensed Logistics Section model. The responsibilities for the following list of EOC positions will be taken by the Logistics Section Coordinator. If the personnel are available and the Logistics Section Coordinator determines there is a need, some or all of these positions may be activated.

- Information Systems Branch
- Transportation Unit
- Personnel Unit
- Facilities Unit
- Procurement/Purchasing Unit

#### **Logistics Section Coordinator**

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

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

Following is a description of the other possible Logistics Section Units included here for reference.

#### **Information Systems Branch**

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff.

#### **Transportation Unit**

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

#### **Personnel Unit**

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

**Facilities Unit**

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

**Procurement/Purchasing Unit**

The Procurement/Purchasing Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. The Unit is also responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Procurement/Purchasing Unit ensures that all records identify scope of work and site-specific work location.

**COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.).

**Start-Up Actions**

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to your EOC organizational supervisor.
- ☐ Obtain a briefing on the situation.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ☐ Log into Web EOC. **(Procedures can be found in the Appendix).**
- ☐ Open and maintain a position activity log.
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ☐ Request additional resources through the appropriate Logistics Section Unit.
- ☐ Based on the situation as known or forecast determine likely future Section needs.
- ☐ Think ahead and *anticipate* situations and problems before they occur.
- ☐ Using Web EOC and activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.*

**General Operational Duties**

- ☐ Keep up to date on the situation and resources associated with your position.
- ☐ Maintain current status reports and displays.
- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

- ☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ☐ Review situation reports as they are received. Verify information where questions exist.
- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Deactivation**

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Leave forwarding phone number where you can be reached.

**LOGISTICS SECTIONS COORDINATOR**

**SUPERVISOR:** EOC Director

**RESPONSIBILITIES:**

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
  - Managing all radio, data and telephone needs of the EOC.
  - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
  - Managing personnel issues and registering volunteers as Disaster Services Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
  - Coordinating management of facilities used during disaster response and recovery.
- Support the response effort and oversee the acquisition, transportation and mobilization of resources.
- Coordinate the provision of logistical support for the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on L-11.

**Duties:**

- ☐ Activate organizational elements within your Section as needed and designate a leader.
  - Procurement/Purchasing Unit
- ☐ Activate additional organizational elements within your Section as needed and if personnel are available. Distribute tasking as needed and designate leaders for each element or combination of elements.
  - Information Systems Branch
  - Transportation Unit
  - Personnel Unit
  - Facilities Unit
- ☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.

- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- ☐ Inform the EOC Director and General Staff when your Section is fully operational.
- ☐ Clarify with the Finance Section the level of purchasing authority to be delegated to Logistics Section.
- ☐ Meet with other Section Coordinators to identify service/support requirements for planned and expected operations.
- ☐ From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
- ☐ Prepare work objectives for Section staff and make staff assignments.
- ☐ Carry out responsibilities of the Logistics Section branches/ groups/units that are not currently staffed.
- ☐ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.
- ☐ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ☐ Brief the EOC Director on major problem areas that need or will require solutions.
- ☐ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ☐ Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.
- ☐ From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- ☐ Ensure internal coordination between branch/group/unit leaders.
- ☐ Update status information with other sections as appropriate.
- ☐ Resolve problems that arise in conducting your Section responsibilities.
- ☐ Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ☐ Participate in the EOC Director's action planning meetings.
- ☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Following action planning meetings, ensure that orders for additional have been placed and are being coordinated within the EOC.
- ☐ Keep the Ventura County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests.
- ☐ Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.

**INFORMATION SYSTEMS**

***If the Logistics Section Coordinator assigns an Information Systems Unit Leader, these tasks will be performed by that person. If an Information Systems Unit Leader is not assigned, the Logistics Section Coordinator will assume these tasks.***

- ☐ Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests, i.e. assistance for persons who are deaf or hard of hearing.
- ☐ Provide communications briefings as requested at action planning meetings.
- ☐ Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- ☐ Coordinate all communications activities.
- ☐ Coordinate frequency and network activities with Ventura County Operational Area.
- ☐ Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.
- ☐ Participate in developing the EOC Communication's Plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.
- ☐ Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS).
- ☐ Establish a plan to ensure staffing and repair of communications equipment.
- ☐ Protect equipment from weather, after shocks, electromagnetic pulse, etc.
- ☐ Coordinate needed telephone data lines.
- ☐ Support activities for restoration of computer services.

**TRANSPORTATION**

***If the Logistics Section Coordinator assigns a Transportation Unit Leader, these tasks will be performed by that person. If a Transportation Unit Leader is not assigned, the Logistics Section Coordinator will assume these tasks.***

- ☐ Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- ☐ Coordinate use of disaster routes with the Operations Section.
- ☐ Coordinate with other sections and branches/groups/units to identify transportation priorities.
- ☐ Establish a transportation plan for movement of:
  - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
  - Individuals to medical facilities as requested by Operations Section.
  - Emergency workers and volunteers to and from risk area.
  - Dependents and families of emergency workers as requested by the Care and Shelter Branch.
- ☐ Coordinate with local transportation agencies and School Districts to establish availability of resources for use in evacuations and other operations as needed.

- ☐ Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with paratransit companies as necessary.
- ☐ Coordinate transportation of animals with the Animal Care Unit in the Operations Section, as required.
- ☐ As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- ☐ Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- ☐ Prepare schedules as required to maximize use of available transportation.
- ☐ Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- ☐ Arrange for fueling of all transportation resources.
- ☐ Establish mobilization areas for vehicles as directed.
- ☐ Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- ☐ Ensure that vehicle usage is documented by activity, date and hours in use.

**PERSONNEL**

***If the Logistics Section Coordinator assigns a Personnel Unit Leader, these tasks will be performed by that person. If a Personnel Unit Leader is not assigned, the Logistics Section Coordinator will assume these tasks.***

- ☐ Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- ☐ Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- ☐ Maintain information regarding:
  - Personnel/volunteers processed.
  - Personnel/volunteers allocated and assigned by agency/location.
  - Personnel/volunteers on standby.
  - Special personnel requests by category not filled.
- ☐ Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ☐ Obtain crisis counseling for emergency workers. **(See Part Two, Logistics Support Documentation-CISM).**
- ☐ Coordinate feeding, shelter and care of personnel, employee's families and volunteers with the Procurement, Facilities Unit and the Care and Shelter Branch.
- ☐ Establish a plan for child care for City employees as needed. Coordinate with Facilities Unit for suitable facilities.

- ☐ Assist and support employees and their families who are also disaster victims.
- ☐ Develop a plan for communicating with those agencies and non-governmental agencies having personnel resources capable of meeting special needs, i.e. persons with access and functional needs (AFN). **(See Agencies and Non-Governmental Organizations with Outreach to AFN Communities in the Appendices of this Plan).**
- ☐ Coordinate with the Ventura County Operational Area EOC for additional personnel needs.
- ☐ Ensure the recruitment, registration, mobilization and assignment of volunteers.
- ☐ Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- ☐ Issue ID cards to Disaster Service Workers, as appropriate.
- ☐ Coordinate transportation of personnel and volunteers with the Transportation Unit.
- ☐ If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- ☐ Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- ☐ Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Ventura County Operational Area EOC.

## FACILITIES

***If the Logistics Section Coordinator assigns a Facilities Unit Leader, these tasks will be performed by that person. If a Facilities Unit Leader is not assigned, the Logistics Section Coordinator will assume these tasks.***

Maintain information in the Unit regarding:

- Facilities opened and operating
  - Facility managers
  - Supplies and equipment at the various locations
  - Specific operations and capabilities of each location
- ☐ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
  - ☐ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, local application centers (LACs), etc.
  - ☐ Identify communications requirements to the Information Systems Branch.
  - ☐ Identify equipment, material and supply needs to the Procurement/Purchasing Unit.
  - ☐ Identify personnel needs to the Personnel Unit.
  - ☐ Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
  - ☐ Identify security requirements to the Security Officer.
  - ☐ Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
  - ☐ Account for personnel, equipment, supplies and materials provided to each facility.

- ☐ Coordinate the receipt of incoming resources to facilities.
- ☐ Ensure that operational capabilities are maintained at facilities.
- ☐ Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- ☐ Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- ☐ Ensure facilities properly accommodate persons with access and functional needs.
- ☐ Consider providing facilities for sheltering essential workers, employee's families and volunteers.
- ☐ Coordinate with the Animal Care Unit of the Operations Section to provide facilities for animal boarding as required. **(See Logistics Support Documentation-Animal Care.)**
- ☐ Ensure all facilities have water resources for consumption, sanitation and firefighting.

**PROCUREMENT/PURCHASING**

***If the Logistics Section Coordinator assigns a Procurement/Purchasing Unit Leader, these tasks will be performed by that person. If a Procurement/Purchasing Unit Leader is not assigned, the Logistics Section Coordinator will assume these tasks.***

- ☐ Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Procurement/Purchasing Unit. Review emergency purchasing and contracting procedures.
- ☐ Review, verify and process requests from other sections for resources.
- ☐ Maintain information regarding;
  - Resources readily available
  - Resources requests
  - Status of shipments
  - Priority resource requirements
  - Shortfalls
- ☐ Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- ☐ Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.
- ☐ Determine availability and cost of resources from private vendors.
- ☐ Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- ☐ Notify EOC Director of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- ☐ Prepare, sign and finalize contracts that are needed for procuring resources. Send documents for payment.
- ☐ Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- ☐ Identify to the EOC Logistics Section Coordinator any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.

- ☐ Establish contact with the appropriate Operations Section Branches and American Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- ☐ Establish a plan for field and EOC feeding operations, as needed. Coordinate with EOC Operations Section to avoid duplication. **(See Logistics Support Documentation – Emergency Response Feeding)**
- ☐ Coordinate with the Animal Care Unit in the Operations section to assist them in providing veterinary care and feeding of animals. **(See Logistics Support Documentation - Animal Care.)**
- ☐ Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- ☐ Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers as improved communications become available.
- ☐ Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- ☐ Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- ☐ Provide updated reports on resource status to Resources Unit.
- ☐ Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- ☐ Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- ☐ Provide and coordinate with EOC Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- ☐ Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by EOC Operations Section.
- ☐ Support activities for restoration of utilities to critical facilities.
- ☐ Coordinate with Public Works Branch in Operations Section to procure water resources for consumption, sanitation and firefighting.
- ☐ Coordinate with the Medical/Health Branch in the Operations Section to obtain necessary medical supplies and equipment for persons with medical needs.
- ☐ Coordinate with the Medical/Health Branch in the Operations Section to identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- ☐ Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.
- ☐ Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- ☐ Ensure that all records identify scope of work and site-specific locations.
- ☐ Ensure that a system is in place which meets City's property management requirements.
- ☐ Ensure proper accounting for all new property.
- ☐ Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- ☐ Coordinate with Legal Officer on procedures for handling claims.
- ☐ Verify cost data in pre-established vendor contracts with Cost Analysis Unit.

**Deactivation**

- ☐ Authorize deactivation of organizational elements within your Section when they are no longer required.
- ☐ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- ☐ Ensure that any required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action/Corrective Action Report.
- ☐ Account for all equipment, personnel, and supplies.
- ☐ Deactivate your Section and close out logs when authorized by the EOC Director.
- ☐ Leave forwarding phone number where you can be reached.

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**EMERGENCY OPERATIONS PLAN**

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**LOGISTICS SECTION****SUPPORTING DOCUMENTATION****REFERENCE DOCUMENTS****LOGISTICS SECTION COORDINATOR**

PRE-DISASTER TELECOMMUNICATIONS .....	LS-3
COMMUNICATIONS .....	LS-3
FEEDING EOC SUPPORT AND FIELD STAFF .....	LS-5
CRITICAL INCIDENT STRESS DEBRIEFING PROCEDURES.....	LS-7
GUIDELINES FOR UTILIZATION OF VOLUNTEERS .....	LS-9
AUXILIARY COMMUNICATIONS SERVICES (ACS).....	LS-13

**FORMS**

ACTIVITY LOG .....	LS-15
CITY EOC RESOURCE REQUEST (TO BE USED FOR INTERNAL RESOURCE REQUESTS).....	LS-17
RESOURCE REQUEST (Mutual Aid).....	LS-19
SAMPLE PROCUREMENT FORM.....	LS-21
EOC RADIO COMMUNICATIONS PLAN.....	LS-23

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### **PRE-DISASTER CHECKLIST**

- Consider establishing an out-of-area (sister city) contact point for employees and their family members.
- List the number and location of all pay phones in and near your facility. This will be very helpful in the event that your phone system crashes.
- List the number and location of all fax and direct lines into your facility.
- Develop a list of employees and key vendors, suppliers and contractors which includes telephone numbers and addresses.
- Plan to maximize the fax machines. Printed copy is easily shared and not often misunderstood. An outgoing fax posted on a wall provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.
- Survey your organization to find out how many amateur/ham/ACS radio operators you have. Do they have hand-held or mobile radios?
- On all telephone call down lists provide pager instructions.
- Consider establishing pager codes for prioritizing response call ups.

### **COMMUNICATIONS**

- Cellular phones
- E-mail
- Faxes
- Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).
- Video conferencing
- Pagers
- Portable satellite telephone
- Fax, data and secure digitized voice is transmitted directly to a communications satellite.
- Portable two-way radios
  - Get written reciprocal agreements to share the frequencies of other emergency agencies
  - Verify with your vendor that the two-way radios will be compatible with the frequencies of the other agencies.
  - Consider renting when needed rather than purchase.
    - Ensures access to the latest technology
    - Establish operational requirements with the vendor. Establish billing, shipping and contact information.
    - Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.
- Cellular phones vs. two-way radios
  - The time consumed by dialing and ringing makes cellular a slower choice for on-site communications than two-ray radio.
  - The "one-to-one" cellular telephone format is often less efficient than the "one-to-many" concept that two-way radio users are familiar with.

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**FEEDING EOC SUPPORT AND FIELD STAFF**

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets
- Provide for on-site employee child-care needs.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employee's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

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### **REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES**

#### **PURPOSE:**

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the CISD coordinator based on the type of debriefing required.

The debriefing team will consist of CISD professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by Personnel **prior** to beginning treatment.

#### **ACTIVATION OF CISD**

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the CISD coordinator for the City, Ojai Police Department, Ventura County Sheriff's Office. The CISD coordinator will contact Ventura County Fire Protection District (VCFPD) Dispatch and request that a CISD team be assembled if needed. **VCFPDs dispatch 24-hour number is 388-4279**

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## **GUIDELINES FOR UTILIZATION OF VOLUNTEERS**

### **INTRODUCTION**

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is handled by the Finance/Administration Section.

### **ELIGIBILITY**

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

### **VOLUNTEER DISASTER SERVICE WORKERS**

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

### **ORGANIZED VOLUNTEERS**

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

**Exclusions:**

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

**Agency Trained Volunteers:**

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. Members of these teams such as Community Emergency Response Teams (CERT), receive training in such skills as fire extinguishment, search and rescue and shelter operations. These organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

**SPONTANEOUS (CONVERGENT) VOLUNTEERS**

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

**CONSIDERATIONS IN VOLUNTEER UTILIZATION**

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

**PURPOSE**

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

**BACKGROUND**

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

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## EMERGENCY OPERATIONS PLAN

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### **Identification:**

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

### **Training:**

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

### **Supervision:**

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

### **Planning:**

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

### **Recognition:**

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

## **EMERGENCY VOLUNTEER CENTERS**

In Ventura County, Spontaneous Volunteer registration and agency matching will be accomplished through United Way of Ventura County by the establishment of Emergency Volunteer Centers designated in the east and west area of the county.

**THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE "THEY WILL COME—Post-Disaster Volunteers and Local Governments", Dec. 1995 (OES).**

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### **Auxiliary Communication Services (ACS)**

The ACS (previously named RACES) organization is a national organization organized at the Federal and State levels, and administrated at the local level. ACS was originally designed to be an auxiliary communications civil defense organization, to be activated in case of a national emergency such as war. However, the ACS function has expanded to include assistance during local emergencies to augment the County's communication capabilities.

Ventura County has over 300 ACS members registered as Disaster Service Workers with the Ventura County Sheriff's Office of Emergency Services (OES). These ACS members have committed themselves, their experience and their capabilities to the communities in Ventura County. Each city in the County has a base station and a group of ACS members associated with it. The City must request ACS through the Ventura County Sheriff's Office of Emergency Services.

Once ACS is activated in the City, ACS members will set-up in the City's EOC to assist with emergency communications. The Logistics Section, Information Services Branch will oversee ACS operations.

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## EMERGENCY OPERATIONS PLAN

## ACTIVITY LOG

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## EMERGENCY OPERATIONS PLAN

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## EMERGENCY OPERATIONS PLAN

### City of Ojai - EOC Resource Request

**An attempt should be made to fill all resource requests through Operations Branches  
before sending to Logistics**

Resource Requested:			
<b>Priority:</b>	Critical / Life Safety	Urgent	Routine
Incident Address:		Incident Type:	
Resource Requested by:		Agency / Dept:	
Duration Needed:		Phone:	
Staging/Delivery Location:		Delivery Contact:	
Form Prepared By:		EOC Position:	
Latest Acceptable Delivery: (Date / Time)			
Purpose / Use:			
Suggested Source(s):			
Approval by Section Coordinator:	Signature:		
Filled By Operations?		Send to Logistics?	
<b>Section below to be filled out by supplying agency / dept.</b>		<b>Section below to be filled out by supplying agency / dept.</b>	
Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person:		Phone:	
Date Ordered:		Time Ordered:	
Estimated Date/Time of Arrival:		Inv./ Resource Order #:	
Comments:			
Initialed By Operations:	Logistics:		Finance:
<b>Originator:</b> Any EOC position. Retain copy.		<b>This form is used to request all resources, for field use and for EOC use.</b>	
<b>Routing:</b> Approval by Section Coordinator; then send to Logistics.			

**Additional Notes:**

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## EMERGENCY OPERATIONS PLAN

*The information in this form should be submitted into the State's Response Information Management System (RIMS) or the current State information system. If RIMS or the current State information system is not functioning, this form could be submitted via fax to the Operational Area.*

### **California Emergency Management Agency's Mission/Request Tasking Form**

Mission Number:

Priority:

<b>Threat:</b>
<b>Status:</b>
<b>Mission Number:</b>
<b>EMAC Mission No.</b>
<b>WHO IS MAKING THE REQUEST?</b>
<b>Operational Area:</b>
<b>If City of Special District Use this Field:</b>
<b>Requestor's Contact Info:</b>
<b>Related Event/Incidental Activity:</b>
<b>WHAT IS BEING REQUESTED?</b>
<b>Requested Mission:</b>
<b>Formal EMAC Mission:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type:</b>
<b>Needed By Date:</b>
<b>Resource must come with:</b> <input type="checkbox"/> Fuel <input type="checkbox"/> Meals <input type="checkbox"/> Operator(s) <input type="checkbox"/> Water <input type="checkbox"/> Maint <input type="checkbox"/> Lodging <input type="checkbox"/> Power
<b>Other:</b>
<b>ASSIGNED RESOURCES</b>
<b>DELIVER THIS RESOURCE TO:</b>
<b>Site Name:</b>
<b>Site Type:</b>
<b>Street Address:</b>
<b>Apt or Lot No.</b>
<b>City</b>
<b>State</b>
<b>Zip</b>
<b>Country</b>
<b>Intersection - Street 1</b>
<b>Intersection - Street 2</b>
<b>County:</b>
<b>Geographic Area:</b>
<b>Additional Location Information:</b>
<b>GEO LOCATION &amp; MAPPING</b>
<b>Geo Locate:</b> <a href="#">by Lat &amp; Long</a> <a href="#">by Map</a> <a href="#">by Address</a> <a href="#">by Intersection</a>
<b>Show on Map?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Geo Located By:</b> <b>Lat:</b> <b>Long.:</b>
<b>Contact On Scene: (Name, Phone, etc)</b>

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**EMERGENCY OPERATIONS PLAN**

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**SPECIAL INSTRUCTIONS (E.G. SAFETY MESSAGE, INGRESS/EGRESS ROUTES, ETC.)**Special Instructions:  
  
  
  
  
**Cal EMA COORDINATOR:**

Individual:

Organization/Location:

Position:

Agency:

Summary of Cal EMA actions taken:  
  
  
  
  
**RESPONDING AGENCY:**

Agency Name:

Agency POC:

Phone:

Fax Number:

Pager/Alt #

Other:

Summary of actions taken:  
  
  
  
  
**DISTRIBUTION**

Group:

Individual:

**NOTIFICATION**Send Notification? ☐ Yes ☐ NoMessage:  
  
  
  
  

Select Recipients:

Notification List:  
  
  
  
  
Other Email addresses:

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**EMERGENCY OPERATIONS PLAN**

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**(SAMPLE) Procurement Form**

Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	

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**EMERGENCY OPERATIONS PLAN**

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**SEMS/NIMS 205**  
**EOC Radio Communications Plan**

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	

**Basic Radio Channel Utilization**

Assignment	Function	System	Channel/ Frequency	Designated Check-in Time	Remarks
Prepared By:		Title:		SEMS Position: <b>Information Tech. Branch</b>	
Approved By:		Title:		SEMS/NIMS Position: <b>Logistics Sections Coordinator</b>	

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**PART TWO  
FINANCE/ADMINISTRATION SECTION**

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**FINANCE/ADMINISTRATION SECTION  
GENERAL**

**PURPOSE**

To enhance the capability of the City of Ojai to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life, property and environment.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response team.
- Document the City's costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

**OVERVIEW**

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

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

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

**OBJECTIVES**

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Law Enforcement, or Public Works departments will have the principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

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## EMERGENCY OPERATIONS PLAN

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### **A. For all disasters/emergencies:**

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of the City's costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.

### **B. For disasters/emergencies where the City's computer systems and bank are accessible and usable:**

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

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

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

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

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

## **CONCEPT OF OPERATIONS**

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

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## **EMERGENCY OPERATIONS PLAN**

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- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery and the Documentation Units. These units will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator. Operational periods will be determined by the EOC Director. Operational periods should be event driven.
- Due to the limited city staffing available to fill EOC positions, the SEMS structure has been condensed to the Management and General Staff positions. Should additional staffing become available, the SEMS structure can expand accordingly.

### **SECTION ACTIVATION PROCEDURES**

#### **Authorization**

The EOC Director is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

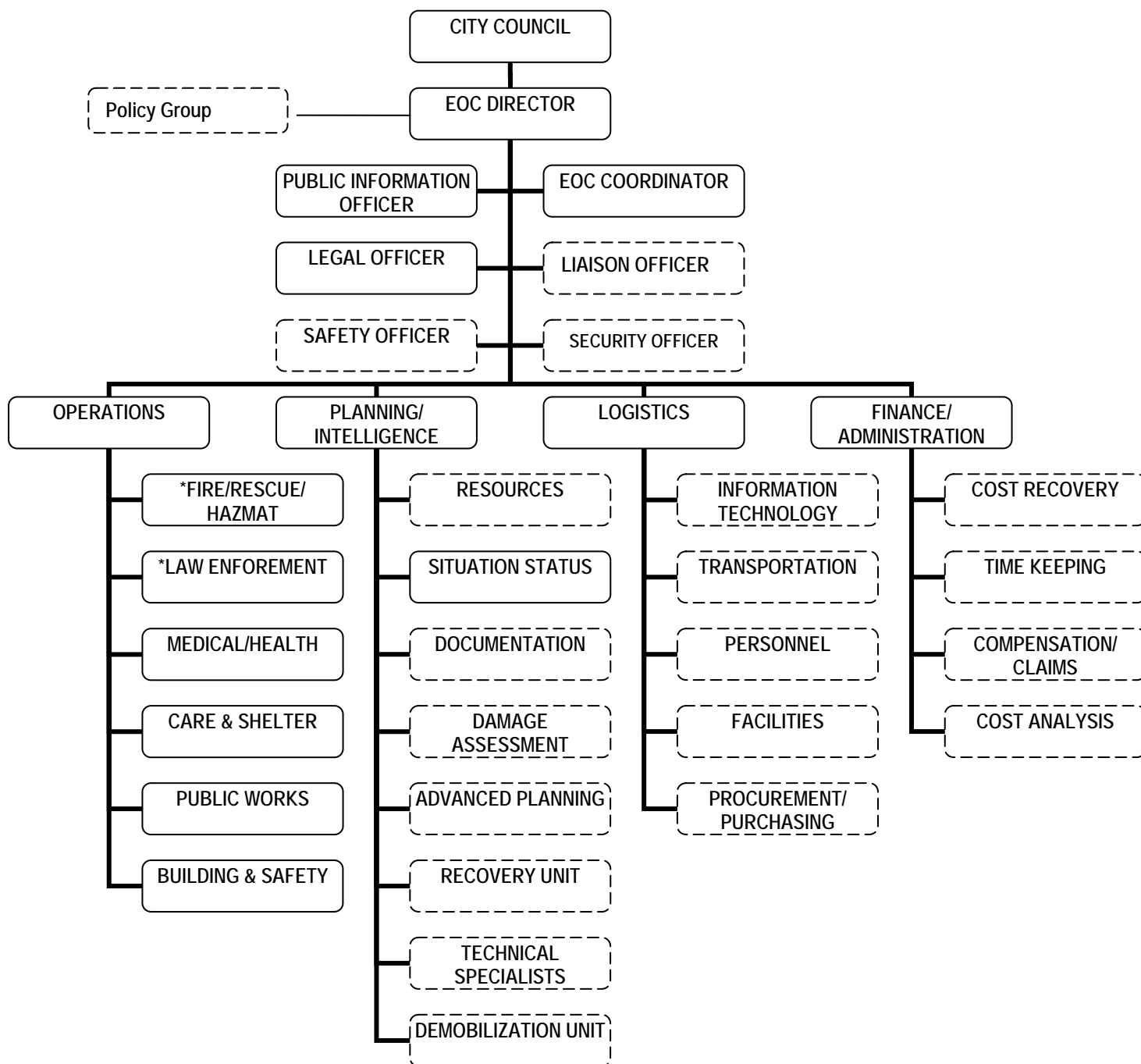
#### **When to Activate**

The Finance/Administration Section will be activated whenever the EOC Director determines that the City of Ojai is involved or may soon be involved in a disaster/emergency that will require a Finance/Administration response. The Finance/Administration Section may continue to function when the EOC is not activated dealing with cost recovery activities.

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## EMERGENCY OPERATIONS PLAN

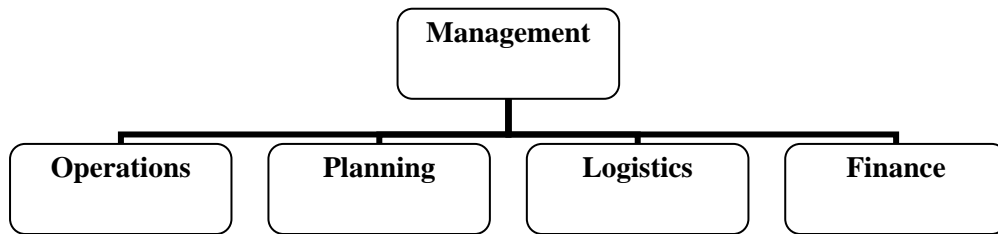
### EMERGENCY ORGANIZATION



\*Contract service position filled by Ventura County. Department Standard Operating Procedures will be followed.

Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

Field Units will coordinate and communicate with Departmental Operation Centers if activated. If not, directly

**RESPONSIBILITIES CHART****Responsibilities:****Management Section**

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

**Operations Section**

The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating and disseminating information; developing the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action/Corrective Action Report and maintaining documentation.

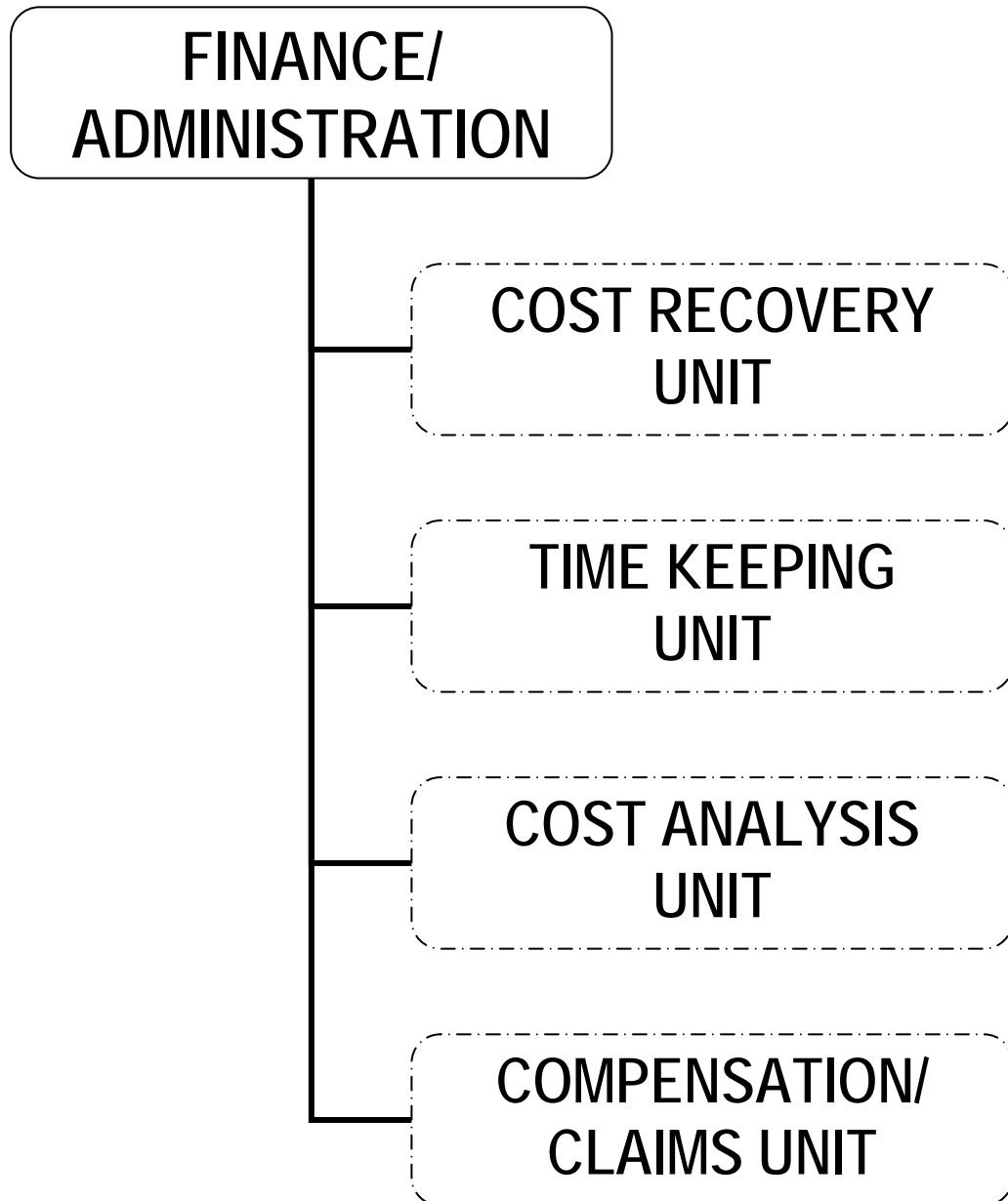
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects.

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



Boxes with dashed lines indicate full EOC staffing which may occur in the event of a disaster of such magnitude that mutual aid resources would be activated to bring in additional emergency staff from other jurisdictions.

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**FINANCE/ADMINISTRATION SECTION STAFF**

Due to staff limitations, the Finance/Administration Section Coordinator will be responsible for all of the essential tasks associated with the Section.

Should staff become available the Finance/Administration Section Coordinator will delegate some of these essential tasks and activate the appropriate functional Units. If Units are activated, the Unit Leaders will report directly to the Finance/Administration Coordinator.

The following Units may be established as staff becomes available:

**Cost Recovery Unit**

The Cost Recovery Documentation Unit is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

**Time Keeping Unit**

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

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**Cost Analysis Unit**

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

**Compensation/Claims Unit**

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

**COMMON EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

**Start-Up Actions**

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to your EOC organizational supervisor.
- ☐ Obtain a briefing on the situation.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ☐ Open and maintain a position activity log.
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ☐ Request additional resources through the appropriate Logistics Section Unit.
- ☐ Based on the situation as known or forecast determine likely future Section needs.
- ☐ Think ahead and *anticipate* situations and problems before they occur.
- ☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.*

**General Operational Duties**

- ☐ Keep up to date on the situation and resources associated with your position.
- ☐ Maintain current status reports and displays.
- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- ☐ Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ☐ Review situation reports as they are received. Verify information where questions exist.

- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and anticipate support requirements and forward to your EOC organizational supervisor.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Deactivation**

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Leave forwarding phone number where you can be reached.

**FINANCE/ADMINISTRATION SECTION COORDINATOR****SUPERVISOR: EOC Director****RESPONSIBILITIES:**

- Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
  - Implementing a Disaster Accounting System- **(See Finance/Administration Support Documentation.)**
  - Maintaining financial records of the disaster/emergency.
  - Tracking and recording of all agency staff time.
  - Processing purchase orders and contracts in coordination with Logistics Section.
  - Processing worker's compensation claims received at the EOC.
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- ☐ See Common EOC responsibilities on F-11.
- ☐ Inform the EOC Director and General Staff when your Section is fully operational.
- ☐ Meet with other Section Coordinators.
- ☐ From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
- ☐ Prepare work objectives.

**Duties:**

- ☐ Should additional staff become available, activate organizational elements within your Section as needed and designate leaders for each activated Unit.
- ☐ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Logistics Section.
- ☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ☐ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ☐ Brief the EOC Director on major problem areas that need or will require solutions.

- ☐ Ensure internal coordination of financial activities.
- ☐ Update status information with other sections as appropriate.
- ☐ Resolve problems that arise in conducting your Section responsibilities.
- ☐ Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Make sure that all contacts with the media are fully coordinated first with the EOC Director action as the Public Information Officer (PIO).
- ☐ Participate in the EOC Director's action planning meetings.
- ☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Authorize use of the Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting.)**
- ☐ Ensure that the payroll process continues.
- ☐ Ensure that the revenue collection process continues.
- ☐ Collect your Section personnel and equipment time records and record of expendable materials used at the end of each operational period.
- ☐ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections at the end of each operational period.
- ☐ Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- ☐ Make recommendations for cost savings to the General Staff.
- ☐ Meet with assisting and cooperating agency representatives as required.
- ☐ Provide input in all planning sessions on finance and cost analysis matters.
- ☐ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ☐ Keep the General Staff apprised of overall financial situation.

### Cost Recovery Unit

***If the Finance/Administration Section Coordinator assigns a Cost Recovery Unit Leader, these tasks will be performed by that person. If a Cost Recovery Unit Leader is not assigned, the Finance/Administration Section Coordinator will assume these tasks.***

- ☐ Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- ☐ Inform all sections and departments that the Disaster Accounting System is to be used.
- ☐ Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- ☐ Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- ☐ Receive and allocate payments.
- ☐ Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as

allowed by law.

- ☐ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- ☐ Provide analyses, summaries and estimates of costs for EOC Director, and the Ventura County Operational Area as required.
- ☐ Work with EOC sections to collect all required documentation.
- ☐ Organize and prepare records for final audit.
- ☐ Prepare recommendations as necessary.

### Time Keeping Unit

*The duties of the Time Keeping Unit include recording both personnel and equipment time during the disaster/emergency. This could be done by one or more staff members but the tasks here are listed separately.*

#### PERSONNEL TIME RECORDER

*If the Finance/Administration Section Coordinator assigns a Personnel Time Recorder, these tasks will be performed by that person. If a Personnel Time Recorder is not assigned, the Finance/Administration Section Coordinator will assume these tasks.*

- ☐ Determine specific requirements for the time recording function.
- ☐ Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period. **(See Finance/Administration – Disaster Labor Record - Sample.)**
- ☐ Ensure that all records identify scope of work and site-specific work location.
- ☐ Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- ☐ Track all travel requests, forms, and claims.
- ☐ Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- ☐ Ensure that all employee identification information is verified to be correct on the time report.
- ☐ Ensure that all volunteers assigned as Disaster Service Workers maintain detailed and accurate time cards.
- ☐ Ensure that time reports are signed.
- ☐ Maintain separate logs for overtime hours.
- ☐ Establish and maintain a file for employee time records within the first operational period for each person.
- ☐ Maintain records security.
- ☐ Close out time documents prior to personnel leaving emergency assignment.
- ☐ Keep records on each shift (*Twelve-hour shifts recommended*).
- ☐ Coordinate with the Personnel Unit of the Logistics Section.

**EQUIPMENT TIME RECORDER**

*If the Finance/Administration Section Coordinator assigns an Equipment Time Recorder, these tasks will be performed by that person. If an Equipment Time Recorder is not assigned, the Finance/Administration Section Coordinator will assume these tasks.*

- ☐ Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- ☐ Ensure that all records identify scope of work and site-specific work location. **(See Finance/Administration – Disaster Equipment Records - Sample.)**
- ☐ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track city-owned equipment separate from rented equipment.
- ☐ Maintain records security.

**Cost Analysis Unit**

*If the Finance/Administration Section Coordinator assigns a Cost Analysis Unit Leader, these tasks will be performed by that person. If a Cost Analysis Unit Leader is not assigned, the Finance/Administration Section Coordinator will assume these tasks.*

- ☐ Collect and record all cost data. **(See Finance/Administration Support Documentation – Disaster Records and Forms).**
- ☐ Maintain a fiscal record of all expenditures related to the emergency/disaster.
- ☐ Prepare and provide periodic cost summaries for the EOC Director.
- ☐ Maintain cumulative emergency/disaster cost records.
- ☐ Ensure that all financial obligation documents are accurately prepared.
- ☐ Prepare resources-use cost estimates.
- ☐ Maintain accurate information on the actual cost for the use of all assigned resources.
- ☐ Ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- ☐ Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- ☐ Make recommendations for cost savings to the Finance/Administration Section Coordinator.

**Compensation/Claims Unit**

*If the Finance/Administration Section Coordinator assigns a Compensation/Claims Unit Leader, these tasks will be performed by that person. If a Compensation/Claims Unit Leader is not assigned, the Finance/Administration Section Coordinator will assume these tasks.*

- ☐ Coordinate with the Safety Officer and Liaison Officer (EOC Director if unstaffed), any Agency Representatives from other organizations or agencies, the Logistics Section and ICS Field Level Compensation/Claims Unit Leader.
- ☐ Maintain a log of all injuries occurring during the disaster/emergency.
- ☐ Develop and maintain a log of potential and existing claims.
- ☐ Prepare claims relative to damage to City property and notify and file the claims with insurers.
- ☐ Periodically review all logs and forms produced by Unit to ensure:
  - Work is complete
  - Entries are accurate and timely
  - Work is in compliance with City of Ojai requirements and policies.
- ☐ Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- ☐ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- ☐ Ensure the investigation of all accidents, if possible.
- ☐ Ensure that the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- ☐ Provide report of injuries and coordinate with the Safety (EOC Director if unstaffed) for mitigation of hazards.
- ☐ Obtain all witness statements pertaining to claims and review for completeness.

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**EMERGENCY OPERATIONS PLAN**

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**FINANCE/ADMINISTRATION SECTION  
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### **DISASTER/EMERGENCY ACCOUNTING RECORDS**

When a disaster or an emergency strikes the city it may be in the form of an earthquake, storm damage, major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster/emergency.

**The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance.**

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

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## EMERGENCY OPERATIONS PLAN

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### DISASTER ACCOUNTING SYSTEM DO'S AND DON'TS

DO:	DO:	DO:	DO:	DO:	DO:
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- **DO** record all regular and overtime hours **WORKED** on the disaster/emergency, categories C through G.
- **DO** record all overtime hours **WORKED** on the disaster/emergency, categories A and B.
- **DO** write on time card the location and brief description of work performed.
- **DO** charge vehicles and equipment used and indicate when and where they were used.
- **DO** charge equipment rentals to the appropriate charge points.
- **DO** charge outside contracts to the appropriate charge points.
- **DO** document how contracts were awarded.
- **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- **DO** use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".
- **DO** report all damage to Cost Recovery Unit.
- **DO** keep all records and unit logs accurately and up to date.
- **DO** ask questions of the Cost Recovery Unit for clarifications.

DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:
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- **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED**. (See above 1<sup>st</sup> and 2<sup>nd</sup> Do's)
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge manager overtime to the system. The system will not post it, the City does not pay it, and FEMA will only reimburse what was paid. (If the city does compensate manager overtime, **DO** record this time.)
- **DO NOT** use terms such as "Damage Survey", use "Assess for risk to health and safety".
- **DO NOT** use the term "Administer" in place of "Direct", "Control", "Assign", or "Dispatch".
- **DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

#### NOTE:

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The city can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use, than not record and try to recreate.

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**PROCEDURES FOR APPLYING FOR  
FINANCIAL ASSISTANCE**

**GENERAL INFORMATION**

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “**Disaster**” in specified counties. For federal assistance, it is necessary for the President to declare a “**Disaster**” in those same locations.

**In both cases the lead agency is the California Emergency Management Agency (Cal EMA).**

Their address and phone number is:

California Emergency Management Agency  
Disaster Assistance Division  
3650 Schriver Avenue  
Mather, CA 95655  
Phone: (916) 845-8100

**PRE-DISASTER DECLARATION STEPS**

Following a disaster/emergency, the City will report damage and a rough estimate of costs to the Ventura County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Ventura County Operational Area will transmit the estimates to Cal EMA and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

**POST DISASTER DECLARATION STEPS**

At this point, Cal EMA will notify the Ventura County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The Public Assistance Coordinator (PAC) will be introduced to assist the applicants through the reimbursement process.

Several Forms must be submitted. These are:

- |  |  |
|--|--|
| <b>1. Request for Public Assistance Form</b> | This indicates that the City will be applying for assistance. Does not restrict City from making changes, but must be sent within 30 days of the declaration date. |
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## EMERGENCY OPERATIONS PLAN

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|---|--|
| 2. <b>Project Listing (Cal EMA Form)</b>                                      | This indicates the categories and projects which the City is asking assistance for. It may be revised later on. It gives Cal EMA an idea of the scope of the damage.   |
| 3. <b>Designation of Applicants'<br/>Agency Resolution (Cal EMA Form 130)</b> | <p>This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with Cal EMA and FEMA. There is no deadline, but payments cannot be made until Cal EMA receives it. A City usually designates as agents one or more of the following:</p> <ul style="list-style-type: none"><li>• Director of Finance Services</li><li>• Assistant City Manager</li></ul> |
| 4. <b>Vendor Data Record (Form STD 204)</b>                                   | For State's 1099 purposes. No deadline, but no payment until submitted.  |
| 5. <b>Project Application for Federal Assistance (Cal EMA Form 89)</b>        | Formal application for FEMA funding. No specific deadline, but no payment until submitted.   |
| 6. <b>Project Worksheet (PW)</b>  | The City will fill out this form for all small projects and submit to the Public Assistance Coordinator (PAC). The PAC will assist the city to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.   |

### ON-SITE INSPECTIONS

Cal EMA and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City's Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal EMA usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

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## EMERGENCY OPERATIONS PLAN

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The team may want to see:

- Damaged facilities
- Pictures or videos of damage/destruction
- Narratives on work done
- A broad summary of costs to date with estimates of work to be completed
- Proposals on repair, reconstruction and mitigation projects
- These need not be final, they can be changed

The team will want to discuss:

- How payroll costs are organized and developed
- How payroll cost relates to time worked
- How fringe benefit rates are made up

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that Cal EMA and FEMA want. They can also be used to create summary schedules for the inspectors.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

### POST PW PROCEDURES

All documentation and costs must be gathered and sorted to support their respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

### HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). Cal EMA administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Secretary of Cal EMA for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: Cal EMA determines that there is \$100,000 in eligible emergency response costs for the city. Cal EMA pays \$75,000 and the city must handle the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the city from receiving all or part of the**

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## EMERGENCY OPERATIONS PLAN

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**state's share and accordingly change a \$25,000 loss back to \$100,000.** The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with CAL EMA at the request of the Governor, who has designated the Secretary of Cal EMA as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal EMA finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a city is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. Cal EMA determines that the costs are eligible under NDAA and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or CAL EMA. This also is a long process.

### **Remember:**

- 1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 2. FAILURE TO FOLLOW SEMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

### **FEMA WORK CATEGORIES**

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents.

#### **Emergency Work**

##### **Category A: Debris Removal**

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

##### **Category B: Emergency Protective Measures**

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

#### **Permanent Work**

##### **Category C: Roads and Bridges**

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

##### **Category D: Water Control Facilities**

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

##### **Category E: Buildings and Equipment**

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

##### **Category F: Utilities**

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

##### **Category G: Parks, Recreational Facilities, and Other Items**

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F

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## EMERGENCY OPERATIONS PLAN

### TYPES OF RECOVERY PROGRAMS

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

<b>NO PROCLAMATION REQUIRED:</b>			
Emergency Loan Program	Farmers Ranchers Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.
<b>LOCAL EMERGENCY PROCLAMATION REQUIRED:</b>			
California Disaster Assistance Act - Director's Concurrence	Local Governments	CAL EMA	Requires concurrence of the CAL EMA Secretary. Reimbursement limited to Permanent restoration costs.
<b>GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:</b>			
California Disaster Assistance Act	Local Governments	CAL EMA	Permanent restoration and emergency work reimbursed.
<b>PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:</b>			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to \$5 million per event.
<b>PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:</b>			
Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

**Individual Assistance Section**

The Cal EMA Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery

Types of Assistance Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses
- Tax relief
- Crisis counseling
- Information on veteran's, Social Security, contractor, or insurance services
- Housing assistance
- Repair or replacement of real and personal property
- Unemployment and job training
- Assistance for agricultural losses
- Food commodities
- Business and personal tax relief
- Legal services
- Contractor information
- Insurance information
- Other unmet emergency needs.

Programs The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Department of Agriculture (USDA) Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance (DUA)
- Mental Health services

## **HAZARD MITIGATION**

### **PURPOSE**

This section establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

### **AUTHORITIES AND REFERENCES**

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Four -Authorities and References**.

### **GENERAL**

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

- Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.
- Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

### **Pre-Disaster Mitigation (PDM)**

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by Cal EMA.

### **Hazard Mitigation Grant Program**

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based

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## EMERGENCY OPERATIONS PLAN

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upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency's (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local government to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

### **Flood Mitigation Assistance Program (FMA)**

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

### **IMPLEMENTATION**

Following each Presidentially-declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

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## EMERGENCY OPERATIONS PLAN

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- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state, and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

### Responsibilities

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

Reference: Ventura County Hazard Mitigation Plan, 2010

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## EMERGENCY OPERATIONS PLAN

STATE OF CALIFORNIA  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
Cal EMA 130

Disaster No: \_\_\_\_\_  
Cal EMA ID No: \_\_\_\_\_

### DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)  
\_\_\_\_\_, OR  
(Title of Authorized Agent)  
\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- ☐ This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.  
☐ This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

#### CERTIFICATION

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)  
\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

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## EMERGENCY OPERATIONS PLAN

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STATE OF CALIFORNIA  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
Cal EMA 89

Disaster No: \_\_\_\_\_

Cal EMA ID No: \_\_\_\_\_

DUNS No: \_\_\_\_\_

### PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBGRANTEE'S NAME: \_\_\_\_\_  
(Name of Organization)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Emergency Management Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-

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## EMERGENCY OPERATIONS PLAN

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255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.

10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrantee application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
  - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
  - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
19. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof."

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

# EMERGENCY OPERATIONS PLAN

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>PROJECT WORKSHEET</b>				O.M.B. No. 1660-0017 Expires October 31, 2008	
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b> Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. <b>NOTE: Do not send your completed questionnaire to this address.</b>					
DISASTER		PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA-_____-DR-____					
DAMAGED FACILITY				WORK COMPLETE AS OF	
				_____ : _____ %	
APPLICANT			COUNTY		
LOCATION				LATITUDE	LONGITUDE
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>PROJECT COST</b>					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				<b>TOTAL COST</b>	➡
PREPARED BY		TITLE		SIGNATURE	
APPLICANT REP.		TITLE		SIGNATURE	

FEMA Form 90-91, FEB 06

REPLACES ALL PREVIOUS EDITIONS.

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## EMERGENCY OPERATIONS PLAN

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### PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

#### Identifying Information

**Disaster:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No.:** Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

**PA ID No.:** Indicate your Public Assistance identification number on this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

**Applicant:** Name of the government or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function and pre-disaster condition.

**Work Complete as of:** Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of..." "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

#### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

**Prepared By:** Record the name, title, and signature of the person completing the Project Worksheet.

**Applicant Rep.:** Record the name, title, and signature of Applicant's representative.

#### Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- \*Force account labor documentation sheets identifying the employee, hours worked, date and location;
- \*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- \*Material documentation sheets identifying the type of material, quantity used and cost;
- \*Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

## EMERGENCY OPERATIONS PLAN

## EOC CHECK-IN LIST

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## ACTIVITY LOG

[illegible]

[illegible]

### DISASTER LABOR RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										PAGE _____ OF _____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT		PA ID NO.				PROJECT NO.		DISASTER					
LOCATION/SITE						CATEGORY		PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED													
NAME		DATES AND HOURS WORKED EACH WEEK						COSTS					
JOB TITLE	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS	
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
NAME	REG.												
JOB TITLE	O.T.												
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME								_____					\$
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME								_____					\$
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED								TITLE		DATE			

FEHMA Form 90-123, FEB 09

## DISASTER MATERIALS RECORD (SAMPLE)

[illegible]

### DISASTER FORCE ACCOUNT EQUIPMENT RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>FORCE ACCOUNT EQUIPMENT SUMMARY RECORD</b>												PAGE ____ OF ____		O.M.B. No. 1660-0017 Expires April 30, 2013	
APPLICANT		PA ID NO.		PROJECT NO.				DISASTER							
LOCATION/SITE				CATEGORY				PERIOD COVERING							
DESCRIPTION OF WORK PERFORMED															
TYPE OF EQUIPMENT			OPERATOR'S NAME		DATES AND HOURS USED EACH DAY						COSTS				
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE			EQUIPMENT CODE NUMBER		DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST		
					HOURS										
					HOURS										
					HOURS										
					HOURS										
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					HOURS										
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					HOURS										
					HOURS										
					HOURS										
GRAND TOTAL															
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.															
CERTIFIED				TITLE				DATE							

FEMA Form 90-127, AUG 10

### DISASTER RENTED EQUIPMENT RECORD (SAMPLE)

[illegible]

## CONTRACT WORK SUMMARY RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>CONTRACT WORK SUMMARY RECORD</b>				PAGE _____ OF _____		O.M.B. No. 1860-0017 Expires December 31, 2011	
APPLICANT		PAID NO.	PROJECT NO.		DISASTER		
LOCATION/SITE		CATEGORY		PERIOD COVERING			
DESCRIPTION OF WORK PERFORMED							
DATES WORKED		CONTRACTOR		BILLING/INVOICE NUMBER	AMOUNT	COMMENTS-SCOPE	
GRAND TOTAL		_____					
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.							
CERTIFIED		TITLE			DATE		

FEMA Form 90-126, FEB 09

Print Form

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