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# Volume 3

# Model County Plan

Gray Davis

January 1999

**Governor**

**Dallas Jones**  
**Director**

**January 1999**

## LETTER OF PROMULGATION

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Approval Date: October 1, 1996

To: Officials, Employees, and Citizens of Santa Luisa County

The preservation of life, property and the environment is an inherent responsibility of local, state, and federal government. Santa Luisa County, in cooperation with the cities of Santa Luisa del Mar, Hobbes, Beach, Larson, Rivendell, El Dorado, Dillon, and special districts, have prepared this emergency operations plan to ensure the most effective and economical allocation of resources for protection of people and property in time of an emergency.

While no plan can completely 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).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the County and Operational Area member jurisdictions into an efficient organization capable of responding effectively to any emergency.

This emergency operations plan is an extension of the *State Emergency Plan*. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The Santa Luisa County Board of Supervisors gives its full support to this plan and urges all officials, employees and the citizens, individually and collectively, to do their share in the total emergency effort of Santa Luisa County.

This letter promulgates the *Santa Luisa County Emergency Operations Plan*, constitutes the adoption of the Santa Luisa County Emergency Operations Plan, and the adoption of the Standardized Emergency Management System by Santa Luisa County. This emergency operations plan becomes effective on approval by the Santa Luisa County Board of Supervisors.

Supervisor Violet  
Santa Luisa County Board of Supervisors

January 1999

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**Volume 3**  
**Model County Plan**

**Part 1**

***General Information***

**Gray Davis**  
**Governor**

**Dallas Jones**  
**Director**

**January 1999**

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# Part One

## General Information

### FOREWORD

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The Santa Luisa County's Emergency Operations Plan addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the Santa Luisa County.

This plan accomplishes the following:

- establishes the emergency management organization required to mitigate any significant emergency or disaster affecting Santa Luisa County.
- identifies the policies, responsibilities and procedures required to protect the health and safety of Santa Luisa County communities, public and private property and the environmental effects of natural and technological emergencies and disasters.
- establishes the operational concepts and procedures associated with field response to emergencies, the County Emergency Operations Center (EOC) activities and the recovery process.

This plan is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for Santa Luisa County, which is located within the Governor's Office of Emergency Service's Mutual Aid Region I. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between Santa Luisa County and local governments, including special districts and state agencies, in emergency operations.

This document is operational in design. It serves a secondary use as a planning reference. Departments within the County of Santa Luisa and local governments who have roles and responsibilities identified by this plan are encouraged to develop emergency operations plans, detailed standard operating procedures (SOPs), and emergency response checklists based on the provisions of this plan. This plan will be used in conjunction with the *State Emergency Plan*.

This plan is designed to guide the reader or user through each phase of an emergency: preparedness, response, recovery, and mitigation. It is divided into the following parts:

**Part I** -- focuses on the preparedness phase, and is the "basic plan" which describes the structure of Santa Luisa County emergency management organization; its responsibilities and operational concepts for multi-hazard emergency preparedness, response, recovery, and mitigation; and its role and responsibility as the lead agency for the Santa Luisa Operational Area.

**Part II** -- focuses on initial emergency response. It is the initial operations guide. It is a series of hazard-specific checklists designed to provide field-level responders with the basic considerations and actions necessary for effective emergency response. It also provides field-level responders with the framework to implement SEMS.

**Part III** -- addresses extended emergency operations (response), outlining the operational procedures for County emergency management staff to conduct extended emergency response operations, usually coordinated by the Santa Luisa County EOC. It also addresses the transition to the recovery phase and the framework to implement SEMS.

**Part IV** -- addresses recovery and mitigation activities. It describes the procedures to coordinate recovery operations within Santa Luisa County, procedures to mitigate future events and procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects.

## **AUTHORITIES**

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

### **Federal**

- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).

### **State**

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

### **Local**

- Emergency Services Ordinance SLO-15, adopted July 1, 1988 by the Santa Luisa Board of Supervisors.
- Resolution SLR-5, adopting the California Master Mutual Aid Agreement, adopted July 1958.
- Resolution SLR-28, adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted June 8, 1988.

- Resolution SLR-55, adopting the Emergency Operations Plan, adopted November 21, 1995.

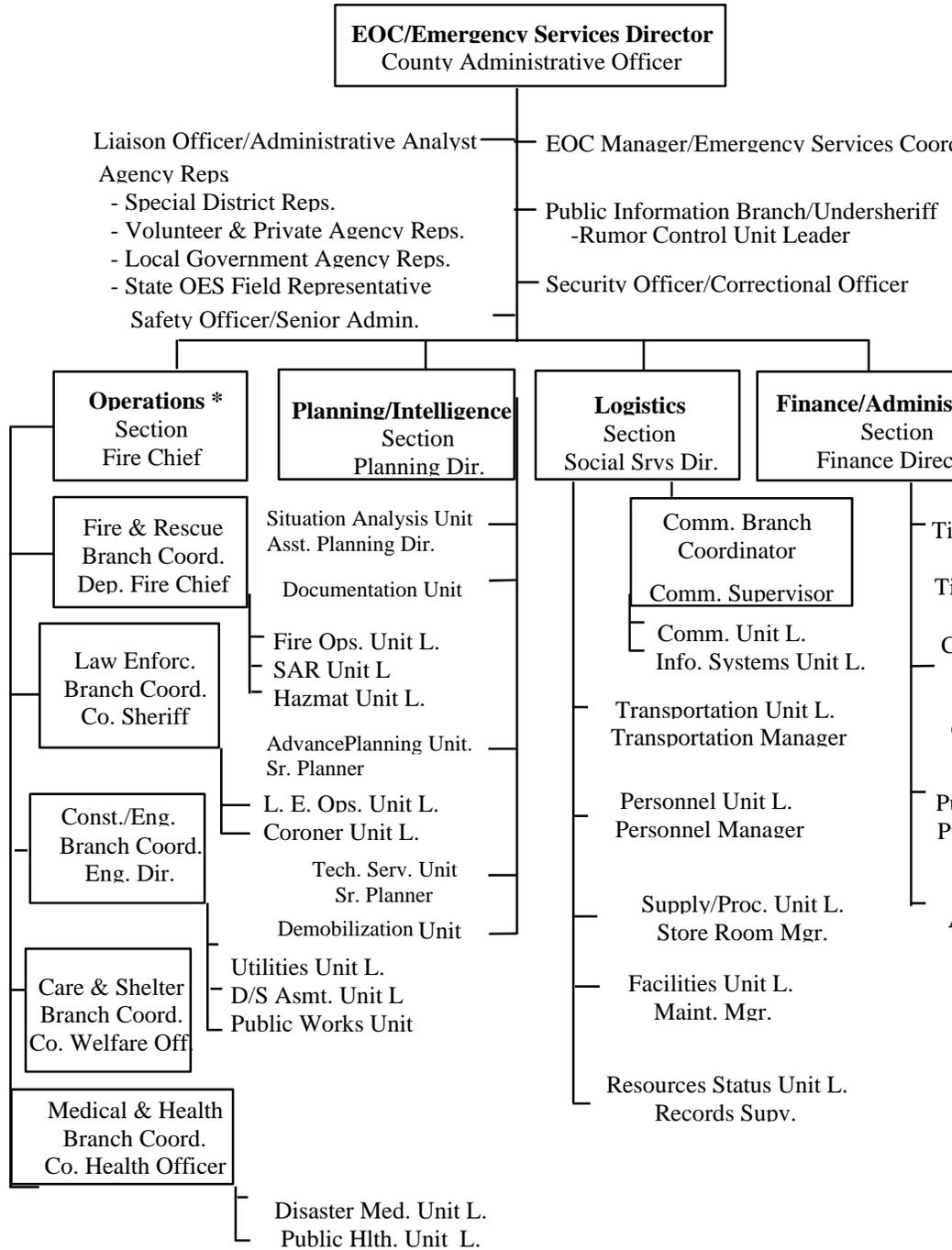
## **SANTA LUISA COUNTY EMERGENCY MANAGEMENT ORGANIZATION**

The County of Santa Luisa's emergency management operation operates under the Standardized Emergency Management System (SEMS). Santa Luisa County is part of the Governor's Office of Emergency Services Southern Region.

The County Administrative Officer will direct the emergency management organization, serving as the Director of Emergency Services. The Director of Emergency Services is responsible for implementing the emergency operations plan through the efforts of the Santa Luisa County's Office of Emergency Services. The Santa Luisa County emergency organization is depicted on **page 7**.

Within the emergency organization, departments and agencies have specified roles and responsibilities for certain functions. A functional matrix is shown on **page 8**.

**Santa Luisa County  
Emergency Operations Chart**



\* The Operations Section Chief position may be staffed differently based on the type and severity of

# FUNCTIONAL MATRIX

P = Primary Responsibilities      S = Support Responsibilities

SEMS FUNCTIONS Departments/ Agencies	MGMT		PLANS/ INTEL Situation Analysis	OPERATIONS											LOGISTICS		FIN/ ADMIN Recovery
	Public Info.	Mgmt		Damage Assmt.	Alerting/ Warning	Fire & Rescue	Law Enfcmt	Move ment	Trans portation	Comm.	Const. & Eng.	Util	Care & Shelter	Med/Pub Hlth	Per- sonnel	Supply/Pr ocmt	
Santa Luisa County Sheriff	S			P	P	S	P	P		P		S	S	S			
Santa Luisa County Fire	S			P		P				S	S	S		S			
County Engineering				P				S	S	S	P	P					
County Board of Education				P					S				S				
County Recorder															S	P	P
County OES			P						P				P	P			S
County Health Department	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S
County Admin. Office	P	P														S	S
County Probation Dept.																	S
County Social Services Dept.													S	S	P		S
Operational Area Cities	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
OES Southern Region	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

# **OVERALL CONCEPT OF OPERATIONS**

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## **General**

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

## **Emergency Phases**

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

- preparedness;
- response;
- recovery; and
- mitigation.

### **Preparedness Phase**

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The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: readiness and capability.

#### *Examples*

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

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

#### *SOPs*

The Santa Luisa County departments and the Operational Area member jurisdictions who have responsibilities in this plan will prepare Standard

Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists.

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

Capability activities might include:

- assessment of Santa Luisa County and Operational Area resources;
- comparison and analysis of anticipated resource requirements and resources; and
- identification of local sources to meet anticipated resource "shortfall."

### **Response Phase**

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The response phase includes increased readiness, initial response, and extended response activities. Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, Santa Luisa County will initiate actions to increase its readiness.

Events which may trigger increased readiness activities include:

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

#### ***Increased Readiness***

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

- briefing of County Chief Administrative Officer and other key officials or employees of Santa Luisa County;
- reviewing and updating of SL County Emergency Operations Plan & SOPs;
- increasing public information efforts;
- accelerating training efforts;
- inspecting critical facilities and equipment, including testing warning and communications systems;
- recruiting additional staff and Disaster Service Workers;

- warning threatened elements of the population;
- conducting precautionary evacuations in the potentially impacted area(s);
- mobilizing personnel and pre-positioning resources and equipment; and
- contacting state and federal agencies that maybe involved in field activities.

*Initial Response*

Santa Luisa County's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

Part II of this plan, *Initial Response Operations*, provides hazard-specific guidance to the departments who are responsible for initial response operations in the County and Operational Area.

Examples of initial response activities include:

- making all necessary notifications, including County Departments and personnel, the Santa Luisa Operational Area member jurisdictions, and the State OES Southern Region;
- disseminating warnings, emergency public information, and instructions to the citizens of Santa Luisa County;
- conducting evacuations and/or rescue operations;
- caring for displaced persons and treating the injured;
- conducting initial damage assessments and surveys;
- assessing need for mutual aid assistance;
- restricting movement of traffic/people and unnecessary access to affected areas; and
- developing and implementing Initial Action Plans.

*Extended Response*

Santa Luisa County's extended response activities are primarily conducted in the emergency operations center (EOC). Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Part III, *Extended Operations*, provides specific guidance for the conduct of extended operations, including those functions performed by the EOC staff.

Examples of extended response activities include:

- preparing detailed damage assessments;
- operating mass care facilities;
- conducting coroner operations,
- procuring required resources to sustain operations;

- documenting situation status;
- protecting, controlling, and allocating vital resources;
- restoring vital utility services;
- tracking resource allocation;
- conducting advance planning activities;
- documenting expenditures;
- developing and implementing Action Plans for extended operations;
- disseminating emergency public information;
- declaring a local emergency; and
- coordinating with state and federal agencies working within the county.

### **Recovery Phase**

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

Part IV of this plan, *Recovery Operations*, describes in detail the roles and responsibilities of each level of government following a disaster. Part IV addresses the procedures for accessing federal and state programs available for individual, business, and public assistance following a disaster.

Examples of recovery activities include:

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

### **Mitigation Phase**

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within Santa Luisa County.

Mitigation efforts include:

- amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes;
- initiating structural retrofitting measures;

- assessing tax levees or abatements;
- emphasizing public education and awareness; and
- assessing and altering land use planning.

# **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM**

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## **Purpose**

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems.

## **Incident Command System (ICS)**

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### **General**

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

### **Functions**

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

### **Principles**

The principles of ICS are that the system provides the following kind of operations: single jurisdictional/agency involvement, single jurisdictional responsibility with multiple agency involvement, and multiple jurisdictional responsibility with multiple agency involvement. The

system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system will be applicable and acceptable to all user agencies. The system is readily adaptable to new technology. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology and procedures.

### **Components**

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The components of ICS are:

- common terminology;
- modular organization;
- unified command structure;
- consolidated action plans;
- manageable span-of-control;
- pre designated incident facilities;
- comprehensive resource management; and
- integrated communications.

#### *Common terminology*

Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

#### *Modular organization*

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

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

#### *Unified command*

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

#### *Consolidated action plans*

Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the

jurisdictional agencies. The consolidated action plans for an incident documents the tactical and support activities required for the operational period.

*Span-of-control*

Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.

*Pre-designated incident facilities*

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

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

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

## **Mutual Aid System**

The foundation of California's emergency planning and response is a statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions/three administrative regions (see **page 18**). Santa Luisa County is located within Mutual Aid Region I. The general flow of resource requests within the mutual aid systems is depicted in the diagram on **page 19**.

*Discipline-specific*

The statewide system includes several discipline-specific mutual aid

*mutual aid*

systems, such as, but not limited to, fire and rescue, law enforcement and, emergency managers. The adoption of SEMS does not alter existing mutual aid systems.

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

Regional Disaster Medical Health Coordinators have been identified for each mutual aid region to coordinate medical mutual aid during disasters. It is expected that, during a disaster, the Santa Luisa Operational Area Mutual Aid Coordinators will be assigned to the Santa Luisa County Emergency Operations Center.

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

*Volunteers*

Volunteer and private agencies are part of the Santa Luisa Operational Area's mutual aid system. The American Red Cross and Salvation Army are essential elements of Santa Luisa County's response to meet the care and shelter needs of disaster victims. Private sector medical/health resources are an essential part of the County's medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. These agencies are represented at the Santa Luisa County EOC when activated.

*Coordination of requests*

Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers and incident facilities.

Marshaling areas are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.

Mobilization centers are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

Incident facilities include Incident Command Posts, staging areas, bases, and camps. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

During a proclaimed emergency, the Santa Luisa Operational Area will coordinate mutual aid requests between Santa Luisa County, the Santa

Luisa Operational Area member jurisdictions, and the State OES Southern Regional Emergency Operations Center (REOC). Requests should specify, at a minimum:

- number and type of personnel needed, and/or;
- type and amount of equipment needed;
- reporting time and location;
- authority to whom forces should report;
- access routes into the affected area(s);
- estimated duration of operations; and
- risks and hazards.

*Mutual Aid Agreements*

The following depicts the mutual aid agreements in which Santa Luisa County is a participant:

- California Master Mutual Aid Agreement;
- Region 1 Fire and Rescue Operations Plan;
- Region 1 Law Enforcement Mutual Aid Agreement;
- Region 1 Public Works Mutual Aid Agreement;
- Region 1 Medical Services Mutual Aid Agreement;
- Emergency Managers Mutual Aid Agreement;
- Volunteer and Private Agencies Mutual Aid Agreement; and
- Santa Luisa Operational Area Mutual Agreement.

**Multi-Agency/Inter-Agency Coordination**

The multi-agency or inter-agency coordination is the decision making system used by member jurisdictions of the Santa Luisa Operational Area. Multi-agency or inter-agency coordination is agencies and disciplines involved at any level of the SEMS organization working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

## **SEMS Functions**

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There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.

The field response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

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

The Operational Area level manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level.

The Operational Area includes all the jurisdictions and special districts within the County geographical area. The County of Santa Luisa is the lead agency for the Santa Luisa Operational Area.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.

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

## **Coordination With Other Levels Of Government**

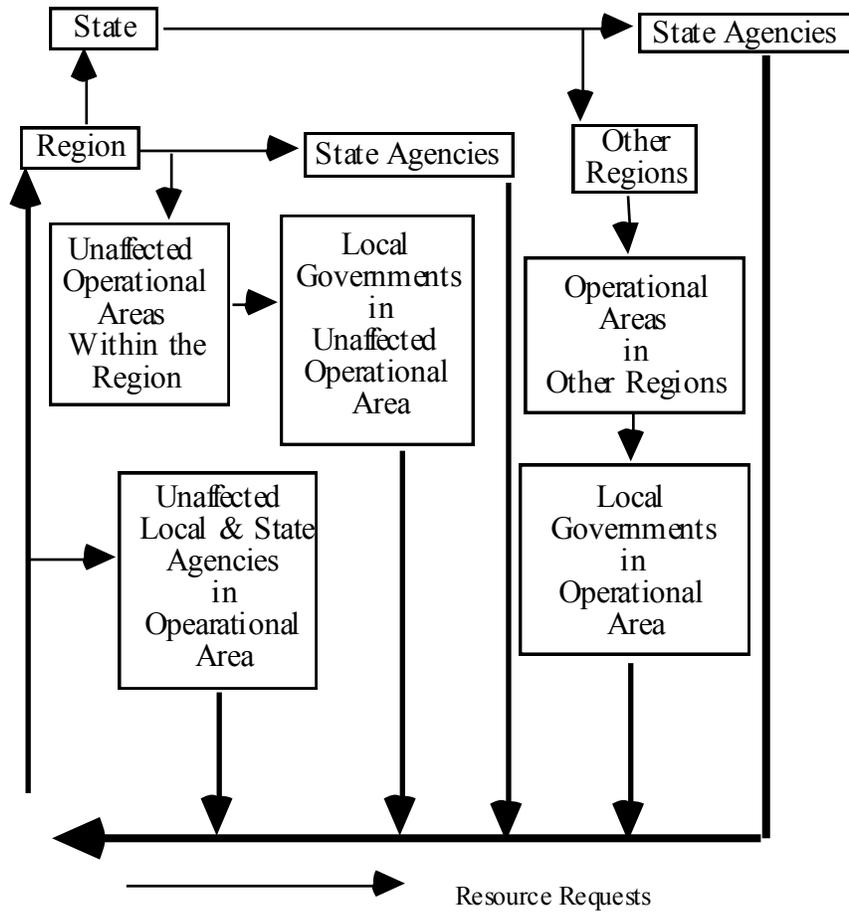
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Santa Luisa County has identified the jurisdictions, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an emergency or disaster which affects Santa Luisa County. Their emergency roles have been identified and provisions for coordination with each of them made. The diagram on **page 20** illustrates how the County, as the lead agency for the Santa Luisa Operational Area, will coordinate with these agencies during an emergency or disaster.

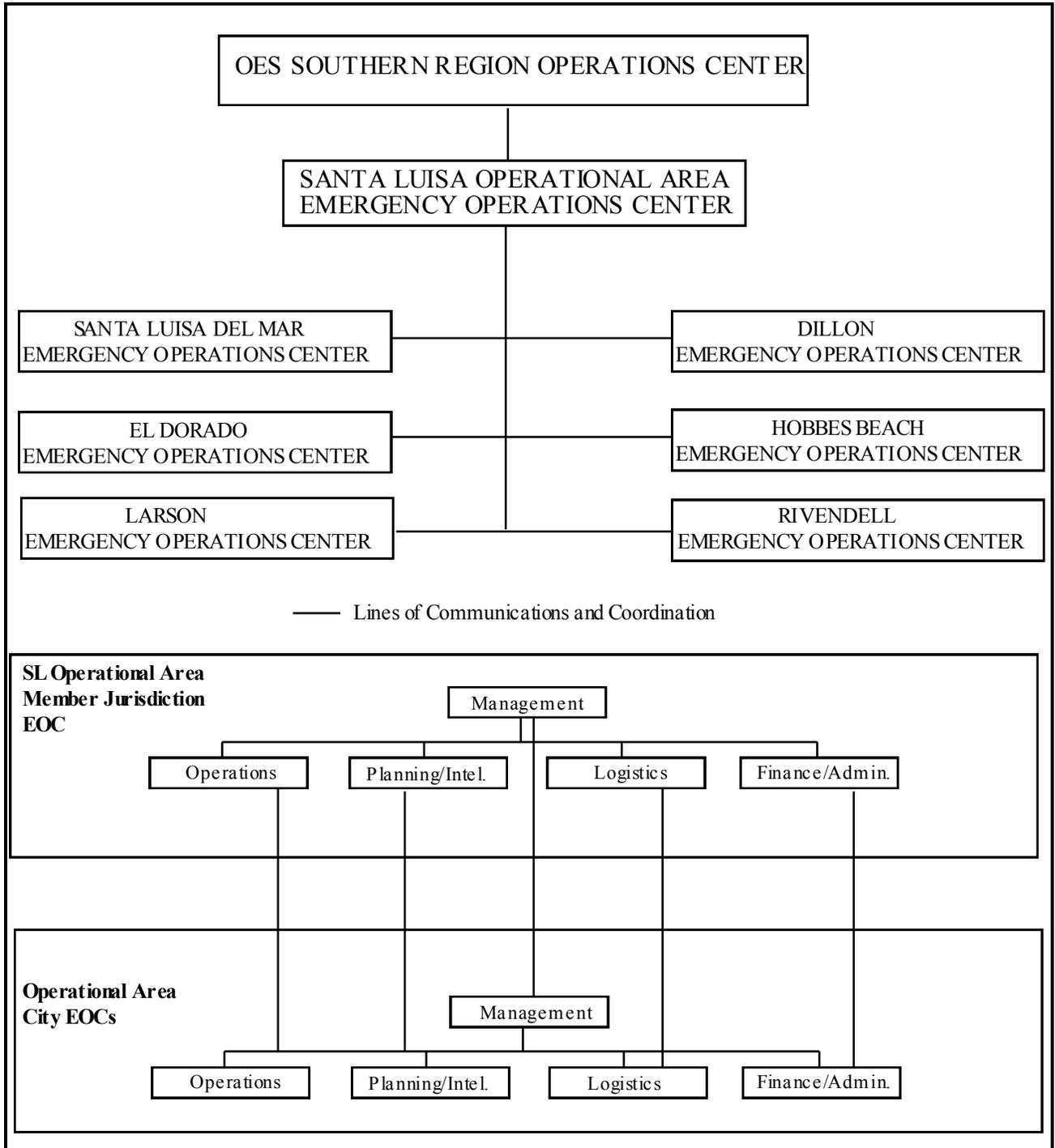
The Santa Luisa Operational Area agreement between the Cities of Santa Luisa del Mar, Hobbes Beach, Larson, Rivendell, El Dorado, and Dillon; the County of Santa Luisa; and special districts defines the roles and responsibilities of each party. The agreement is included as part of the appendix to this plan.

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

# MUTUAL AID PROCESS: GENERAL FLOW OF REQUESTS AND RESOURCES



# COORDINATION WITH OTHER SEMS LEVELS



# HAZARD ANALYSIS

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## General

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Santa Luisa County is located on the central coast of California. It is also located in the northwestern portion of the Governor's Office of Emergency Services Southern Region. It extends from the Pacific Ocean on the south and west to the Santa Lucia mountain range and extensive agricultural lands in its eastern and northern extremes. It is adjacent to Ventura County and San Luis Obispo County. Santa Luisa County has played, and still is playing, a large part in the building of California as a transportation hub between the Los Angeles and San Francisco metropolitan areas, and as a center for agriculture, tourism, petroleum production and light industry.

### *Major industries*

Agriculture and tourism are the major local industries. Agriculture includes a wide diversity of crops, poultry and other livestock operations common especially in the fertile Dillon Valley. The petroleum industry follows tourism in importance, with extensive onshore and offshore production. On the coast south of El Dorado Air Force Base is a nuclear power plant. The State Penal Colony is located in the City of Rivendell.

### *Highways, Roads, Rail lines*

There are two major highways which run through the County, Interstate 9 (north and south) and State Highway 186 (east and west). A network of County roads connects the various communities to these major arteries. The Pacific Delivery & Trans-Western Railroad maintains a major rail line through the County. The Santa Luisa County Airport, near Santa Luisa del Mar, serves several major airlines for both passengers and freight. Santa Luisa County consists of approximately 176 square miles and has a population of 250,720 (1990 census).

The County of Santa Luisa recognizes that the planning process must address each hazard that threatens Santa Luisa County and the jurisdictions within the Santa Luisa Operational Area.

### *Hazardous materials*

The County of Santa Luisa is vulnerable to a wide range of threats. In recent years, it has experienced several disastrous events such as earthquakes, floods, fires and storms. The threat picture is further complicated by the increased use, storage and transportation of numerous hazardous materials.

In January, 1996, Santa Luisa County's Office of Emergency Services conducted a hazardous analysis for the entire County. The purpose of this analysis was to identify and discuss the natural and technological threats confronting its communities.

*Hazard impacts*

Santa Luisa County, with its varying topography, mix of urban and rural areas, rapidly growing permanent, transient and recreational population, is subject to a wide variety of negative impacts from various hazards and threats. There are three broad categories of hazards which threaten: natural, technological and domestic security threats.

These are as follows:

Natural Hazards

- earthquakes;
- floods;
- wildland fires;
- extreme Weather/Storm;
- landslides; and
- tsunami.

Technological Hazards

- dam failure;
- hazardous material;
- transportation emergencies;
  - train accident;
  - major truck accident;
  - airplane crash; and
- nuclear plant emergencies.

Domestic Security Threats

- civil unrest; and
- terrorism.

Included in this section are a Santa Luisa County map on **page 23** and a Governor's Office of Emergency Services Southern Region map on **page 24**.

# **SANTA LUISA COUNTY MAP**

Omitted to save space. Insert your County map here.

# **GOVERNOR'S OFFICE OF EMERGENCY SERVICES SOUTHERN REGION MAP**

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**January 1999**

## **Hazards and Threats**

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### **Earthquakes**

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#### *General Situation*

Located within Santa Luisa County are several known active and potentially active earthquake faults, including the Emanem, Santa Lucia and Calvin faults. In the event of an earthquake, the location of the epicenter as well as the time of day and season of the year would have a profound effect on the number of deaths and casualties.

A moderate earthquake occurring in or near this area could result in deaths, casualties, property and environmental damage, and disruption of normal government and community services and activities. The effects could be aggravated by collateral emergencies such as fires, flooding, hazardous material spills, utility disruptions, landslides, transportation emergencies and the possible failure of the Santa Luisa Dam.

The community needs would most likely exceed the response capability of the County's emergency management organization, requiring mutual assistance from volunteer and private agencies, the Governor's Office of Emergency Services and the Federal Emergency Support Functions.

In any earthquake, the primary consideration is saving lives. Time and effort must also be given to providing for people's mental health by reuniting families, providing shelter to the displaced persons and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities and provide continuing care and temporary housing for affected citizens.

After any earthquake there will be a loss of income. Individuals can lose wages due to businesses inability to function because of damaged goods or facilities. Due to business losses, the County of Santa Luisa and the cities in the Santa Luisa Operational Area will lose revenue. Economic recovery from even a minor earthquake is critical to these communities.

The Calvin Fault begins just offshore of the El Dorado Air Force Base, hugging the coastline until it ends approximately six miles south of the Santa Luisa del Mar peninsula in the Pacific Ocean. Although seismic activity on the Calvin Fault is minimal, Santa Luisa County, the El Dorado Air Force Base, the El Dorado Nuclear Power Plant; and the Cities of El Dorado and Santa Luisa del Mar could be significantly impacted from even a moderate earthquake on this fault.

The Santa Lucia Fault is an east/west fault, approximately 12 miles north of Santa Luisa del Mar and a few miles south of Larson, just north of Lake

Elena. Earthquake activity on the Santa Lucia Fault could possibly cut off the City of Larson from the rest of the County, due to damage to State Highway 186.

The Emanem Fault begins east of Dillon and dissects the City of Santa Luisa del Mar before it ends offshore in the Pacific Ocean. The Emanem

Fault, if ruptured, could significantly impact the City of Santa Luisa del Mar. A fault map is on **page 29**.

The County's Office of Emergency Services has identified the potential hazard areas within Santa Luisa County if a major earthquake should occur. These potential hazard areas are identified on the Santa Luisa County Major Hazards map (see **page 30**). The ground shaking of a major earthquake on any one of these three faults would result in serious damage to the Santa Luisa communities. Intense ground shaking can create the phenomenon of liquefaction, where the soil loses its shear strength. An intensity distribution map and potential liquefaction zones are depicted on **pages 31 and 32**.

Intense ground shaking could also cause the collapse of unreinforced masonry buildings. **Page 33** identifies the location of unreinforced masonry buildings in area communities.

### **Expected Damage**

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#### ***Medical Facilities***

There are three hospitals located within Santa Luisa County. Two are within the City of Santa Luisa del Mar, Memorial Hospital and the County Hospital, with a total bed capacity of 374. Approximately half of the beds could be lost during a major earthquake due to the age and construction type of each of the hospitals. The third, Mercy Hospital, is located in the City of Dillon and has a 200-bed capacity. Since this hospital is fairly new and the northern segment the Emanem Fault is historically inactive, a majority of these beds is expected to be available after a major earthquake. Smaller private medical facilities serve the Cities of El Dorado, Rivendell, Larson and Hobbes Beach. The medical facilities will have limited services available after a major earthquake.

#### ***Communications***

Telephone systems will be affected by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately following an event, numerous failures will occur, compounded by system use overloads. This will likely disable up to 80% of the telephone system for one day. Radio systems are expected to operate at 40% effectiveness the first 12 hours following an earthquake, increase to 50% for the second 12 hours, then begin to slowly decline to approximately 40%

within 36 hours. Microwaves systems will likely be 30% or less effective following a major earthquake.

*Electrical Power*

Transmission lines are vulnerable to many hazards, due to their length and remoteness of the lines. Damage to generation/ substations may cause outages. Damage to generation affects production. Earthquakes affect high voltage equipment most. Damage to substations affects delivery. Repairs to electrical equipment requires physically clearing roadways, and movement of special equipment. Restoration of local electrical power will be coordinated with regional and local utility representatives. Up to 60% of the system load may be interrupted immediately following the initial earthquake shock wave. Much of the affected area may have service restored in days; however, a severely damaged area's underground distribution system may create longer service delays.

*Natural Gas*

Damage to natural gas facilities serving the Santa Luisa communities will consist primarily of isolated breaks in major transmission lines. Breaks in mains and individual service connections within the distribution system will be significant, particularly near the fault zones, especially in the cities of Hobbes Beach and Santa Luisa del Mar. These many leaks pose a fire threat in these susceptible areas of intense ground shaking and/or poor ground near the shoreline. Breaks in the system will affect large portions of the County and restoration of natural gas service could be significantly delayed.

*Potable Water*

Water availability and distribution for supporting life, and treating the sick and the injured is of major concern to the County of Santa Luisa. It is expected that the primary water source, Lake Elena, will be inaccessible due to damage to the chlorine treatment station and/or the pipelines that distribute potable water.

There are three water reservoirs within the City of Santa Luisa del Mar and one reservoir in the City of Dillon. The Cities of Larson, Hobbes Beach, El Dorado, and Rivendell each have large water tanks that have not been seismically secured. If the reservoirs and water tanks remain intact, they will likely provide ample potable water to meet demands during the time the water treatment station near Lake Elena is being repaired.

The three reservoirs in Santa Luisa del Mar are on solid ground and are expected to be usable after a major earthquake. However, the other cities' water tank survivability is low. Therefore, potable water will most likely have to be supplied in these area communities.

*Transportation System*

Significant damage is expected on the road system. State Highway 186 is expected to be unpassable from Kilometro Calle to the Interstate 9 interchange. Interstate 9 is expected to be closed from the State Highway

186 interchange to E Street in Santa Luisa del Mar. Both of these freeways are expected to be closed at least 72 hours, perhaps several weeks. Vehicular traffic will be limited on the foothill roads due to potential and actual landslides.

Streets near State Highway 186 and Interstate 9 will likely be severely restricted due to collapsed overpasses. Many surface streets in the downtown commercial area will be blocked by debris from buildings, fallen electrical lines, and pavement damage.

Soil liquefaction problems could cause the closure of several roads in Santa Luisa del Mar, near the El Dorado Nuclear Power Plant, at the El Dorado Air Force Base and in Hobbes Beach.

The Light Rail system in Santa Luisa del Mar is expected to be severely damaged, restricting travel on the system for several weeks to months. The Pacific Delivery and Trans-Western (PD & TW) Railroad system that transverses Interstate 9 will likely be severely damaged and unusable. The freight yard, repair shops and passenger terminal that are located on the shoreline of Santa Luisa del Mar are expected to be severely damaged. Railroad commercial and passenger service will be restricted for at least 72 hours and possibly several weeks.

*Hazardous Materials  
Storage Sites*

The chlorine station below the Santa Luisa Dam normally contains 10 to 18 one-ton tanks of chlorine. The chlorine station is a concrete/stucco one story building with numerous windows. The hazardous materials handling and storage sites located within Santa Luisa County are depicted on **page 44**, in the "Hazardous Materials" section of this hazardous analysis.

*Dam Failure*

Maintenance programs and activities of the Santa Luisa Dam are regularly performed, but the catastrophic failure of the 100-year old dam is considered to be probable during some earthquakes. Although dam failure is unlikely to be caused by a major earthquake on the Emanem Fault, a nearby rupture of the Santa Lucia Fault may have the strength to cause failure. Dam failure inundation maps can be found under the "Dam Failure" section, on **page 38**.

*Sanitation  
Systems*

Sewage collection systems throughout the County are expected to sustain widespread damage. In the City of Santa Luisa del Mar, a sanitation plant is located in a highly probable liquefaction area near Goose Lagoon and Geronimo State Beach. The sanitation plant will also experience electrical power losses. If backup generating systems fail, the result could be the discharge of raw sewage into the harbor. The sanitation plant could be out of service from one to four months, depending on damage.

The County of Santa Luisa operates two sewage treatment plants, one near El Dorado Air Force Base and the other near Hobbes Beach. Both of these facilities, similar to the one in Santa Luisa del Mar, are expected to sustain significant damage, caused primarily by significant ground motion and displacement. Additionally, residential sewer connections throughout the County will break and plug, especially in the potential liquefaction zones.

# **Earthquake Fault Map**

Map omitted to save space. Insert your map here.

## **Santa Luisa County Major Hazards**

Omitted to save space. Insert your major hazards map here.

# **Earthquake Maximum Shaking Intensity Map**

Map omitted to save space. Insert your map here.

## **Potential Liquefaction Zones**

Omitted to save space. Insert your map here.

# **Unreinforced Masonry Buildings**

Omitted to save space. Insert your map here.

## **Floods**

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### *General Situation*

The primary flood control concerns for Santa Luisa County are the controlled releases from Lake Elena, via the Santa Luisa River, and potential natural overflows in Sycamore Creek (President's Canyon). Both of these waterways run through the City of Santa Luisa del Mar.

For Santa Luisa County's emergency organization, there are two flood stages. Stage I is primarily a flood watch stage, resulting from moderate to heavy rainfall.

Water from Lake Elena is released under controlled circumstances in Stage II. Sycamore Creek flooding is also covered under Stage II. For Stage II controlled release, flood waters will reach Santa Luisa del Mar within ten minutes of the release time. Flood waters will take approximately 30 minutes to rise along the entire indicated flood areas. The duration of inundation in the controlled release Stage II is entirely dependent on the length of time the water is released at the dam.

## ***Expected Damage***

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### *Controlled Release Stage II*

The map on **page 37** depicts the areas of Santa Luisa del Mar that are expected to be flooded if the stream heights for either the Santa Luisa River or Sycamore Creek are 3 feet over the maximum capacity, flood stage. This would mean that the water at the very edge of the stream bank might be as much as three feet deep, but would become much shallower as it approached the limit of the defined flood area, finally reaching zero depth at the edge.

The inundation for the Sycamore Creek is assuming that the natural unregulated flow of that creek is three feet over its maximum capacity. Calculations indicate that the progress of the flood through Santa Luisa del Mar would be as follows: from the time the flood surge passes the water treatment plant on Todos Santos, it would take five minutes to reach Santa Luisa Mall, ten more minutes to reach Calle Real at West Los Olivos Street, another five minutes to reach Old Town and finally an additional five minutes to reach the river mouth at the harbor.

## **Dam Failure**

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### *General Situation*

Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, overtopping, or a seiche.

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

The principle consequences of dam failure are injury, loss of life, and significant downstream property damage. The Santa Luisa Dam has created Lake Elena and is operated by the Santa Luisa Water Service Company.

Construction for the Santa Luisa Dam began in 1888 and was completed in 1891. The bulk of the dam proper is hand-poured concrete interconnecting blocks measuring approximately ten feet by fifteen feet by forty-five feet. The catchment area behind the dam is 14.1 square miles with a maximum holding capacity of 22.58 million gallons (3.87 million acre-feet) at 2288 feet above sea level.

Spillway height of the dam is 2280 feet above sea level. At this height, the catchment area contains a maximum of 19.025 million gallons (3.27 million acre feet). By adding flashboards to the eight-foot spillway sections in the middle of the dam, the capacity is increased to 22.58 million gallons. Flashboards are four feet by eight feet redwood. Spillway capacity is 4000+ second feet. Height of the dam is 288 feet, length is 600 feet curved (637' radius), width of the dam's base is 176 feet while the dam's crest is 40 feet wide.

Skyline Drive, a 22 foot wide county-maintained concrete and asphalt road is constructed 18 feet above the dam and is open to public use with a single gross weight limit of 25 tons, or 35 tons for vehicles in combination.

A chlorinating station is located below the dam. The station is a concrete/stucco one story building with numerous windows. The chlorinating station normally contains 10 to 18 one-ton tanks of chlorine gas with one tank being connected to the two pipeline flows that carry water to customers.

### ***Expected Damage***

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A catastrophic failure of the Santa Luisa Dam would have a significant impact on the City of Santa Luisa del Mar. However, the dam has performed well during past disasters, such as the Northridge Earthquake.

*Inundation areas*

For purposes of emergency preparedness, areas expected to be inundated should a failure occur are depicted on **page 38**, "Dam Failure Inundation

Areas." The depth and velocity of the water would in all likelihood result in the creation of another "fork" in the Santa Luisa River, which we will refer as the "west fork." In this instance, the depth in the "north fork" would probably not exceed much over four to five feet, while the main river would approach maximum depths of 15 to 20 feet. The "west fork" would likely cover the terrain to a maximum of 10 to 15 feet.

In the case of a catastrophic dam failure, a water bore of 20 feet would be expected to reach the city limits within 20 minutes of dam failure, and the total inundation would occur within another 25 minutes. Assuming that the dam was at maximum capacity, this catastrophic failure scenario would result in the indicated areas being flooded for approximately 45 minutes before the water would subside.

*Facilities affected*

Facilities affected by a dam failure are:

- County Hospital;
- Light Rail Stations/tracks;
- Pence Elementary;
- Cannery Park museum; and
- small aquarium.

Facilities affected along the created "north fork" of the Santa Luisa River include:

- Hillcrest Elementary;
- Mission Park museum;
- Pacific Delivery and Trans-Western Railroad yard and facilities;
- the City Corporation Yard (partially); and
- Fire Station #2.

Flooding along Sycamore Creek will affect Memorial Hospital (partially) and the sanitation plant.

Evacuation routing at the county level will involve controlling re-routing traffic away from State Route 72 and I-9, which pass through Santa Luisa del Mar. County Sheriff's patrols will also coordinate with CHP in blocking County road access to the inundation areas. Santa Luisa del Mar Police SOPs will identify evacuation routing within their City.

## **Elena Dam Controlled Release - Stage II**

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## **Elena Dam Failure Inundation Area**

Omitted to save space. Insert your map here.

## **Wildland Fires**

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### *General Situation*

Generally, from June to October of each year, cities and unincorporated areas of the County face a serious threat from wildland fires. Due to the undeveloped and rugged terrain of Santa Luisa County, highly flammable brush-covered land and long, dry summers, many portions of the County have experienced numerous wildland fires in the recent past. The urban areas of Santa Luisa County are not susceptible to wildland fires. High temperatures, low humidity, and high winds may exacerbate the potential for wildland fires. The map on **page 40** identifies the wildland severe fire high hazard areas for the County of Santa Luisa.

## **Landslides**

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### *General Situation*

Landslides may be triggered by both natural and man-made changes in the environment. The term *landslide* is used to describe a wide variety of processes that result in the perceptible downward and outward movement of soil, rock and vegetation under gravitational influence.

The cause of slope instability may be inherent, such as weaknesses in the composition or structure of the rock or soil. Slope instability may be variable, such as heavy rain and changes in ground water levels. Slope instability may also be transient, as in the case of seismic activity. New environmental conditions such as those imposed by construction activity may also create instability in slopes. Landslides in Santa Luisa County tend to occur with the greatest frequency on steep slopes adjacent to foothill roads. The map on **page 41** identifies potential landslide areas within the County of Santa Luisa.

## **Extreme Weather/Storm Emergencies**

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### *General Situation*

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

# Severe Fire High Hazard Areas

Omitted to save space. Insert your map here.

## **Potential Landslide Areas**

Omitted to save space. Insert your map here.

## **Hazardous Materials**

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### *General Situation*

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

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

Because of the multitude of hazardous substances being transported, incidents are more likely to occur along highways and railways. Fixed facilities do have occurrences of hazardous materials incidents too. However, stringent facility safety requirements help to limit these occurrences at fixed facilities. Fixed facilities include chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

The agricultural businesses in Santa Luisa County may also be a source of hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agricultural chemicals may be harmful to the public health, safety and the environment.

Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a public health and safety hazard and a threat to the environment.

## **Transportation Routes Or Fixed Hazardous Materials Facilities**

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### *Specific Situation*

Hazardous materials incidents in Santa Luisa County would most likely occur on the transportation routes or at fixed hazardous materials facilities within the various cities. Hazardous materials are often transported through the area on Interstate 9, State Route 186, and on the PD & TW railway. Surface streets are used for the local transportation of hazardous materials. Large quantities of hazardous materials are transported, northbound and southbound, on the PD & TW railway. Additionally, the PD & TW rail yard, in Santa Luisa del Mar, has bulk hazardous materials storage.

The three hospitals located in Santa Luisa County have a variety of hazardous materials, radioactive materials and solvents, and they maintain current lists of the hazardous materials in their facilities.

The Santa Luisa Community College and CSU Santa Luisa campuses in Santa Luisa del Mar both have hazardous materials on-site, primarily flammable materials, corrosives, and poisonous materials.

The Chlorination Treatment Station below the Santa Luisa Dam contains 10 to 18 one-ton tanks of chlorine gas. Hazardous materials incidents in the urban areas of the County may require precautionary evacuations, evacuations or the practice of sheltering in place, depending the scope and severity of the incident.

The El Dorado Air Force Base also uses and stores hazardous materials, including flammable liquids, corrosive materials, poisons, and radioactive materials. However, the Air Force has its own emergency responders to mitigate the effects of a hazardous materials incident on-site. The Air Force will coordinate with the County of Santa Luisa emergency responders if an incident travels off-site. Releases from the El Dorado Nuclear Power Plant is a significant threat to the Cities of El Dorado and Rivendell.

A map of fixed facilities and hazardous materials storage sites within Santa Luisa County is identified on **page 44**.

# **Fixed Facility/Hazardous Materials Storage Sites Map**

Omitted to save space. Insert your map here.

**January 1999**

## **Transportation Emergencies**

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### *General Situation*

Interstate 9 and State Highway 186 are the primary transportation access routes to Santa Luisa County. Additionally, the Pacific Delivery and Trans-Western Railroad transverses the County. Santa Luisa County is also served by a major airport, the Santa Luisa County Airport. Within the County of Santa Luisa, the City of Santa Luisa del Mar is the central hub for many transportation systems.

Santa Luisa County is susceptible to several different types of transportation emergencies, including emergencies involving the PD & TW Railroad, major truck/auto accidents and airplane crashes. Many of these emergency situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and sheltering efforts. A highway and street map of Santa Luisa County is located on **page 48**.

### **Specific Situation**

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#### *Train Accident*

The PD & TW Railroad dissects the cities of Santa Luisa del Mar and Hobbes Beach and passes through the El Dorado Air Force Base, the City of El Dorado and near the City of Dillon. A train accident in or near any of these areas can result in considerable injury or loss of life and significant property damage. An accident in rural areas of the County will pose more of a threat to livestock and the environment. Hazardous materials spills, fires and significant property damage are the potential hazards associated with a train accident in the County of Santa Luisa, requiring movement and shelter operations in the affected area(s).

The City of Santa Luisa del Mar is considered the rail transportation center for the Central Coast. The City is the central hub of the PD & TW Railroad. A large freight yard, repair shops, and passenger terminal are located near the harbor and south of Interstate 9.

A primary concern for the rail system in Santa Luisa del Mar and other coastal areas is the instability of the soil on which many parts of the track and several railroad facilities are located. Many of these areas are within designated liquefaction zones that have been identified for Santa Luisa County. Because of its importance to the Central Coast, repairs to the system located in Santa Luisa del Mar are expected to be completed rapidly.

#### *Major Truck/Auto Accident*

Major trucking routes include Interstate Highway 9 and State Highway 186, which are the main access roads to Santa Luisa County. Interstate 9 passes through the northern portion of Hobbes Beach and dissects the Cities of Santa Luisa del Mar, Rivendell, and Dillon. State Highway 186

begins in the City of Santa Luisa del Mar from Interstate 9, near the R. Thompson Fairgrounds and Santa Luisa Mall, continuing past Lake Elena, through the City of Larson and ending in the City of El Dorado.

The City of Santa Luisa del Mar is considered the trucking transportation center for the Central Coast. A major truck/auto accident on either I-9 or SR-186 would restrict access into and out of the County. Freeway closures will cause traffic to overflow onto surface roads adjacent to the freeway, creating significant traffic problem for local law enforcement agencies.

Trucks are not permitted to transport hazardous materials and waste loads on SR-186, north of I-9. Many trucks transport hazardous materials along Interstate 9, hauling such materials as explosives and red fuming nitric acid. Motor carrier transportation of hazardous materials, principally corrosives and other hazardous materials associated with the El Dorado U.S. Air Force Base, are generally transported southbound into the County on I-9 to westbound SR-186.

The following designated safe-stopping sites are located along the I-9 and SR-186 transportation corridor:

- Temporary safe-stopping (storage and rest-stop area) for Class "A" explosives is located at the secured portion of the Santa Luisa del Mar Railroad Yard, at 500 E. 5th Street.
- Safe-stopping point for all motor carrier hazardous materials loads and CALTRANS "permit" loads, for the purposes of refueling, driver eating, rest-stop and temporary parking up to four hours, is located at Fordham Truck Terminal, at 2810 Fordham Road, Santa Luisa del Mar (near Treasure Drive).

#### *Airplane Crash*

Often the impact of a disabled aircraft as it strikes the ground creates the potential for multiple explosions, resulting in an intense fire. Wherever the crash occurs, the resulting explosion 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. It can be anticipated that the mental health needs of survivors, surrounding residents, and emergency responders will greatly increase due to the trauma associated with such a catastrophe.

The Santa Luisa County Airport, at 100 Airport Road, is adjacent to the Santa Luisa Municipal Golf Course. It is operated and managed by the County's Airport Department. The passenger terminal is a two-story 18,025 sq. ft. facility, which contains the Airport Department

Administrative offices, six carriers' operations activities, car return service counter, and a restaurant.

A diesel generator provides back-up power for the terminal building, all runway systems and the aircraft refueling systems. The normal operating hours for the passenger terminal are from 5:00 A.M. to midnight.

Six airline carriers provide connecting air transportation service to other air terminals. Over 485,000 passengers were served last year on scheduled airlines. In 1995 there were over 100,000 general aviation arrivals and departures from the County Airport. Most of the approximately 275 general aviation aircraft are small single or multiple engine prop or prop-jet types. However, there are several Learjets (8) and helicopter aircraft (6) housed at the County airport.

The Santa Luisa County Fire Department staffs, on a 24-hour basis, an aircraft rescue and fire fighting station near the runway, which has a generator that provides back-up power for all station systems. The Federal Aviation Administration staffs the control tower 6:00 A.M. - 11:00 P.M. daily and has radio interface with the National Weather Service. The airport has four runways. The two north/south facing runways are used primarily for departing aircraft that typically take off towards the Pacific Ocean (south). The two east/west facing runways are used primarily for arriving aircraft. Often aircraft use the Santa Luisa del Mar peninsula and Interstate 9 to guide them into the airport. This arriving flight pattern is a potential threat for Santa Luisa del Mar.

# **Santa Luisa County Highway & Street Map**

Omitted to save space. Insert your County map here.

## **Civil Disturbance**

---

### *General Situation*

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

The County of Santa Luisa has had civil disturbances in the City of Hobbes Beach and at the El Dorado Nuclear Power Plant. Other locations within Santa Luisa County have large public gatherings that have the potential for unstable conditions, possibly impacting an Operational Area jurisdiction's ability to provide sufficient law enforcement and fire protective services.

The effects of a civil disturbances are varied and are usually based upon the type, severity, scope and duration of the disturbance. The effects of civil disturbances include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries and potentially loss of life.

## ***Facilities***

---

### *Specific Situation*

During a civil disturbance that affects the County of Santa Luisa, there are certain facilities within the County that may be more at risk than other facilities. The following locations often hold musical concerts, sporting events, legal and illegal demonstrations and other events that attract large numbers of people, which create significant traffic congestion problems and the potential for disruptive behavior:

#### *Santa Luisa del Mar*

County Bowl Amphitheater  
Owens Arena Complex  
R. Thompson Fairgrounds  
CSU Santa Luisa Campus

#### *Hobbes Beach*

Hobbes State Beach  
Santa Luisa Family Planning Clinic

#### *Santa Luisa County*

El Dorado Nuclear Power Plant

In Santa Luisa del Mar, the County Bowl Amphitheater frequently holds musical concerts, which sometimes attract rowdy and unruly individuals. Owens Area Complex is home to the Santa Luisa Del Mar Barracudas, a franchise team in the North American Soccer League (NASL), whose fans

have been known to lose control and become destructive. The fairgrounds hosts the annual Hometown Country Fair, attracting huge crowds. At the CSU Santa Luisa campus, demonstrators have been known to be disruptive. However, these disruptions are usually contained within the University's campus.

Hobbes Beach is the home to the annual Dewy Veber Professional Beach Volleyball Tournament and several surfing events each year. During past events, the spectators have caused significant disturbances, requiring Hobbes Beach Police Department to request mutual aid assistance through the Santa Luisa Operational Area. There have been numerous legal and illegal demonstrations and protests at the El Dorado Nuclear Power Plant since its construction. Under the Santa Luisa Operational Area Mutual Aid Agreement, law enforcement personnel from Santa Luisa del Mar, Rivendell, El Dorado and the County Sheriff's Department have assisted with the civil disturbances at the El Dorado Nuclear Power Plant.

## **Terrorism**

### *General Situation*

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

The effects of terrorist activities can vary significantly, depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries and the loss of lives.

To date, terrorism has been targeted primarily against United States of America interests abroad. However, the World Trade Center bombing in New York and the Oklahoma City bombing are reminders that terrorist attacks may occur anywhere in the United States. Although no known terrorist attacks have occurred in Santa Luisa County, the County and the jurisdiction within the County are still vulnerable to the threat of terrorism. The Santa Luisa County Airport, the El Dorado Air Force Base and the El Dorado Nuclear Power Plant are all susceptible to terrorist activities and sabotage.

## **Tsunami**

### *General Situation*

The offshore fault, the Calvin Fault, begins just offshore of the El Dorado Air Force Base, hugging the coastline until it ends approximately six miles

south of the Santa Luisa del Mar peninsula in the Pacific Ocean. Although seismic activity on the Calvin Fault is minimal, Santa Luisa County, the El Dorado Air Force Base, the El Dorado Nuclear Power Plant, and the Cities of El Dorado and Santa Luisa del Mar could be significantly impacted from tsunami created by an earthquake on this fault.

The tsunami generated by an earthquake on the Calvin Fault could arrive just minutes after the initial shock. The lack of warning time from such a nearby event will result in higher casualties than if it were a distant tsunami wherein the Tsunami Warning System for the Pacific Ocean could warn threatened coastal areas in time for evacuation.

In low lying areas along the Santa Luisa County coastline, strong shaking should be taken as a warning of a potential tsunami, and individuals should immediately move to higher ground. The greatest impact areas of the County will be the inundation of the Santa Luisa del Mar peninsula and the associated coastline, and to a lesser degree, the City of Hobbes Beach coastline.

# **CONTINUITY OF GOVERNMENT**

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## **Introduction**

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

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the County of Santa Luisa and all the cities within the County continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

## **Lines of Succession**

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads. The succession list for the County of Santa Luisa is provided on **page 54**.

## **Reconstitution of the Governing Body**

Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed 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.

Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

Section 23600 of the California Government Code provides that the Board of Supervisors shall designate alternative county seats which may be located outside county boundaries, (real property cannot be purchased for this purpose), a resolution designating the alternate county seats must be filed with the Secretary of State, and additional seats may be designated subsequent to the original site designations if circumstances warrant.

The temporary seat of County government for the County of Santa Luisa is as follows:

- 1st Alternate:** City of Dillon (Civic Center)
- 2nd Alternate:** County of Ventura (Administrative Offices)
- 3rd Alternate:** County of San Luis Obispo (Admin. Offices)

### **Protection of Vital Records**

---

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

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

Vital records of Santa Luisa County are routinely stored in the County Recorder's Office, located in basement of the County Administrative Building. Microfilmed records and backup data are stored inside a private contractor's vault, located in Sacramento, California. This vault can withstand an explosive blast, a fire, and any water penetration.

# Santa Luisa County Lines of Succession

FUNCTION/DEPARTMENT	TITLE/POSITION
County Administrative Officer (CAO)	<ol style="list-style-type: none"> <li>1. Assistant CAO</li> <li>2. County Sheriff</li> <li>3. County Fire Chief</li> </ol>
County Sheriff/Coroner	<ol style="list-style-type: none"> <li>1. Undersheriff</li> <li>2. Patrol Division Captain</li> <li>3. Admin. Division Captain</li> </ol>
County Fire Chief	<ol style="list-style-type: none"> <li>1. Deputy Fire Chief</li> <li>2. County Fire Marshall</li> <li>3. Operations Deputy Chief</li> </ol>
Board of Education Superintendent	<ol style="list-style-type: none"> <li>1. Asst. Superintendent</li> <li>2. Administration Director</li> <li>3. Special Education Director</li> </ol>
County Engineering Director	<ol style="list-style-type: none"> <li>1. Asst. Engineering Director</li> <li>2. Public Works Director</li> <li>3. Flood Control Director</li> </ol>
District Attorney	<ol style="list-style-type: none"> <li>1. Asst. District Attorney</li> <li>2. Chief Deputy DA</li> <li>3. Deputy DA II</li> </ol>
County Recorder	<ol style="list-style-type: none"> <li>1. Asst. County Recorder</li> <li>2. Admin. Assistant Senior</li> <li>3. Admin. Assistant II</li> </ol>
County Emergency Services Coordinator	<ol style="list-style-type: none"> <li>1. Planning Section Manager</li> <li>2. Admin. Section Manager</li> <li>3. Asst. Emerg. Svs. Coord.</li> </ol>
County Health Officer	<ol style="list-style-type: none"> <li>1. Assistant Health Officer II</li> <li>2. Assistant Health Officer I</li> <li>3. County Hospital Administrator</li> </ol>
Director of Social Services	<ol style="list-style-type: none"> <li>1. Assistant Dir. of Social Services</li> <li>2. Child Protective Svs. Manager</li> </ol>

Chief Probation Officer

3. Medi-Cal Program Manager

1. Deputy Chief Probation Officer

2. Assistant Probation Officer II

3. Assistant Probation Officer I

## **PUBLIC AWARENESS AND EDUCATION**

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

The Santa Luisa County's Office of Emergency Services will make emergency preparedness information from local, state and federal sources available to the Operational Area member jurisdictions and the citizens of Santa Luisa County. Further, the Office will provide special emphasis on specific hazards on specified months throughout the calendar year, aiding in the disaster preparation and education of the communities within the Santa Luisa Operational Area.

The following list depicts the specific hazards that will be emphasized throughout the calendar year:

May -----	Hazard Mitigation
September -----	Flood Preparedness
April -----	Earthquake Preparedness
October -----	Fire Prevention
August -----	Landslide Awareness
November -----	Winter Preparedness

## **EMERGENCY OPERATIONS PLAN MANAGEMENT**

### **Emergency Operations Plan Modifications**

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

Those agencies having assigned responsibilities under this plan are obligated to inform the Santa Luisa Office of Emergency Services when changes occur or are imminent. Proposed changes will be submitted, in writing, to the Santa Luisa County Office of Emergency Services. Changes will be published and distributed to county departments and operational area cities.

Every four years, the entire emergency operations plan will be reviewed, updated, republished, and redistributed. Records of revision to this plan will be maintained by the Santa Luisa County Office of Emergency Services on the register below.

**EOP Modification Register**

---

Change Date

- 
- 
- 

Modification

- 
- 
- 

Signature

- 
- 
- 

**Emergency Operations Plan Distribution**

---

The following departments or agencies have a complete copy(ies) of the Santa Luisa County emergency operations plan:

<u>Department/Agency</u>	<u>No. of Copies</u>
Board of Supervisors	6
County Administrative Officer	2
County Sheriff Department	2
County Fire Department	2
County Engineering Department	2
County Health Department	2
County Probation Department	2
County Airport Department	2
County Records Office	2
Department of Education	2
Department of Social Services	2
District Attorney	2
City of Santa Luisa del Mar	1
City of Dillon	1
City of El Dorado	1
City of Larson	1
City of Rivendell	1
City of Hobbes Beach	1

January 1999

Governor's Office of Emergency Services - Southern Region	1
Ventura County	1
San Luis Obispo County	1

**Training and Exercising**

---

*Training*

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

County OES must determine the appropriate level(s) of SEMS instruction for each member of the Santa Luisa County Emergency Organization, including field personnel. The determination will be based on individuals' potential assignments during emergency response.

County OES will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives as contained in the Approved Course of Instruction (ACI) Syllabus referenced in the SEMS regulations.

Additionally, County OES will ensure that these objectives are met through the completion of materials from the ACI and incorporation of the objectives into exercises. In the event the Governor's Office of Emergency Services asks for training documentation, a sample training document is enclosed in the appendix of this plan, which will be the format used by the County of Santa Luisa to document all training.

*Exercising*

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems which they will actually use in emergency situations. County OES is responsible for the planning and conducting of emergency exercises for Santa Luisa County.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many Operational Area member jurisdictions as possible. County OES will document exercises by conducting a critique, and using the information obtained from the critique, revise the emergency operations plan.

In the event the Governor's Office of Emergency Services asks for exercise supporting documentation, a sample exercise document is enclosed in the

appendix of this plan, which shall be the format used by Santa Luisa County to document the objectives and outcomes of every exercise.

**Signed Concurrence By Santa Luisa County Departments**

The County Administrative Officer concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant County Administrative Officer.

Signed \_\_\_\_\_  
(County Administrative Officer's Signature)

The County Sheriff Department concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Undersheriff.

Signed \_\_\_\_\_  
(County Sheriff's Signature)

The County Fire Department concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Deputy Fire Chief.

Signed \_\_\_\_\_  
(Fire Chief's Signature)

The County Department of Education concurs with the Santa Luisa Operational Area's Emergency Operations Plan. As needed, revisions will be submitted to the Administration Director.

Signed \_\_\_\_\_  
(Superintendent's Signature)

The County Engineering Department concurs with the Santa Luisa Operational Area's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant Engineering Director.

Signed \_\_\_\_\_  
(Engineering Director's Signature)

The District Attorney's Office concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Chief Deputy District Attorney.

Signed \_\_\_\_\_  
(District Attorney's Signature)

The County Probation Department concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant Probation Officer II.

Signed \_\_\_\_\_  
(Chief Probation Officer's Signature)

The County Recorder's Officer concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Administrative Assistant Senior.

Signed \_\_\_\_\_  
(County Recorder's Signature)

The County Health Department concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant Health Officer II.

Signed \_\_\_\_\_  
(County Health Officer's Signature)

The Department of Social Services concurs with Santa Luisa County's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant Director of Social Services.

Signed \_\_\_\_\_  
(Social Services Director's Signature)



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**Volume 3**  
**Model County Plan**

**Part 2**

*Initial Response Operations*

**Gray Davis**  
**Governor**

January 1999

**Dallas Jones**  
**Director**

**January 1999**

# MODEL COUNTY EMERGENCY OPERATIONS PLAN

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## **Part Two**

### **Initial Response Operations**

#### **CONCEPT OF OPERATIONS**

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

#### **ALERTING AND WARNING**

---

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

The Emergency Alert List is centered around the five SEMS functions. The list includes personnel who are part of each SEMS function in the County Emergency Operations Center, as well as other technical employees of the County.

The County Sheriff and Fire Departments have the primary responsibility in alerting and warning the public, with assistance from the Public Information Officer and Team, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System, special broadcasts, or simply driving up and down the streets using the public address system.

#### **Emergency Alert List**

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The Emergency Alert List is to be activated and implemented when an emergency or disaster affects the County of Santa Luisa and poses a major threat to life, property, and/or the environment. The list will only be implemented when directed by a County employee who has been given authority to activate the Emergency Alert List.

### **Activation Authority**

The Santa Luisa County Director of Emergency Services, the Deputy Director of Emergency Services, or the Incident Commander may activate the Emergency Alert List when a disaster occurs or threatens to occur in the County of Santa Luisa.

# SANTA LUIS A OPERATIONAL AREA EMERGENCY ALERT LIST

## Management Section

No Ans.	Ans. Mach.	Noti- fied	En Rte.	ETA	Title/EOC Function	Name	Work Ext.	Home Phone	Cell. Phone	Pager
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	County Admin. Officer/Director of Emergency Services	Mr. Green	3-900	(804) 815-6952	(804) 414-9801	632- 1145

Confirm with Emergency Services Director that he will make notifications to Board of Supervisors

**Supervisor Violet**  
 (804) 812-3459 Home  
 (804) 334-5733 Work  
 (804) 654-0933 Cellular Phone

**Supervisor Brown**  
 (804) 813-3865 Home  
 (804) 334-5730 Work  
 (804) 654-0930 Cellular Phone

**Supervisor Green**  
 (804) 812-0034 Home  
 (804) 334-5735 Work  
 (804) 654-0935 Cellular Phone

**Supervisor White**  
 (804) 815-0029 Home  
 (804) 334-5732 Work  
 (804) 654-0932 Cellular Phone

**Supervisor Purple**  
 (804) 812-0054 Home  
 (804) 334-5734 Work  
 (804) 654-0934 Cellular Phone

Notes Regarding Response:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Asst. County Admin. Officer / Deputy Director of Emergency Svs.	Mrs. Yellow	3-800	(804) 812-1254	(804) 414-9803	632- 1132
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	County Fire Chief / Operations Section Chief	Mr. Red	3-700	(804) 812-7845	(804) 414-9804	632- 1141
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	County Planning Director / Planning / Intel. Section Chief	Mr. Blue	3-500	(804) 813-1298	(804) 414-9805	632- 1140
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	County Social Services Director / Logistics Section Chief	Ms. Rose	3-300	(804) 812-3006	(804) 414-9810	632- 1139
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	County Finance Director / Finance / Admin. Section Chief	Mr. Lemon	3-810	(804) 815-3145	(804) 414-9814	632- 1146
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	County Emerg. Services Coord./ EOC Manager	Ms. Orange	3-000	(804) 815-1234	(804) 414-9813	632- 1143
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Deputy Sheriff / Public Info. Officer	Mr. Magenta	3-610	(804) 813-4628	(804) 414-9808	632- 1144

## **IMPLEMENTATION**

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Once activation is requested and properly authorized, the Emergency Alert List will be implemented by the Santa Luisa County Central Dispatch personnel. Notifications and alerts begin with the Director of Emergency Services (County Administrative Officer). If the Director cannot be reached, his successor(s) will be contacted until someone is reached to assume the Director of Emergency Services' role.

The dispatcher will provide the Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the Director of Emergency Services will determine what parts of the Emergency Alert List will be implemented, including what sections of the Santa Luisa County Emergency Operations Center will be alerted and requested to respond.

Additionally, the dispatchers will confirm whether or not the Director of Emergency Services will personally contact and inform the Santa Luisa County Board of Supervisors of the situation in the County. The Director may request that the dispatchers notify the County Board of Supervisors.

The Santa Luisa County Emergency Alert List consists of the following parts:

- Management Section;
- Operations Section;
- Planning/Intelligence Section;
- Finance/Administration Section; and
- Logistics Section.

Additionally, the Santa Luisa County Office of Emergency Services must maintain and keep current the Emergency Alert List. The County Office of Emergency Services must also ensure that Central Dispatch, the Emergency Services Director, and the Deputy Emergency Services Director have current copies of the Emergency Alert List.

## **INCIDENT COMMAND SYSTEM (ICS)**

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### **Introduction**

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The Incident Command System (ICS) is used to manage an emergency incident. It can be used for both small and large incidents. The system has considerable internal flexibility. ICS can expand or contract to meet different needs of the incident.

For some incidents, and in some applications, only a few of the organizational functional elements may be required. Conversely, if there is a

need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. This makes it a very cost-effective and efficient management system.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

Every incident or event has certain major management activities or actions that must be performed. Even if the incident is very small and only one or two people are involved, these activities will still apply to some degree.

The organization of ICS is based on five major management functions:

- Command;
- Operations;
- Planning/Intelligence;
- Logistics; and
- Finance/ Administration.

These five management functions are the foundation upon which the ICS organization develops. They apply to handling a routine emergency, organizing for a major incident, or managing a major response to a disaster.

On small incidents, these major activities may all be managed by one person, the Incident Commander (IC). Large incidents usually require that these activities be set up as separate "sections" within the organization. Each of these sections may be further divided into branches, units and groups, as needed.

Command staff consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer, and the Liaison Officer. General Staff includes the Section Chiefs from each Section.

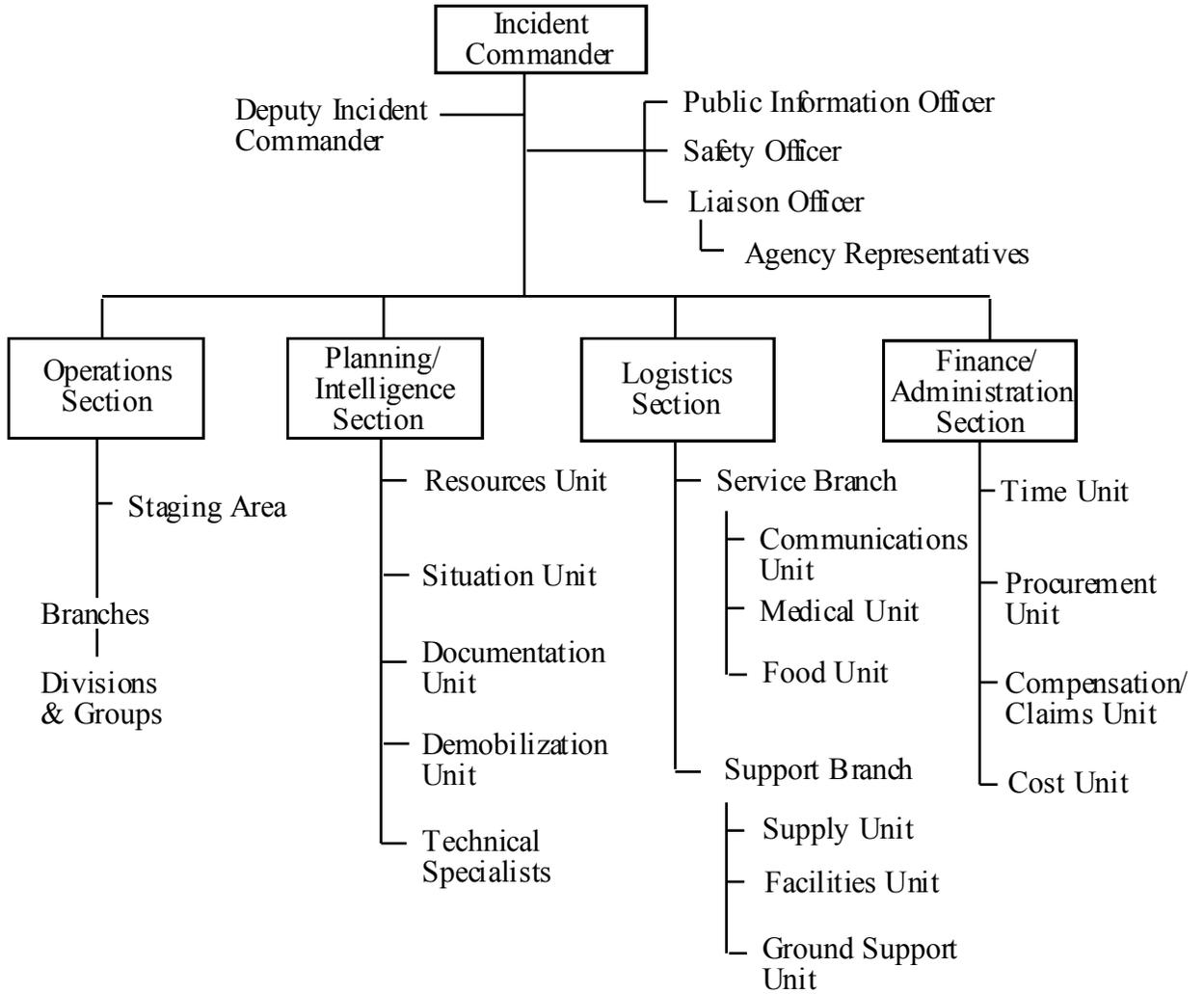
### **Modular Organization Of ICS**

The modularity and flexibility for application of ICS at the Field Response Level allows it to rapidly adjust and build the organization for the function it is to perform. Aside from the Incident Commander, there is no required structure or order in which positions are filled. The ICS organization can be as small as one person, or large enough to handle thousands of emergency responders.

Incidents usually start with a few resources and expand the organization from the bottom up, as necessary. It is not necessary to implement levels of the ICS organization unless they are required.

An important aspect of the modularity in ICS at the Field Response Level is that there is nothing to prohibit the Incident Commander from activating one or more Units in various Sections without first activating the Section organizational element. However, it is important to maintain the ICS principle of span-of-control, one supervisor to five staff members. A typical ICS organization for the Field Response Level is depicted on **page 66**.

# Incident Command System Organizational Chart



## **Unified Command**

The Unified Command concept will be used at all multi-agency incidents within Santa Luisa County. Unified Command is a procedure which allows all agencies with geographical or functional responsibility to establish together a common set of incident objectives and strategies, and a single Incident Action Plan. In some specific instances such as oil spills, military aircraft incidents and large regional floods, the Incident Commander may be from a state or federal agency. With those possible exceptions, state and federal agencies with a field response function would be represented in the Unified Command.

Under Unified Command, a single Operations Chief will have the responsibility for implementing and managing the operations portion of the Incident Action Plan.

### *Coordinated Multi-Agency Response*

The use of Unified Command ensures a coordinated multi-agency response. Unified Command procedures assure that agencies retain individual responsibility, authority, and accountability. Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need. The primary features of a Unified Command incident organization include:

- a single integrated incident organization;
- co-located and shared facilities;
- a single planning process and Incident Action Plan;
- shared planning, logistical, and finance/administration operations; and
- a coordinated process for resource ordering.

### *Advantage*

Additionally, there are several advantages to using Unified Command during multi-agency or multi-jurisdictional incidents. These advantages include:

- a single set of objectives are developed for the entire incident period;
- a collective approach is made in developing strategies to achieve incident objectives and goals;
- information flow and coordination is improved between all jurisdictions and agencies involved in the incident;
- no agency's authority or legal requirements will be compromised or neglected;
- each agency is fully aware of the plans, actions, and constraints of all other agencies; and
- the combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.

## **Incident Action Plans**

The Incident Action Plan is the plan developed at the field response level which contains objectives reflecting the overall incident strategy, specific tactical actions, and supporting information for the next operational period.

It is important that all incidents have some form of an Incident Action Plan. The plan is developed around a specified duration of time called an operational period, and will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives.

The plan may be oral or written. Small incidents with only a few assigned resources may have a very simple plan which may not be written. Small incidents do not require elaborate Incident Action Plans. Most simple, short-term, and single agency incidents do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the action plan should be written.

Incident Action Plans will vary in content and form depending upon the kind and size of the incident. ICS provides for the use of a systematic planning process, and provides forms and formats for developing the Incident Action Plan. The general guideline for use of a written versus a verbal action plan is when:

- two or more jurisdictions are involved;
- a number of organizational elements have been activated;
- the incident continues into another planning or operational period; and
- it is required by agency policy.

For multi-agency incidents being run under a Unified Command, the Incident Action Plans should be written. This provides all agencies with a clear set of objectives, actions, and assignments. It also provides the organizational structure and the communications plan required to manage the incident effectively under Unified Command.

There is no single format which will fit all situations. Several ICS forms are appropriate for use in Incident Action Plans. Incident Action Plans have four main elements that should be included:

- **Statement of Objectives** - Statement of what is expected to be achieved. Objectives must be measurable.
- **Organization** - Describes what elements of the ICS organization will be in place for the next Operational Period.
- **Tactics and Assignments** - Describes tactics and control operations, including what resources will be assigned. Resource assignments are often done by Division or Group.

- **Supporting Material** - Examples could include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

## Position Descriptions And Responsibilities

### Command

#### *Incident Commander*

The Incident Commander (IC) is the individual on-scene who is in charge of the incident, providing the overall management of the incident. In some instances such as a flood, or military aircraft accident, or oil spill, the IC may not be a local agency, but a state or federal agency. The IC may have a

Deputy IC, who may be from the same agency or from an assisting agency.

Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As incidents expand, the IC may delegate authority for the performance of certain activities to others as required. The Incident Commander is charged with the following responsibilities:

- establishing an Incident Command Post;
- assessing the situation;
- determining incident objectives, strategies, and immediate priorities;
- establishing an appropriate ICS organization;
- approving and authorizing the implementation of the Incident Action Plan;
- ensuring that adequate safety measures are in place;
- coordinating activities for all Command and General Staff;
- communicating and coordinating response efforts with the Santa Luisa County EOC, when activated;
- approving requests for additional resources or for the release of resources;
- authorizing the release of public information originating from the Incident Command Post; and
- ordering the demobilization of the incident when appropriate.

#### *Public Information Officer*

The Public Information Officer (PIO) will be the point of contact for the media and other organizations seeking information directly from the incident location. Only one PIO will be assigned for each incident, including multi-agency or multi-jurisdictional incidents. The PIO may have assistants or aides to help with the fulfillment of their responsibilities, as necessary. The responsibilities of the Public Information Officer include:

- determining if IC has placed any limitations on releasing information;

- obtaining validated and current information summaries and/or graphics of the incident;
- obtaining the Incident Commander's approval for all information releases;
- developing materials for use in media briefings;
- providing media with time and location of briefings;
- conducting media briefings;
- arranging for interviews and tours that may be required or requested;
- obtaining media information that may be useful to incident planning; and
- maintaining a PIO log.

*Safety Officer*

The Safety Officer's function is to monitor incident operations and to develop protective measures for assuring personnel safety. The Safety Officer assesses and anticipates hazardous and unsafe conditions. The Safety Officer has the authority to stop and prevent unsafe incident activities. Only one Safety Officer will be assigned for each incident. Safety assistants may help the Safety Officer, as necessary. Other responsibilities of the Safety Officer include:

- identifying of hazardous situations associated with the incident;
- reviewing the Incident Action Plan for safety implications;
- investigating accidents that have occurred within the incident area;
- assigning assistants or aides as necessary;
- reviewing and approving the medical plan; and
- maintaining a Safety Officer log.

*Liaison Officer*

Incidents that have a multi-agency or multi-jurisdictional response may require the establishment of a Liaison Officer. The Liaison Officer ensures any agency representatives are informed and involved in the incident response. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. The responsibilities and duties of the Liaison Officer include:

- acting as the primary contact point for Agency Representatives;
- maintaining a list of assisting agencies and representatives;
- assisting in establishing and coordinating inter-agency contacts;
- ensuring that all agency or jurisdictional resources are checked-in at the incident;
- keeping all agencies informed on the incident status;
- monitoring incident operations to identify current or potential inter-organizational problems; and
- maintaining log of all Liaison Officer activities.

*Agency Representatives*

In many multi-agency or multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An

Agency Representative is an individual assigned to an incident who has the authority to make decisions on matters affecting that agency's or jurisdiction's participation at the incident. Agency Representatives report directly to the Liaison Officer or the Incident Commander in the absence of a Liaison Officer. Responsibilities and duties of the Agency Representative include:

- obtaining briefing from Liaison Officer or Incident Commander;
- ensuring that all agency resources are properly checked-in at the incident;
- informing agency personnel on-scene that the Agency Representative position for the agency has been filled;
- cooperating fully with the Command Staff regarding agency involvement at the incident;
- ensuring the well-being of agency personnel and resources assigned to the incident;
- advising the Liaison Officer of any special agency needs or requirements;
- on a continuous basis, reporting to home agency dispatch or EOC;
- ensuring that all agency personnel and equipment are properly accounted for and officially released prior to their departure; and
- ensuring that all required agency forms, reports, and documents are completed prior to departure.

### **Operations Section**

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#### *Operations Section Chief*

The Operations Section Chief is part of the General Staff and has overall management responsibility of all activities within the Operations Section. The Operations Section Chief will develop the Section to accomplish the incident objectives. Responsibilities and duties of the Operations Section Chief include:

- managing tactical operations at the incident;
- assisting in the development of the Operations portion of the Incident Action Plan;
- supervising the execution of the operational portion of the Incident Action Plan;
- maintaining close contact with subordinate operations positions;
- ensuring safe tactical operations;
- requesting additional resources to support tactical operations;
- approving the release of resources from assigned status;
- making or approving expedient changes to the Incident Action Plan during the operational period, as necessary;
- maintaining close communication with the Incident Commander; and
- ensuring that a Section log is maintained.

*Operations Branch  
Director*

Branch Directors supervise the activities of their respective branches. Branches may be functional or geographic. There are generally three reasons to use Branches in an incident: span-of-control, need for a functional branch structure, and for multi-jurisdictional incidents. If the number of Divisions or Groups exceeds the recommended span of control, then a Branch is necessary.

Some incidents have multiple disciplines involved, e.g., police, fire, medical, and public works, that may create the need to set up incident operations around a functional branch structure. In some incidents, it may be better to organize the incident around jurisdictional lines, organizing operations into separate Branches for each agency involved.

Responsibilities and duties of the Operations Branch Directors include:

- interacting with the Operations Section Chief and other Branch Directors to develop tactics to implement the Incident Action Plan;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting the status to Operations Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- maintaining a Branch log.

*Division/Group  
Supervisors*

Division/Group Supervisors supervise the activities of their respective Division or Group. Divisions describe some geographical area related to incident operations. Groups are established to describe functional areas of operations. Divisions and Groups can be used together on an incident and are at the same level in the ICS organization. Division and Group Supervisors report to a Branch Director or the Incident Commander if Branches are not utilized. The responsibilities and duties of a Division/Group Supervisor include:

- assigning specific tasks to Division/Group personnel;
- providing resource status changes of assigned Division/Group resources to the Planning/Intelligence Section;
- coordinating Division/Group activities with other Divisions/Groups;
- monitoring and inspecting Division/Group tasks, making any necessary changes;
- keeping Branch Director or IC informed of the situation and resource status;
- resolving tactical assignment and logistical problems within the Division/Group;
- informing Branch Director or IC of hazardous situations and significant events;
- ensuring that assigned personnel and equipment get to and from their assignments in a timely and orderly manner; and

- maintaining a Division/Group log.

*Staging Area Supervisor*

The Staging Area Supervisor manages operations at the designated incident staging area. The Staging Area Supervisor reports to the Operations Section Chief or Incident Commander if the Operations Section Chief position has not been filled. The responsibilities and duties of the Staging Area Supervisor include:

- establishing layout of staging area;
- posting areas for identification and traffic control;
- providing check-in for incoming resources;
- determining required resource reserve levels from the Operations Section Chief;
- advise the Operations Section Chief or Incident Commander when reserve levels reach established minimums;
- maintaining and providing status of all resources in staging area to Planning/Intelligence Section;
- responding to requests for resources;
- requesting logistical support for personnel and/or equipment;
- demobilizing or moving staging area as required; and
- maintaining a staging area log.

### **Planning / Intelligence Section**

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*Planning/Intelligence  
Section Chief*

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use at the incident. The Section is managed by the Planning/Intelligence Section Chief. The responsibilities and duties of the Planning/Intelligence Section Chief include:

- collecting and processing incident information;
- supervising the preparation of the Incident Action Plan;
- supervising and directing Unit leaders;
- reassigning out-of-service personnel already on-site to appropriate ICS positions;
- establishing information requirements and reporting schedules for Planning/Intelligence Section units;
- determining need for any specialized resources in support of the incident;
- establishing special information collection activities as necessary or requested;
- assembling information on alternative strategies;
- providing periodic predictions on incident potential or future growth;
- reporting any significant changes in incident status;
- compiling and displaying incident status information;
- overseeing preparation and implementation of incident demobilization plan; and

- ensuring that a Planning/Intelligence Section log is maintained.

#### *Resources Unit*

This unit is responsible for maintaining the status of all assigned resources at the incident by overseeing the check-in of all resources, maintaining a status-keeping system that indicates current location and status of all resources, and maintaining a master list of all resources. The Resources Unit is supervised by a Unit Leader. The responsibilities and duties of the Resources Unit Leader include:

- coordinating check-in function with Staging Area Supervisor;
- preparing and maintaining a display that includes resource availability and assignment;
- confirming dispatch and estimated time of arrival of incoming resources;
- supervising and assigning specific duties to personnel assigned to the Resources Unit;
- maintaining a master roster of all resources checked-in at the incident; and
- maintaining a Resources Unit log.

#### *Situation Unit*

The collection, processing, and organizing of all incident information takes place within the Situation Unit. The Situation Unit prepares incident maps, incident intelligence, and future projections of incident growth, as required. The Situation Unit is supervised by a Unit Leader. Responsibilities and duties of the Situation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Situation Unit;
- collecting and analyzing incident information;
- preparing, posting, and disseminating situation status information;
- preparing periodic predictions or as requested;
- preparing the Incident Status Summary Form (ICS Form 209);
- providing photographic services and maps as required; and
- maintaining a Situation Unit log.

#### *Documentation Unit*

The Documentation Unit is responsible for the maintenance of accurate and up-to-date incident files. All incident files will be stored for legal, analytical, and historical purposes. A duplication service will also be provided by the Documentation Unit. The Documentation Unit is supervised by a Unit Leader. The responsibilities and duties of the Documentation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Documentation Unit;
- organizing and maintaining accurate incident files;
- establishing and providing duplication services as necessary;
- filing of all official forms and reports;

- reviewing records for accuracy and completeness;
- providing incident documentation as requested;
- storing files for post-incident use; and
- maintaining a Documentation Unit log.

*Demobilization Unit*

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. The Demobilization Unit is supervised by a Unit Leader. The responsibilities and duties of the Demobilization Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Demobilization Unit;
- reviewing incident resource records to determine the likely size and extent of the demobilization effort;
- coordinating demobilization with Agency Representatives;
- developing a incident check-out process for all units;
- evaluating logistics and transportation capabilities to support demobilization;
- developing an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures;
- preparing appropriate materials for inclusion in the demobilization plan;
- distributing the Incident Demobilization Plan;
- ensuring that all Sections understand their specific demobilization responsibilities;
- supervising execution of the Incident Demobilization Plan;
- briefing the Planning/Intelligence Section Chief on the demobilization progress; and
- maintaining a Demobilization Unit log.

*Technical Specialists*

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge or expertise. Technical Specialists may function within the Planning/Intelligence Section or be assigned wherever their services are required. In the Planning/Intelligence Section, Technical Specialists may report to the Planning/Intelligence Section Chief or a designated Unit Leader.

**Logistics Section**

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*Logistics Section Chief*

All incident support needs are provided by the Logistics Section, with the exception of air support. Based on the size, complexity of support, and the expected duration of the incident, the Logistics Section is divided into two distinct Branches: Service and Support. The Logistics Section is managed by the Logistics Section Chief. The responsibilities and duties of the Logistics Section Chief include:

- managing all incident logistical needs;

- establishing the Logistics Section organization, based on the needs of the incident;
- supervising and directing Unit leaders;
- providing logistical input to the IC in preparing the Incident Action Plan;
- identifying anticipated and known incident service and support requirements;
- requesting additional resources as needed;
- authorizing and supervising requests for additional resources; and
- ensuring that a Logistics Section log is maintained.

*Service Branch Director*

The Service Branch Director supervises the activities of the Logistics Service Branch. The Service Branch includes three Units: Communications, Medical, and Food. The responsibilities and duties of the Service Branch Director include:

- interacting with the Logistics Section Chief to provide service in support of the incident;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Service Branch log is maintained.

*Communications Unit*

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center, and the distribution and maintenance of communications equipment. The Communications Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing information on communications capabilities and limitations;
- preparing and implementing the Incident Radio Communications Plan (ICS Form 205);
- establishing and supervising the Incident Communications Center and Message Center;
- establishing telephone, computer links, and public address systems;
- establishing communications equipment distribution and maintenance locations;
- installing and testing all communications equipment;
- overseeing distribution, maintenance, and recovery of communications equipment;
- developing and activating an equipment accountability system;

- providing technical advise on system adequacy and potential equipment problems; and
- maintaining a Communications Unit log.

*Medical Unit*

The Medical Unit will develop an Incident Medical Plan and procedures for managing medical emergencies. The Unit will provide medical aid for emergency responders and assist the Finance/Administration Section with processing injury-related claims. The Medical Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the level of emergency medical activities;
- acquiring and managing medical support personnel;
- preparing the Incident Medical Plan (ICS Form 206);
- establishing procedures for handling injuries sustained by emergency responders;
- responding to requests for medical aid, medical transportation, and medical supplies;
- assisting the Finance/Administration Section with the processing of forms related to injuries or deaths of incident personnel; and
- maintaining a Medical Unit log.

*Food Unit*

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations. The Food Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining food and water requirements;
- determining method of feeding to best fit each facility or situation;
- establishing cooking and feeding facilities;
- obtaining necessary equipment and supplies for cooking facilities;
- ensuring that well-balanced meals are provided;
- ordering sufficient food and potable water from the Supply Unit;
- maintaining an inventory of food and water;
- maintaining food service areas, ensuring that all appropriate health and safety measures are being followed;
- supervising caterers, cooks, and other Food Unit personnel; and
- maintaining a Food Unit log.

*Support Branch Director*

The Support Branch Director supervises the activities of the Logistics Support Branch. The Support Branch includes three Units: Supply, Facilities, and Ground Support. Responsibilities and duties of the Support Branch Director include:

- interacting with the Logistics Section Chief to provide support to the incident;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;

- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Support Branch log is maintained.

*Supply Unit*

The Supply Unit is responsible for ordering, receiving, processing, and storing all incident-related resources. All off-incident resources will be ordered through the Supply Unit, including tactical resources, support resources, and all expendable and non-expendable support supplies. The Supply Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing supplies to each of the Sections;
- determining the type and amount of supplies in route;
- ordering, receiving, distributing, and storing supplies and equipment;
- responding to requests for personnel, equipment, and supplies;
- maintaining an inventory of supplies and equipment;
- servicing reusable equipment, as needed; and
- maintaining a Supply Unit log.

*Facilities Unit*

The Facilities Unit is responsible for set up, maintenance, and demobilization of all incident facilities, except the Staging Area. The Facilities Unit will also provide security services to the incident as needed. The Facilities Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the need and requirements for incident facilities;
- preparing layouts of facilities;
- activating incident facilities;
- obtaining and supervising personnel to operate facilities;
- providing security services as needed;
- providing facility maintenance services, e.g., sanitation, lighting, etc.;
- demobilizing incident facilities; and
- maintaining a Facilities Unit log.

*Ground Support Unit*

The Ground Support Unit is responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, except aviation resources. The Ground Support Unit also has the responsibilities for the ground transportation of personnel, supplies, equipment, and the development of the Incident Traffic Plan. The Ground Support Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing support services (fueling, maintenance, and repair) for all mobile equipment and vehicles;
- ordering maintenance and repair supplies (fuel, oil, and spare parts);
- providing support for out-of-service equipment;

- developing the Incident Traffic Plan;
- maintaining an inventory of support and transportation vehicles;
- recording time use for all incident-assigned ground equipment;
- updating the Resources Unit with the location and capability of transportation vehicles;
- maintaining a transportation pool, as necessary;
- maintaining incident roadways, as necessary; and
- maintaining a Ground Support Unit log.

### **Finance / Administration Section**

*Finance/Administration  
Section Chief*

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. Finance/Administration services used at incident may include the monitoring of costs, procuring specialized equipment, contracting with a vendor, or for making cost estimates of alternative strategies. The Finance/Administration Section is managed by the Finance/Administration Section Chief. The responsibilities and duties of the Finance/Administration Chief include:

- managing all financial aspects of an incident;
- providing financial and cost analysis information as requested;
- gathering pertinent information from responsible agencies;
- determining the need to establish and operate an incident commissary;
- ensuring that all personnel time records are accurately completed;
- ensuring that all obligation documents initiated at the incident are properly prepared and completed;
- briefing agency administrative personnel on all incident-related financial issues requiring attention or follow-up; and
- ensuring that a Finance/Administration Section log is maintained.

*Time Unit*

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(ies) time recording policies, and managing established commissary operations. Personnel time records will be collected and processed for each operational period. The Time Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- determining incident requirements for time recording function;
- ensuring that daily personnel time recording documents are prepared and in compliance with agency(ies) policy;
- maintaining separate logs for overtime hours;
- establishing commissary operations as needed;
- submitting cost estimate data forms to Cost Units as required;

- ensuring that all records are current and complete prior to demobilization;
- releasing time reports from assisting agency personnel to their respective Agency Representatives or senior officer prior to demobilization; and
- maintaining a Time Unit log.

*Procurement Unit*

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The Unit is also responsible for maintaining equipment time records. The Procurement Unit identifies local sources for equipment and supplies, manages all equipment and rental agreements, and processes all rental and supply fiscal document billing invoices. The Procurement Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- reviewing incident needs and developing any special procedures for procuring resources;
- preparing and authorizing contracts and land use agreements;
- drafting required memoranda of understanding;
- identifying sources that can provide necessary resources;
- establishing contracts and agreements with supply vendors;
- providing coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident;
- ensuring that a system is in place which meets agency property management requirements;
- interpreting contracts and agreements;
- coordinating with the Compensation/Claims Unit for processing claims;
- coordinating the use of impress funds, as required;
- completing final processing of contracts and sending documents for payment;
- coordinating cost data in contracts with the Cost Unit Leader; and
- maintaining a Procurement Unit log.

*Compensation/Claims Unit*

The Compensation/Claims Unit handles any compensation-for-injury claims related to the incident. This Unit oversees the completion of all forms required by workers' compensation. A file of injuries and illnesses associated with the incident will be maintained and all witness statements will be obtained in writing. Close coordination with the Medial Unit is essential. Additionally, the Compensation/Claims Unit investigates all claims involving property associated with or involved in the incident. The Compensation/Claims Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- establishing communications with the incident Safety Officer, Liaison Officer, and Medical Unit Leader;
- reviewing Incident Medical Plan;

- reviewing procedures for handling claims with the Procurement Unit Leader;
- ensuring that all Unit forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization; and
- maintaining a Compensation/Claims Unit log.

*Cost Unit*

The Cost Unit provides all incident cost analysis. The Unit ensures proper identification of all equipment and personnel requiring payment, the recording of all cost data, analyzes and prepares estimates of incident costs, and maintains accurate records of incident costs. The Cost Unit is managed by a Unit leader. Responsibilities and duties of the Unit leader include:

- establishing cost reporting procedures;
- collecting and recording all cost data;
- developing incident cost summaries;
- preparing resources-use cost estimates for the Planning/Intelligence Section;
- making cost-saving recommendations to Finance/Administration Section Chief; and
- maintaining a Cost Unit log.

## **FIELD RESPONSE**

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### **Introduction**

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

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

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

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

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

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

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. The Santa Luisa Telephone Company, Southern California Gas, Southern California Edison (electric), the Santa

Luisa Water Company, American Red Cross, the Salvation Army, and other private and volunteer agencies could be cooperating agencies depending on the type of incident.

### **Coordination With Santa Luisa County EOC**

The Santa Luisa field response organization has a direct communications and reporting relationship with the Santa Luisa County Emergency Operations Center (EOC). When the EOC is activated, the Incident Commander will coordinate directly with the EOC's Operations Section Chief, if the position has been established, or the EOC Director.

The Santa Luisa Central Dispatch Center will function in an intermediate role between the Incident Commander and the EOC's Operations Section Chief. Central Dispatch will have no command authority over field operations. It is a communications conduit. The Santa Luisa County EOC may give policy direction directly to the Incident Commander.

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

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

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

### **About Field Response Checklists**

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.
- The checklists for each agency are designed to flow from increased readiness actions to general response actions for all incidents, and finally

to actions taken in direct response to the specific hazards facing the County of Santa Luisa.

- For each Santa Luisa County agency, the hazard-specific checklists only include those specific hazards for which that agency has a field response responsibility.

## **CENTRAL DISPATCH CHECKLISTS**

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### **Santa Luisa County Central Dispatch Increased Readiness Checklist**

1. \_\_\_\_\_ Upon notification of a potential emergency/disaster, adopt an increased readiness posture:
  - \_\_\_\_\_ Establish and maintain an incident log.
  - \_\_\_\_\_ Review appropriate emergency operations plans, guidelines, and checklists.
  
2. \_\_\_\_\_ Establish contact with Dispatch Supervisor, County OES, and the County PIO.
  
3. \_\_\_\_\_ Consider alerting/recalling off-duty dispatch personnel.
  
4. \_\_\_\_\_ Establish an emergency work schedule for the Central Dispatch.
  
5. \_\_\_\_\_ Log availability and condition of personnel and resources as reports are received from the County departments.
  
6. \_\_\_\_\_ Coordinate requests for emergency public information from the public and media with the County Office of Emergency Services (OES) and the County Public Information Officer (PIO).

**Santa Luisa County Central Dispatch**  
**General Response Checklist**

1. \_\_\_\_\_ Dispatch emergency responders and maintain status on their disposition.
2. \_\_\_\_\_ Obtain status reports promptly.
3. \_\_\_\_\_ Establish a clear line of communications with the Incident Commander.
4. \_\_\_\_\_ Obtain location of Incident Facilities (Command Post(s), Staging Areas, etc.) from the Incident Commander (IC).
5. \_\_\_\_\_ Coordinate the assignment of tactical frequencies with Incident Commander.
6. \_\_\_\_\_ Contact appropriate personnel on Emergency Alert List as directed by the Incident Commander, and key personnel/agencies as directed by the Dispatch Supervisor or County Office of Emergency Services. Provide situation status and/or request their presence on scene or in County EOC.
7. \_\_\_\_\_ Recall off-duty county departmental personnel, as requested.
8. \_\_\_\_\_ Establish communications with dispatch centers from the Operational Area member jurisdictions and determine effects of the event throughout the Operational Area.
9. \_\_\_\_\_ Relay evacuation instructions, as directed by the Incident Commander.
10. \_\_\_\_\_ Coordinate warning and emergency public information with the Incident Commander, County OES, and the County PIO.
11. \_\_\_\_\_ Determine, with County Health Department, the need for Critical Incident Stress Debriefing for the Central Dispatch staff.
12. \_\_\_\_\_ Maintain a log of all incident activities.

**January 1999**

**Santa Luisa County Central Dispatch**  
**Hazardous Materials Checklist**

1. \_\_\_\_\_ Implement "General Response Checklist."
  
2. \_\_\_\_\_ Obtain following information from Incident Commander:
  - \_\_\_\_\_ Exact location of Incident
  - \_\_\_\_\_ Hazardous materials involved
  - \_\_\_\_\_ Quantity of materials
  - \_\_\_\_\_ Potential area(s) threatened
  - \_\_\_\_\_ Areas evacuated and/or Shelter-in-Place operations
  - \_\_\_\_\_ Directions to Command Post
  - \_\_\_\_\_ Property Owner/Responsible Party
  
3. \_\_\_\_\_ Provide responding emergency response agencies with directions to Incident Command Post (ICP) and other incident facilities.
  
4. \_\_\_\_\_ As directed by the Incident Commander, make the appropriate spill notifications:
  - \_\_\_\_\_ State OES Warning Center
  - \_\_\_\_\_ National Response Center

**Santa Luisa County Central Dispatch**  
**Earthquakes Checklist**

1. \_\_\_\_\_ Check for injured personnel in Dispatch Center and provide first aid.
2. \_\_\_\_\_ Internal status (damage assessment and availability of resources):  
\_\_\_\_\_ Facility  
\_\_\_\_\_ Communications Equipment  
\_\_\_\_\_ Other equipment
3. \_\_\_\_\_ Establish specific functional positions:  
\_\_\_\_\_ Communications/Dispatch  
\_\_\_\_\_ Rumor control  
\_\_\_\_\_ Situation Status
4. \_\_\_\_\_ Implement "General Response Checklist."
5. \_\_\_\_\_ Draft on-duty personnel to assist in Dispatch Center.
6. \_\_\_\_\_ Poll Field Units and determine status and availability.
7. \_\_\_\_\_ Establish communications with Operational Area member jurisdictions' dispatch centers.
8. \_\_\_\_\_ Monitor and document situation status:  
\_\_\_\_\_ Damage assessments  
\_\_\_\_\_ Utility system status  
\_\_\_\_\_ Resource availability
9. \_\_\_\_\_ Coordinate warning and emergency public information with County OES and the County PIO.
10. \_\_\_\_\_ Utilize the Emergency Alert List to notify key personnel and activate the County EOC, as directed by the Incident Commander or Emergency Services Director.
11. \_\_\_\_\_ When County EOC is activated, provide complete and up-to-date situation status.
12. \_\_\_\_\_ Contact communications personnel for maintenance and service of communications equipment.
13. \_\_\_\_\_ Contact maintenance personnel to maintain and service the emergency generator.

## **FIRE DEPARTMENT CHECKLISTS**

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### **Santa Luisa County Fire Department Increased Readiness Checklist**

1. \_\_\_\_\_ Upon notification of potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.
  
2. \_\_\_\_\_ Consider alerting/recalling off-duty personnel.
  
3. \_\_\_\_\_ Assess the availability and condition of resources.  
\_\_\_\_\_ Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.
  
4. \_\_\_\_\_ Anticipate department logistical needs (i.e., feeding and lodging requirements, potential resupply needs, etc.).
  
5. \_\_\_\_\_ Anticipate specialized equipment needs (i.e., medical supplies, rescue equipment, fire fighting materials, and equipment, etc.).
  
6. \_\_\_\_\_ Provide status report to County OES and Central Dispatch.
  
7. \_\_\_\_\_ Stage equipment in strategic locations, as deemed necessary.
  
8. \_\_\_\_\_ Coordinate emergency public information with County OES and the County Public Information Officer.

# **Santa Luisa County Fire Department Transportation Emergencies Checklist**

## **All Transportation Emergencies**

1. \_\_\_\_\_ Assume Incident Command\* and provide Central Dispatch with the Incident Commander's name. Establish a Unified Command for all multi-agency responses.  
*\* Except during major vehicle accidents when the law enforcement agency with jurisdiction assumes the Incident Commander function. However, the law enforcement agency may hand over the Incident Command function to the County Fire Department if the emergency response to the accident involves actions usually handled by the fire services.*
2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
3. \_\_\_\_\_ Establish an Incident Command Post (ICP).
4. \_\_\_\_\_ Request additional resources and establish Staging Area, as required.
5. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform about the incident.
6. \_\_\_\_\_ Ensure the safety of all personnel involved with the incident.
7. \_\_\_\_\_ Coordinate with County Sheriff's Department to isolate and deny entry to accident site.
8. \_\_\_\_\_ Provide periodic status reports to Central Dispatch and the County information regarding response activities, injuries, and sustained damage.
9. \_\_\_\_\_ Forward all incident documentation, including report, to OES for the preparation of the after-action report.

## **Train Accident**

1. \_\_\_\_\_ Through the Central Dispatch make the following notifications and/or request response to incident:  
\_\_\_\_\_ Operational Area Fire & Rescue Mutual Aid Coordinator  
\_\_\_\_\_ County Public Information Officer  
\_\_\_\_\_ Pacific Delivery and Trans-Western Railroad

2. \_\_\_\_\_ Locate any relevant paperwork relating to car placement and cargo (i.e., manifest, bill of lading, consist, shipping papers, etc.).
3. \_\_\_\_\_ Request Central Dispatch to recall off-duty fire department personnel.
4. \_\_\_\_\_ Coordinate emergency public information with County OES, the County Public Information Officer, and representatives from the Pacific Delivery and Trans-Western Railroad, if on site.

**Major Vehicle Accident**

1. \_\_\_\_\_ Through the Central Dispatch, make the following notifications and/or request response to incident:
  - \_\_\_\_\_ Operational Area Fire & Rescue Mutual Aid Coordinator
  - \_\_\_\_\_ County Public Information Officer
  - \_\_\_\_\_ California Highway Patrol (CHP), if on a highway
  - \_\_\_\_\_ Trucking Company, if known and applicable
2. \_\_\_\_\_ Participate in the Unified Command, under the authority of the Sheriff's Department or other law enforcement agencies with Incident Command authority for highway incidents.
3. \_\_\_\_\_ Assist the law enforcement agencies in locating any relevant paperwork relating to cargo (manifest, shipping papers, etc.).
4. \_\_\_\_\_ Coordinate emergency public information with County OES, the County Public Information Officer and the California Highway Patrol, if designated as the Incident Commander.

**Aircraft Accident**

*Civilian*

1. \_\_\_\_\_ Through the Dispatch Center, make the following notifications and/or request response to incident:
  - \_\_\_\_\_ Federal Aviation Administration
  - \_\_\_\_\_ Operational Area Fire & Rescue Mutual Aid Coordinator
  - \_\_\_\_\_ County Public Information Officer
  - \_\_\_\_\_ Hospitals (indicate the applicable hospitals)
  - \_\_\_\_\_ Involved Airline Carrier
  - \_\_\_\_\_ Ambulance Companies

2. \_\_\_\_\_ Coordinate emergency public information with County OES, the County Public Information Officer and the Federal Aviation Administration.
3. \_\_\_\_\_ Assist the County Sheriff's Department with evacuating affected areas and identifying safe evacuation routes to be used.
4. \_\_\_\_\_ Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Santa Luisa Chapter of the American Red Cross regarding the activation of a shelter.)
5. \_\_\_\_\_ Ensure that rescue operations are established, including triage operations.
6. \_\_\_\_\_ Assist the County Sheriff's Department with establishing a temporary morgue site.
7. \_\_\_\_\_ Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

*Military*

1. \_\_\_\_\_ Due to the unknown cargo, establish a 2000 foot safety zone around the aircraft.
2. \_\_\_\_\_ Provide Central Dispatch with the following information regarding the military aircraft:
  - \_\_\_\_\_ Time of accident
  - \_\_\_\_\_ Exact location of accident
  - \_\_\_\_\_ Whether or not parachutes were sighted
  - \_\_\_\_\_ Whether or not aircraft was on fire
  - \_\_\_\_\_ Damage to private property, if known
  - \_\_\_\_\_ Extent of civilian injuries/deaths
  - \_\_\_\_\_ Identification number on tail of military aircraft
  - \_\_\_\_\_ Established Incident Command Post location
3. \_\_\_\_\_ Through the Central Dispatch, make the following notifications and/or request response to incident:
  - \_\_\_\_\_ El Dorado Air Force Base (Instruct Central Dispatch to provide the information as indicated above, which is on their Aircraft Accident [Military] Checklist)
  - \_\_\_\_\_ Operational Area Fire & Rescue Mutual Aid Coordinator
  - \_\_\_\_\_ County Public Information Officer
  - \_\_\_\_\_ Hospitals (indicate the applicable hospitals)
  - \_\_\_\_\_ Ambulance Companies

4. \_\_\_\_\_ Unless the Air Force determines the site to be a National Security situation, Santa Luisa County Fire Department personnel will represent the County under a Unified Command structure. County Fire will assist with the mitigation of the incident.
5. \_\_\_\_\_ Refer all emergency public information relating to the accident to the El Dorado Air Force Base's Military Information Officer, if on site, or to the Office of Information at El Dorado Air Force Base.
6. \_\_\_\_\_ If the aircraft is on fire, all actions should be taken with extreme caution.
7. \_\_\_\_\_ Search crash site for survivors (outside 2000 foot safety zone).
8. \_\_\_\_\_ Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

**Santa Luisa County Fire Department**  
**Nuclear Power Plant Emergencies Checklist**

**\*\*\* See the El Dorado Nuclear Power Plant Emergency Response Plan \*\*\***

**Santa Luisa County Fire Department**  
**Dam Failure Checklist**

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

14. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

## Santa Luisa County Fire Department

### Hazardous Materials Checklist

(Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!)

1. \_\_\_\_\_ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
3. \_\_\_\_\_ Establish an Incident Command Post (ICP), providing directions for incoming units.
4. \_\_\_\_\_ Establish hazardous materials zones: Safe Zone, Decontamination Zone, and Hot Zone, at a minimum.
5. \_\_\_\_\_ Ensure the safety of all personnel involved with the incident, including the proper selection of personnel protective clothing.
6. \_\_\_\_\_ Coordinate with the County Sheriff's Department to isolate and deny entry to incident.
7. \_\_\_\_\_ Identify the hazardous material(s) involved.
8. \_\_\_\_\_ Provide medical care to injured persons and, if transporting the injured persons to local hospitals, ensure that proper decontamination is performed prior to transport.
9. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
10. \_\_\_\_\_ Ensure that the following individuals are notified and responding to incident:  
\_\_\_\_\_ Hazardous Materials Specialists

\_\_\_\_\_  
\_\_\_\_\_  
County Health Officer  
Operational Area Fire & Rescue Mutual Aid Coordinator

11. \_\_\_\_\_ Request additional resources and establish Staging Area, as required.
12. \_\_\_\_\_ Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the County Sheriff's Department with evacuating affected areas and in the identification of safe evacuation routes to be used.
13. \_\_\_\_\_ Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the Santa Luisa Chapter of the American Red Cross regarding the activation of a shelter.)
14. \_\_\_\_\_ Coordinate emergency public information with the County OES and the County PIO.
15. \_\_\_\_\_ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

**Santa Luisa County Fire Department**  
**Earthquakes Checklist**

1. \_\_\_\_\_ After the initial shaking subsides, move all vehicles out of apparatus bays.
  
2. \_\_\_\_\_ Conduct an internal damage assessment:
  - \_\_\_\_\_ Check safety of fire personnel, providing first aid as necessary
  - \_\_\_\_\_ Check structural integrity of fire station
  - \_\_\_\_\_ Test communications (radios, telephones, etc.)
  - \_\_\_\_\_ Check utility systems
  - \_\_\_\_\_ Check availability of fuel
  
3. \_\_\_\_\_ Establish communications with Central Dispatch and provide initial status report:
  - \_\_\_\_\_ Personnel available
  - \_\_\_\_\_ Apparatus, equipment, and fuel availability
  
4. \_\_\_\_\_ Through Central Dispatch, request the presence of the following individuals at the Incident Command Post:
  - \_\_\_\_\_ Operational Area Fire & Rescue Mutual Aid Coordinator
  - \_\_\_\_\_ Hazardous Materials Specialists
  - \_\_\_\_\_ County Health Officer
  
5. \_\_\_\_\_ Establish communications and coordination efforts with other County and Operational Area emergency response agencies, utilizing ICS.
  
6. \_\_\_\_\_ Conduct a windshield survey of assigned critical facilities, including but not limited to the following:
  - \_\_\_\_\_ Essential service buildings (government and utility facilities)
  - \_\_\_\_\_ Santa Luisa School District facilities
  - \_\_\_\_\_ Memorial and County hospitals
  - \_\_\_\_\_ Utility facilities throughout County
  - \_\_\_\_\_ Santa Luisa Dam

**Consider the following when conducting your "Windshield Survey"**

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

7. \_\_\_\_\_ Provide "Windshield Survey" report to Central Dispatch.
  
8. \_\_\_\_\_ In coordination with other emergency response agencies, initiate responses to the most severe incidents, which may include but are not limited to:
  - \_\_\_\_\_ Light and heavy rescue operations
  - \_\_\_\_\_ Fire suppression operations
  - \_\_\_\_\_ Medical aid (triage) operations
  - \_\_\_\_\_ Hazardous Materials operations
  
9. \_\_\_\_\_ Once activated, coordinate all response actions and resource requests with the Operations Section of the County Emergency Operations Center.
  
10. \_\_\_\_\_ Establish staging area(s) to receive incoming resources.
  
11. \_\_\_\_\_ Coordinate all emergency public information through the County EOC.
  
12. \_\_\_\_\_ In coordination with the County EOC, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
  
13. \_\_\_\_\_ On a periodic basis, provide status reports on all incident activities to the Operations Section of the County EOC.

**Santa Luisa County Fire Department**  
**Floods Checklist**

1. \_\_\_\_\_ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
3. \_\_\_\_\_ Establish an Incident Command Post (ICP).
4. \_\_\_\_\_ Request additional resources and establish Staging Area, as required.
5. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
6. \_\_\_\_\_ Ensure the safety of all personnel involved with the incident.
7. \_\_\_\_\_ In coordination with the County Engineering Department, determine the flood stage and related flood inundation area.
8. \_\_\_\_\_ Assist the County Sheriff's Department with evacuating areas within the dam inundation zone and in the identification of safe evacuation routes to be used.
9. \_\_\_\_\_ Coordinate with the County Sheriff's Department to isolate and deny entry to flood inundation area.
10. \_\_\_\_\_ Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the Santa Luisa Chapter of the American Red Cross regarding the activation of a shelter.)
11. \_\_\_\_\_ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
12. \_\_\_\_\_ Ensure that rescue operations are established; include swift water rescues.
13. \_\_\_\_\_ Assist the County Engineering Department in any way possible, including diverting and/or diking flood waters, pumping out flooded critical facilities, clearing drains, and sandbagging operations.

14. \_\_\_\_\_ Coordinate emergency public information with County OES and the County PIO.
15. \_\_\_\_\_ Forward all incident documentation, including report, to OES for the preparation of the after-action report.

**Santa Luisa County Fire Department**  
**Wildland Fires Checklist**

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

11. \_\_\_\_\_ Coordinate with County Sheriff's Department to isolate and deny entry to the wildfire area.
  
12. \_\_\_\_\_ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of wildfire.
  
13. \_\_\_\_\_ Assign Weather Technical Specialists to the Command Staff and request that the Specialists coordinate with the Central Dispatch to monitor weather conditions, including current and forecasted wind conditions.
  
14. \_\_\_\_\_ Through the Hazardous Materials Specialists, determine locations within the current and forecasted fire area that store or contain hazardous materials.
  
15. \_\_\_\_\_ Ensure that support systems are in place to provide firefighting crews with necessary provisions, including but not limited to food and water.
  
16. \_\_\_\_\_ Coordinate emergency public information with County OES and the County PIO.
  
17. \_\_\_\_\_ Forward all incident documentation, including the report, to OES for the preparation of the after-action report.

**Santa Luisa County Fire Department**  
**Landslides Checklist**

1. \_\_\_\_\_ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
3. \_\_\_\_\_ Establish a Incident Command Post (ICP).
4. \_\_\_\_\_ Ensure that the following agencies have been notified and/or on scene:  
\_\_\_\_\_ County Engineering Department  
\_\_\_\_\_ County Sheriff's Department  
\_\_\_\_\_ CALTRANS
5. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
6. \_\_\_\_\_ Ensure the safety of all personnel involved with incident.
7. \_\_\_\_\_ Establish and coordinate search and rescue operations within the landslide area.
8. \_\_\_\_\_ Assist the County Sheriff's Department with evacuating areas within the landslide area and in the identification of safe evacuation routes to be used.
9. \_\_\_\_\_ Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Santa Luisa Chapter of the American Red Cross regarding the activation of a shelter.)
10. \_\_\_\_\_ Coordinate with the County Sheriff's Department to isolate and deny entry to wildfire area.
11. \_\_\_\_\_ Provide periodic status reports to the Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
12. \_\_\_\_\_ Coordinate emergency public information with the County OES and the County PIO.

13. \_\_\_\_\_ Forward all incident documentation, including a report, to OES for the preparation of the after-action report.

## **Santa Luisa County Fire Department**

### **Extreme Weather/Storms Checklist**

1. \_\_\_\_\_ Assume Incident Command & provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
3. \_\_\_\_\_ Establish an Incident Command Post (ICP).
4. \_\_\_\_\_ Assign Weather Technical Specialists to the Command Staff and request that the Specialists coordinate with Central Dispatch to monitor weather conditions, including current and forecasted conditions.
5. \_\_\_\_\_ In coordination with other emergency response agencies responding to the incident, determine the extent of damage from the storm and/or extreme storm situation.
6. \_\_\_\_\_ In coordination with other emergency response agencies, initiate responses to the most severe incidents.
7. \_\_\_\_\_ Ensure the safety of all personnel involved with incident.
8. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
9. \_\_\_\_\_ Provide periodic status reports to the Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of extreme weather/storm.
10. \_\_\_\_\_ Coordinate emergency public information with the County OES and the County PIO.

11. \_\_\_\_\_ Forward all incident documentation, including a report, to OES for the preparation of the after-action report.

**SHERIFF DEPARTMENT CHECKLISTS**

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**Santa Luisa County Sheriff's Department**  
**Increased Readiness Checklist**

1. \_\_\_\_\_ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists, including mutual aid agreements.
  
2. \_\_\_\_\_ Consider alerting and/or recalling off-duty personnel.
  
3. \_\_\_\_\_ Prepare an emergency work schedule and manpower patterns (i.e., two or four Deputies per vehicle).
  
4. \_\_\_\_\_ Assess the availability and condition of resources, including the number of on-duty deputies and vehicle status.
  
5. \_\_\_\_\_ Assess and determine the necessity of specialized equipment and resources, such as riot gear, search dogs, etc.
  
6. \_\_\_\_\_ Provide resource status report to the County OES and to the Central Dispatch.
  
7. \_\_\_\_\_ Stage equipment and personnel in strategic locations, as deemed necessary.
  
8. \_\_\_\_\_ Coordinate emergency public information with the County OES and the County Public Information Officer.

**Santa Luisa County Sheriff's Department**  
**Coroner Operations Checklist**

1. \_\_\_\_\_ Upon notification of fatalities, activate the Coroner Division within the Sheriff's Department.
2. \_\_\_\_\_ The Deputy Coroner shall report directly to the Incident Command Post, reporting to the Operations Section Chief or the Incident Commander (IC) if the Section Chief position is not filled.
3. \_\_\_\_\_ Receive an incident briefing from the Operations Section Chief or IC, determining the extent and location of fatalities.
4. \_\_\_\_\_ Coordinate with the appropriate agencies, if on site (i.e., CHP, FBI, NTSB, etc.).
5. \_\_\_\_\_ Make initial assessment of scene, surveying the area and any special conditions.
6. \_\_\_\_\_ Determine resource requirements, including equipment and specialists (i.e., body bags, plastic tarps, sheeting, reclosable plastic bags, toe tags, etc.).
7. \_\_\_\_\_ Establish a body processing area and a temporary morgue.
8. \_\_\_\_\_ In body processing area, identify and tag remains, perform body recovery operations, and process personal belongings.
9. \_\_\_\_\_ Coordinate emergency public information with the County Public Information Officer and the Incident Commander.
10. \_\_\_\_\_ Provide periodic status reports to the Incident Commander and/or the Operations Section Chief.
11. \_\_\_\_\_ Coordinate with the County Health Department the need for Critical Incident Stress Debriefing for emergency responders who have performed body recovery/coroner operations.
12. \_\_\_\_\_ Forward all incident documentation, including a report, to OES for the preparation of the after-action report.

## **Santa Luisa County Sheriff's Department** **Transportation Emergencies Checklist**

### **Train Accident**

1. \_\_\_\_\_ Report to the Incident Command Post, receiving briefing from the Incident Commander or the Operations Section Chief, if position is filled.
  
2. \_\_\_\_\_ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - \_\_\_\_\_ Establish a perimeter to isolate the incident.
  - \_\_\_\_\_ Control access to accident site, restricting access to emergency responders only.
  - \_\_\_\_\_ Provide security for evacuated areas.
  
3. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long term evacuation is expected.
  
4. \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering for the use of street barricades.
  
5. \_\_\_\_\_ Provide for crowd control at accident site.
  
6. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
  
7. \_\_\_\_\_ Assist County Fire with safeguarding all evidence for federal accident investigators.
  
8. \_\_\_\_\_ Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.
  
9. \_\_\_\_\_ Ensure that all emergency public information is transmitted through the Incident Commander.

### **Major Vehicle Accident**

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

*\*The Incident Commander position may be handed over to the County Fire Department if the emergency response to the accident involves actions usually handled by the fire services.*

2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
3. \_\_\_\_\_ Establish an Incident Command Post (ICP).
4. \_\_\_\_\_ Request additional resources and establish Staging Area, as required.
5. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
6. \_\_\_\_\_ Ensure the safety of all personnel involved with incident.
7. \_\_\_\_\_ Direct the County Sheriff's Department to isolate and deny entry to the accident site in coordination with the County Fire Department.
8. \_\_\_\_\_ If evacuation of affected areas is necessary, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected
  - \_\_\_\_\_ Provide security for evacuated areas
9. \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with the County Engineering and/or CALTRANS for the use of street barricades.
10. \_\_\_\_\_ Provide for crowd control at the accident site.
11. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
12. \_\_\_\_\_ Assist County Fire with safeguarding all evidence for federal accident investigators.
13. \_\_\_\_\_ Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.
14. \_\_\_\_\_ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

15. \_\_\_\_\_ Coordinate emergency public information with County OES and the County PIO.
16. \_\_\_\_\_ Forward all incident documentation, including a report, to OES for the preparation of the after-action report.

**Aircraft Accident** *(Civilian and Military)*

1. \_\_\_\_\_ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.
  
2. \_\_\_\_\_ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - \_\_\_\_\_ Establish a perimeter to isolate the incident with a minimum of a 2000 foot perimeter for military aircraft crashes.
  - \_\_\_\_\_ Control access to accident site, restricting access to emergency responders only.
  
3. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
  - \_\_\_\_\_ Provide security for evacuated areas.
  
4. \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering for the use of street barricades.
  
5. \_\_\_\_\_ Provide for crowd control at accident site.
  
6. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
  
7. \_\_\_\_\_ Assist County Fire with safeguarding all evidence for federal accident investigators.
  
8. \_\_\_\_\_ Assist the Deputy Coroner with the establishment of a temporary morgue and the removal and disposition of the deceased, as requested.
  
9. \_\_\_\_\_ Ensure that all emergency public information is transmitted through the Incident Commander.

**January 1999**

**Santa Luisa County Sheriff's Department**  
**Nuclear Power Plant Emergencies Checklist**

**\*\*\* See the El Dorado Nuclear Power Plant Emergency Response Plan \*\*\***

**Santa Luisa County Sheriff's Department**  
**Dam Failure Checklist**

1. \_\_\_\_\_ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.
  
2. \_\_\_\_\_ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - \_\_\_\_\_ Establish a perimeter to isolate the incident.
  - \_\_\_\_\_ Control access to incident site, restricting access to emergency responders only.
  
3. \_\_\_\_\_ Through Central Dispatch, request that off-duty Deputies be recalled to duty.
  
4. \_\_\_\_\_ Request Central Dispatch to notify and request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
  
5. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
  - \_\_\_\_\_ Provide security for evacuated areas.
  
6. \_\_\_\_\_ In coordination with the County Fire Department, take the following actions in response to a dam failure:
  - \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
  - \_\_\_\_\_ Provide for crowd control.
  
7. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.

8. \_\_\_\_\_ Ensure that all emergency public information is transmitted through the Incident Commander.

**Santa Luisa County Sheriff's Department**  
**Hazardous Materials Checklist**

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

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

1. \_\_\_\_\_ Obtain directions to Incident Command Post from Central Dispatch.
2. \_\_\_\_\_ Report to the Incident Commander or the Operations Section Chief, if position has been established, and receive briefing.
3. \_\_\_\_\_ Ensure that all Sheriff Department Personnel remain out of the hazard zones established by the County Fire Department, remaining outside the safe zone.
4. \_\_\_\_\_ In coordination with the County Fire Department and as directed by the IC or Operations Chief, control access to incident site, restricting access to emergency responders only.
5. \_\_\_\_\_ Through Central Dispatch, request that off-duty Deputies be recalled to duty.

6. \_\_\_\_\_ Direct Central Dispatch to request the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
7. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
  - \_\_\_\_\_ Provide security for evacuated areas.
8. \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
9. \_\_\_\_\_ Provide for crowd control at incident site.
10. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
11. \_\_\_\_\_ Ensure that all emergency public information is transmitted through the Incident Commander.

**Santa Luisa County Sheriff's Department**  
**Earthquakes Checklist**

1. \_\_\_\_\_ After the initial shock waves (shaking) subside, move all vehicles from parking garage.
  
2. \_\_\_\_\_ Conduct an internal damage assessment of Sheriff facility:
  - \_\_\_\_\_ Check safety of Sheriff personnel, providing first aid as necessary
  - \_\_\_\_\_ Check structural integrity of Sheriff facility
  - \_\_\_\_\_ Check structural integrity of correctional facilities, (jail, rehabilitation center)
  - \_\_\_\_\_ Check structural integrity of County Courts
  - \_\_\_\_\_ Test communications (radios, telephones, etc.)
  - \_\_\_\_\_ Check utility systems
  - \_\_\_\_\_ Check availability of fuel
  
3. \_\_\_\_\_ Establish communications with Central Dispatch and provide initial status report:
  - \_\_\_\_\_ Personnel available
  - \_\_\_\_\_ Vehicle and equipment availability
  - \_\_\_\_\_ Availability of fuel
  
4. \_\_\_\_\_ Through Central Dispatch, request the presence of the following individuals at the Incident Command Post:
  - \_\_\_\_\_ Operational Area Law Enforcement Mutual Aid Coordinator
  - \_\_\_\_\_ Deputy Coroner
  
5. \_\_\_\_\_ Establish communications and coordination efforts with other County and Operational Area emergency response agencies, utilizing ICS.
  
6. \_\_\_\_\_ In coordination with County Fire, conduct a windshield survey of assigned critical facilities, including but not limited to the following:
  - \_\_\_\_\_ Essential service buildings (primarily government facilities)
  - \_\_\_\_\_ Santa Luisa School District facilities
  - \_\_\_\_\_ Memorial and County hospitals
  - \_\_\_\_\_ Utility facilities throughout County
  - \_\_\_\_\_ Santa Luisa Dam

**Consider the following when conducting your "Windshield Survey"**

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

7. \_\_\_\_\_ Provide "Windshield Survey" report to Central Dispatch.
8. \_\_\_\_\_ In coordination with other emergency response agencies, initiate responses to the most severe incidents.
9. \_\_\_\_\_ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, control access to incident site, restricting access to emergency responders only.
10. \_\_\_\_\_ Through Central Dispatch, request that off-duty deputies be recalled to duty.
11. \_\_\_\_\_ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
12. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
  - \_\_\_\_\_ Provide security for evacuated areas.
13. \_\_\_\_\_ Develop and implement a traffic control plan for the affected areas, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
14. \_\_\_\_\_ Provide for crowd control at all incident sites.
15. \_\_\_\_\_ Once activated, coordinate all response actions and resource requests with the Operations Section of the County Emergency Operations Center.

16. \_\_\_\_\_ Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.
17. \_\_\_\_\_ Provide alternate communication systems as required.
18. \_\_\_\_\_ In coordination with the Incident Commander and the County EOC, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
19. \_\_\_\_\_ Regularly provide status reports on all incident activities to the Operations Section Chief.
20. \_\_\_\_\_ Refer all emergency public information requests to the Incident Commander.

**Santa Luisa County Sheriff's Department**  
**Floods Checklist**

1. \_\_\_\_\_ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.
2. \_\_\_\_\_ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - \_\_\_\_\_ Establish a perimeter to isolate the incident.
  - \_\_\_\_\_ Control access to accident site, restricting access to emergency responders only.
3. \_\_\_\_\_ Through Central Dispatch, request that off-duty deputies be recalled to duty.
4. \_\_\_\_\_ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
5. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
  - \_\_\_\_\_ Provide security for evacuated areas.
6. \_\_\_\_\_ In coordination with the County Fire Department, take the following actions in response to flooding:
  - \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
  - \_\_\_\_\_ Provide for crowd control.
7. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
8. \_\_\_\_\_ Ensure that all emergency public information is transmitted through the Incident Commander.
9. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

**Santa Luisa County Sheriff's Department**  
**Landslides Checklist**

1. \_\_\_\_\_ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.
  
2. \_\_\_\_\_ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - \_\_\_\_\_ Establish a perimeter to isolate the incident.
  - \_\_\_\_\_ Control access to accident site, restricting access to emergency responders only.
  
3. \_\_\_\_\_ Through Central Dispatch, request that off-duty deputies be recalled to duty.
  
4. \_\_\_\_\_ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
  
5. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
  - \_\_\_\_\_ Provide security for evacuated areas.
  
6. \_\_\_\_\_ In coordination with the County Fire Department, take the following actions in response to a landslide:
  - \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
  - \_\_\_\_\_ Provide for crowd control.
  
7. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
  
8. \_\_\_\_\_ Ensure that all emergency public information is transmitted through the Incident Commander.

9. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

**Santa Luisa County Sheriff's Department**  
**Extreme Weather/Storm Checklist**

1. \_\_\_\_\_ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.
  
2. \_\_\_\_\_ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - \_\_\_\_\_ Establish a perimeter to isolate the incident.
  - \_\_\_\_\_ Control access to accident site, restricting access to emergency responders only.
  
3. \_\_\_\_\_ Through Central Dispatch, request that off-duty deputies be recalled to duty.
  
4. \_\_\_\_\_ Request Central Dispatch to notify and request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
  
5. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
  - \_\_\_\_\_ Identify safe evacuation routes.
  - \_\_\_\_\_ Identify and establish adequate evacuation reception areas.
  - \_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term is expected.
  - \_\_\_\_\_ Provide security for evacuated areas.
  
6. \_\_\_\_\_ In coordination with the County Fire Department, take the following actions in response to severe weather or storm:
  - \_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
  - \_\_\_\_\_ Provide for crowd control.
  
7. \_\_\_\_\_ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
  
8. \_\_\_\_\_ Ensure that all emergency public information is transmitted through the Incident Commander.

9. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

**Santa Luisa County Sheriff's Department**  
**Civil Disturbances Checklist**

1. \_\_\_\_\_ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
  
2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
  
3. \_\_\_\_\_ Establish an Incident Command Post (ICP).
  
4. \_\_\_\_\_ Ensure that the following agencies have been notified and/or on scene:  
\_\_\_\_\_ County Engineering Department  
\_\_\_\_\_ County Fire Department  
\_\_\_\_\_ Operational Area Law Enforcement Mutual Aid Coordinator  
\_\_\_\_\_ Operational Area member Law Enforcement Agencies  
\_\_\_\_\_ Governor's Office of Emergency Services (to request National Guard assistance)
  
5. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
  
6. \_\_\_\_\_ In coordination with the County Fire Department, take the following actions in response to a dam failure:  
\_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.  
\_\_\_\_\_ Provide for crowd control.
  
7. \_\_\_\_\_ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
  
8. \_\_\_\_\_ Coordinate emergency public information with County OES and the County PIO.

9. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

**Santa Luisa County Sheriff's Department**  
**Terrorism Checklist**

1. \_\_\_\_\_ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
2. \_\_\_\_\_ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
3. \_\_\_\_\_ Establish an Incident Command Post (ICP).
4. \_\_\_\_\_ Ensure that the following agencies have been notified and/or are on scene:  
\_\_\_\_\_ County Engineering Department  
\_\_\_\_\_ County Fire Department  
\_\_\_\_\_ Operational Area Law Enforcement Mutual Aid Coordinator  
\_\_\_\_\_ Operational Area member Law Enforcement Agencies  
\_\_\_\_\_ Governor's Office of Emergency Services (to request National Guard, and/or Department of Justice assistance)  
\_\_\_\_\_ Federal Bureau of Investigations (FBI)  
\_\_\_\_\_ Alcohol, Tobacco and Firearms agencies (ATF)
5. \_\_\_\_\_ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
6. \_\_\_\_\_ In coordination with the County Fire Department, take the following actions in response to terrorist activities:  
\_\_\_\_\_ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.  
\_\_\_\_\_ Provide for crowd control.
7. \_\_\_\_\_ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:  
\_\_\_\_\_ Identify safe evacuation routes.  
\_\_\_\_\_ Identify and establish adequate evacuation reception areas.  
\_\_\_\_\_ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.  
\_\_\_\_\_ Provide security for evacuated areas.
8. \_\_\_\_\_ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

9. \_\_\_\_\_ Coordinate emergency public information with County OES and the County PIO.
10. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

## **ENGINEERING DEPARTMENT CHECKLISTS**

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### **Santa Luisa County Engineering Department Increased Readiness Checklist**

1. \_\_\_\_\_ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
  
2. \_\_\_\_\_ Consider alerting and/or recalling off-duty personnel.
  
3. \_\_\_\_\_ Prepare an emergency work schedule, and manpower patterns (i.e., two people per vehicle).
  
4. \_\_\_\_\_ Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status, and communications systems.
  
5. \_\_\_\_\_ Assess and determine the necessity of specialized equipment and resources, such as barricades, bulldozers, skip loaders, traffic cones, etc.
  
6. \_\_\_\_\_ Provide a resource status report to County OES and to Central Dispatch.
  
7. \_\_\_\_\_ Stage equipment and personnel in strategic locations, as deemed necessary.
  
8. \_\_\_\_\_ Coordinate emergency public information with County OES and the County Public Information Officer.

**Santa Luisa County Engineering Department**  
**General Response Checklist**

1. \_\_\_\_\_ Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
  
2. \_\_\_\_\_ Determine the extent of the Engineering Department's assistance required, including personnel and equipment required.
  
3. \_\_\_\_\_ Determine if mutual aid is required. If required, contact the following agencies for assistance:  
\_\_\_\_\_ Santa Luisa del Mar Public Works Department  
\_\_\_\_\_ El Dorado Public Works Department  
\_\_\_\_\_ Dillon Public Works Department  
\_\_\_\_\_ CALTRANS
  
4. \_\_\_\_\_ Assist the County Sheriff's Department with the utilization of barricades and cones to close off streets and hazardous areas.
  
5. \_\_\_\_\_ Coordinate emergency public information with County Public Information Officer and the Incident Commander.
  
6. \_\_\_\_\_ On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
  
7. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

**Santa Luisa County Engineering Department**  
**Dam Failure Checklist**

1. \_\_\_\_\_ Report to the Incident Command Post and obtain an incident briefing from the Incident Commander or the Operations Section Chief, if the position is established.
  
2. \_\_\_\_\_ Establish communications and coordinate efforts with the Santa Luisa Water Service Company, the operator of the dam.
  
3. \_\_\_\_\_ Assess the damage sustained to Skyline Drive and determine if is structurally safe to use.
  
4. \_\_\_\_\_ In any way possible, divert flood waters.
  
5. \_\_\_\_\_ Assist the County Fire Department in pumping water out of critical facilities that have become flooded.
  
6. \_\_\_\_\_ Review and complete all the required actions on the "General Response Checklists."

**Santa Luisa County Engineering Department**  
**Earthquakes Checklist**

1. \_\_\_\_\_ After the initial shaking stops, immediately perform the following functions:
  - \_\_\_\_\_ Check for injured Engineering Department personnel and provide first aid as necessary.
  - \_\_\_\_\_ Check damage sustained to Engineering Department facilities.
  - \_\_\_\_\_ Check communications equipment.
  - \_\_\_\_\_ Check the availability and status of all heavy equipment and other materials at County Yard and other Engineering Department locations.
  
2. \_\_\_\_\_ Establish communications with Central Dispatch and provide an initial status report, which should include:
  - \_\_\_\_\_ Engineering Department personnel available
  - \_\_\_\_\_ Equipment and materials available
  - \_\_\_\_\_ Status of fuel at County Yard
  
3. \_\_\_\_\_ Recall all personnel, if earthquake occurs during non-working hours. Central Dispatch may not be able to assist in performing this action.
  
4. \_\_\_\_\_ Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide status report to the Operations Section Chief and the County EOC, or Central Dispatch if the EOC is not yet activated.
  
5. \_\_\_\_\_ Establish communications with other county emergency response agencies.
  
6. \_\_\_\_\_ As directed by the Operations Section Chief, perform the following functions:
  - \_\_\_\_\_ Dispatch crews to survey damage to the Santa Luisa Dam.
  - \_\_\_\_\_ Dispatch crews to inspect the structural stability of critical facilities.
  - \_\_\_\_\_ Dispatch crews to determine the capacity and safety of bridges, freeway over/under passes, and other roadways.
  - \_\_\_\_\_ Dispatch crews to clear debris.

7. \_\_\_\_\_ Advise the Operations Section Chief of the need to evacuate critical facilities and the need to close or restrict access to bridges, freeways, or other roadways, based on inspections and surveys.
8. \_\_\_\_\_ Consider placing equipment at the designated staging areas.
9. \_\_\_\_\_ Assist the County Sheriff's Department with the utilization of barricades and cones to close off streets and hazardous areas.
10. \_\_\_\_\_ Assist the County Sheriff's Department to set up detours and alternate routes for damaged roadways, bridges, and freeways.
11. \_\_\_\_\_ Repair damage to critical facilities and essential roadways.
12. \_\_\_\_\_ Coordinate with utility companies to repair and/or restore services.
13. \_\_\_\_\_ Review and complete all the required actions on the "General Response Checklists."

**Santa Luisa County Engineering Department**  
**Floods Checklist**

1. \_\_\_\_\_ Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
  
2. \_\_\_\_\_ Determine the extent of the Engineering Department's assistance required, including personnel and equipment required.
  
3. \_\_\_\_\_ Determine if mutual aid is required. If required contact the following agencies for assistance:  
\_\_\_\_\_ Santa Luisa del Mar Public Works Department  
\_\_\_\_\_ El Dorado Public Works Department  
\_\_\_\_\_ Dillon Public Works Department  
\_\_\_\_\_ CALTRANS
  
4. \_\_\_\_\_ Mobilize crews for flood fighting operations, which may include the following actions:  
\_\_\_\_\_ Diverting flood waters.  
\_\_\_\_\_ Clearing debris from bridges and overpasses along the Santa Luisa River, as the situation permits it to be accomplished safely.  
\_\_\_\_\_ Sandbagging operations.  
\_\_\_\_\_ Levee reinforcement.
  
5. \_\_\_\_\_ Assist the County Sheriff's Department with the utilization of barricades and cones to close off streets and hazardous areas.
  
6. \_\_\_\_\_ Coordinate emergency public information with County Public Information Officer and the Incident Commander.
  
7. \_\_\_\_\_ On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
  
8. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

9. \_\_\_\_\_ Review and complete all the required actions on the "General Response Checklists."

**Santa Luisa County Engineering Department**  
**Landslides Checklist**

1. \_\_\_\_\_ Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
  
2. \_\_\_\_\_ Determine the extent of the Engineering Department's assistance required, including personnel and equipment required.
  
3. \_\_\_\_\_ Determine if mutual aid is required. If required contact the following agencies for assistance:  
\_\_\_\_\_ Santa Luisa del Mar Public Works Department  
\_\_\_\_\_ El Dorado Public Works Department  
\_\_\_\_\_ Dillon Public Works Department  
\_\_\_\_\_ CALTRANS
  
4. \_\_\_\_\_ Assist the County Sheriff's Department with the utilization of barricades and cones to close off streets and hazardous areas.
  
5. \_\_\_\_\_ Coordinate the clearing and shoring of the landslide area with the County Fire Department and CALTRANS, if onsite.
  
6. \_\_\_\_\_ Coordinate emergency public information with County Public Information Officer and the Incident Commander.
  
7. \_\_\_\_\_ On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
  
8. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.
  
9. \_\_\_\_\_ Review and complete all the required actions on the "General Response Checklists."

## **HEALTH DEPARTMENT CHECKLISTS**

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### **Santa Luisa County Health Department Increased Readiness Checklist**

1. \_\_\_\_\_ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
  
2. \_\_\_\_\_ Alert hospital administrators and consider alerting and/or recalling off-duty personnel.
  
3. \_\_\_\_\_ Assess the availability and condition of resources, including the number of on-duty personnel, number of open hospital beds, availability of ambulances, and the status of medical supplies and other specialized equipment.
  
4. \_\_\_\_\_ Provide resource status report to County OES and to Central Dispatch.
  
5. \_\_\_\_\_ Stage equipment and personnel in strategic locations, as deemed necessary.
  
6. \_\_\_\_\_ Coordinate emergency public information with County OES and the County Public Information Officer.

**Santa Luisa County Health Department**  
**General Response Checklist**

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

**OFFICE OF EMERGENCY SERVICES CHECKLISTS**

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**Santa Luisa County Office of Emergency Services  
Increased Readiness Checklist**

1. \_\_\_\_\_ Upon notification of potential emergency or disaster, adopt an increased readiness posture by reviewing appropriate emergency operations plans, guidelines, checklists, and mutual aid agreements.
2. \_\_\_\_\_ Recall all Santa Luisa County OES staff to office.
3. \_\_\_\_\_ Assess the availability and condition of OES resources.  
\_\_\_\_\_ OES Command Van  
\_\_\_\_\_ OES Communications Van
4. \_\_\_\_\_ Perform a communications check for all Operational Area radio frequencies.
5. \_\_\_\_\_ Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re supply needs, etc.).
6. \_\_\_\_\_ Provide OES status report to Central Dispatch.
7. \_\_\_\_\_ Verify other County department resource status reports from Central Dispatch.
8. \_\_\_\_\_ Establish communications with the County Administrative Officer and other key County officials, as necessary, to obtain an assessment of the situation.
9. \_\_\_\_\_ Establish communications or make contact with Operational Area member jurisdictions and special districts.
10. \_\_\_\_\_ Make all necessary preparations to activate the County EOC in the event activation is required or requested.
11. \_\_\_\_\_ Coordinate emergency public information with the County Public Information Officer.

**Santa Luisa County Office of Emergency Services**  
**General Response Checklist**

1. \_\_\_\_\_ Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
2. \_\_\_\_\_ Determine whether or not the County EOC will need to be activated. If not, assist the Incident Commander by assuming any of the ICS positions.
3. \_\_\_\_\_ If activation of the County EOC is required, report back to the center and begin the activation and setup process.
4. \_\_\_\_\_ Recall all Santa Luisa County OES staff to office.
5. \_\_\_\_\_ Assess the availability and condition of OES resources.  
\_\_\_\_\_ OES Command Van  
\_\_\_\_\_ OES Communications Van
6. \_\_\_\_\_ Perform a communications check for all Operational Area radio frequencies.
7. \_\_\_\_\_ Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re supply needs, etc.).
8. \_\_\_\_\_ Provide OES status report to Central Dispatch.
9. \_\_\_\_\_ Verify other County department resource status reports from Central Dispatch.
10. \_\_\_\_\_ Establish communications with the County Administrative Officer and other key County Officials, as necessary, providing an assessment of the unfolding situation.
11. \_\_\_\_\_ Establish communications or make contact with Operational Area member jurisdictions and special districts.
12. \_\_\_\_\_ Make all necessary preparations to activate the County EOC in the event activation is required or requested.
13. \_\_\_\_\_ Based on the situation, recommend an emergency proclamation to the County Administrative Officer and the Santa Luisa County Board of Supervisors.
14. \_\_\_\_\_ Coordinate emergency public information with the County Public Information Officer.

15. \_\_\_\_\_ Organize and prepare the incident after-action report, based on the incident reports and related documentation provided by each of the responding emergency response agencies.

**SOCIAL SERVICES DEPARTMENT CHECKLISTS**

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**Santa Luisa County Social Services Department  
Increased Readiness Checklist**

1. \_\_\_\_\_ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
  
2. \_\_\_\_\_ Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.
  
3. \_\_\_\_\_ Consider alerting and/or recalling off-duty Social Services Departmental personnel as well as alerting voluntary agencies.
  
4. \_\_\_\_\_ Provide a resource status report to County OES and to Central Dispatch.
  
5. \_\_\_\_\_ Coordinate emergency public information with County OES and the County Public Information Officer.

**Santa Luisa County Social Services Department**  
**General Response Checklist**

1. \_\_\_\_\_ Upon notification and request to respond to any incident, report to the Incident Commander or the Logistics Section Chief, if the position has been established, and obtain an incident briefing.
  
2. \_\_\_\_\_ Determine the extent of the Social Services Department's assistance required, including personnel, services and facilities.
  
3. \_\_\_\_\_ Determine what is required from the Social Services Department beyond the following actions:
  - \_\_\_\_\_ Activate temporary evacuation sites.
  - \_\_\_\_\_ In coordination with the American Red Cross, activate and manage emergency shelters.
  - \_\_\_\_\_ Activate crisis counseling (Critical Incident Stress Debriefing).
  - \_\_\_\_\_ Activate "Registration and Inquiry" System.
  - \_\_\_\_\_ Process volunteers as Disaster Service Workers.
  - \_\_\_\_\_ In coordination with the American Red Cross, state and federal agencies, locate and allocate emergency and temporary housing.
  - \_\_\_\_\_ Provide food, supplies, and equipment needed by emergency responders and victims at mass care facilities.
  
4. \_\_\_\_\_ Coordinate emergency public information with County Public Information Officer and the Incident Commander.
  
5. \_\_\_\_\_ On a regular basis, provide activity status reports to the Incident Commander and/or the Logistics Section Chief.
  
6. \_\_\_\_\_ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.



**Volume 3**  
**Model County Plan**

**Part 3**

***Extended Response Operations***

**Gray Davis**  
**Governor**

**Dallas Jones**  
**Director**

**January 1999**

**January 1999**

# MODEL COUNTY EMERGENCY OPERATIONS PLAN

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# Part Three

## Extended Response Operations

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### CONCEPT OF OPERATIONS

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During a disaster/emergency, the Santa Luisa County Emergency Operations Center (EOC) will support field response operations in mitigating incidents within the unincorporated areas of Santa Luisa County. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The Santa Luisa County EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process to develop an EOC Action Plan, identifying and implementing specific objectives for each operational period.

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

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### EMERGENCY OPERATIONS CENTER SOPS

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#### **Introduction**

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

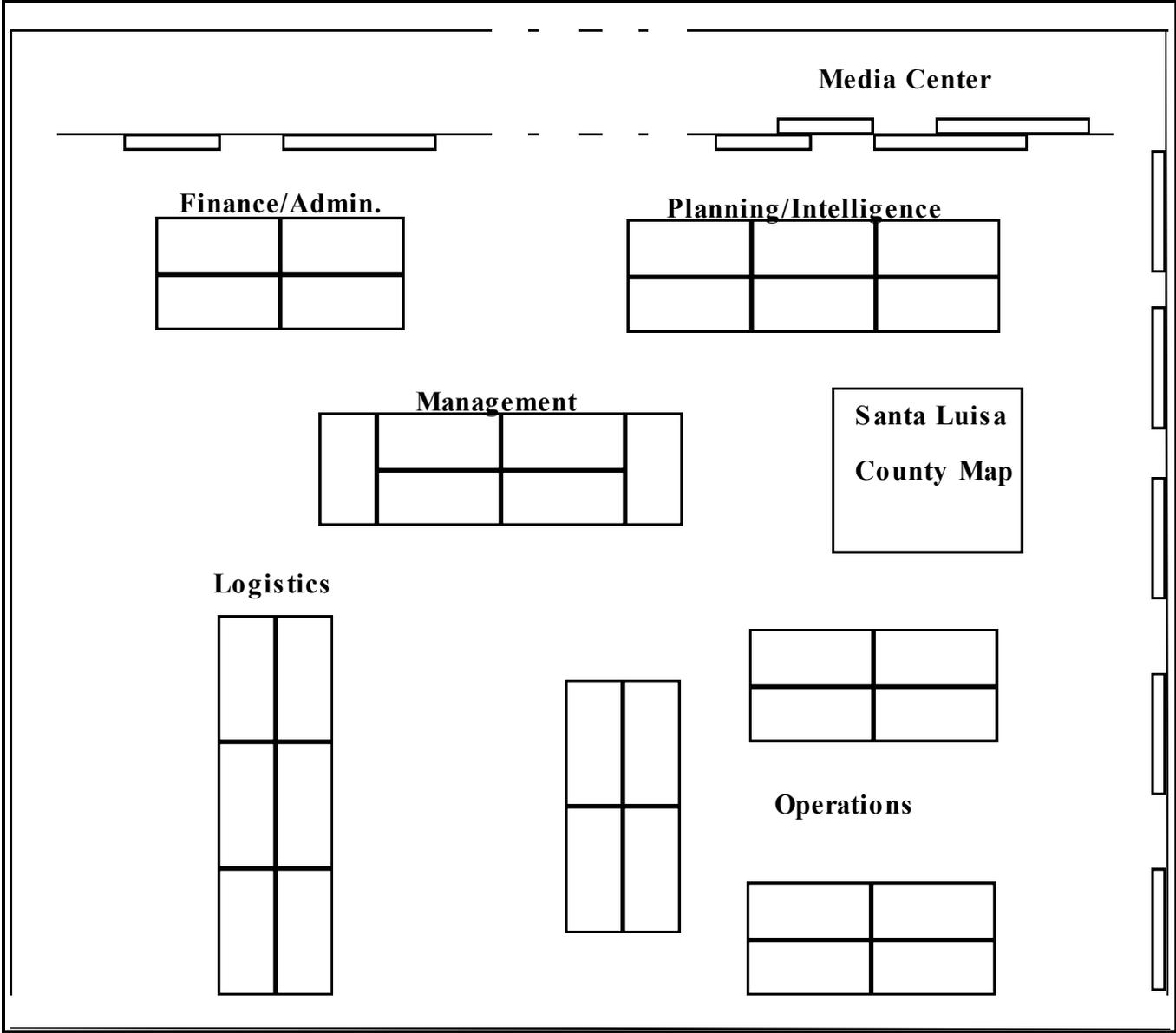
The Santa Luisa County EOC is designed to serve as a combined center for the Operational Area and the County of Santa Luisa, enabling the efficient use of available County staff. When the Operational Area (OA) and County EOC are both activated, some staff may be doing multiple tasks, coordinating Operational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

**Primary and Alternate Locations**

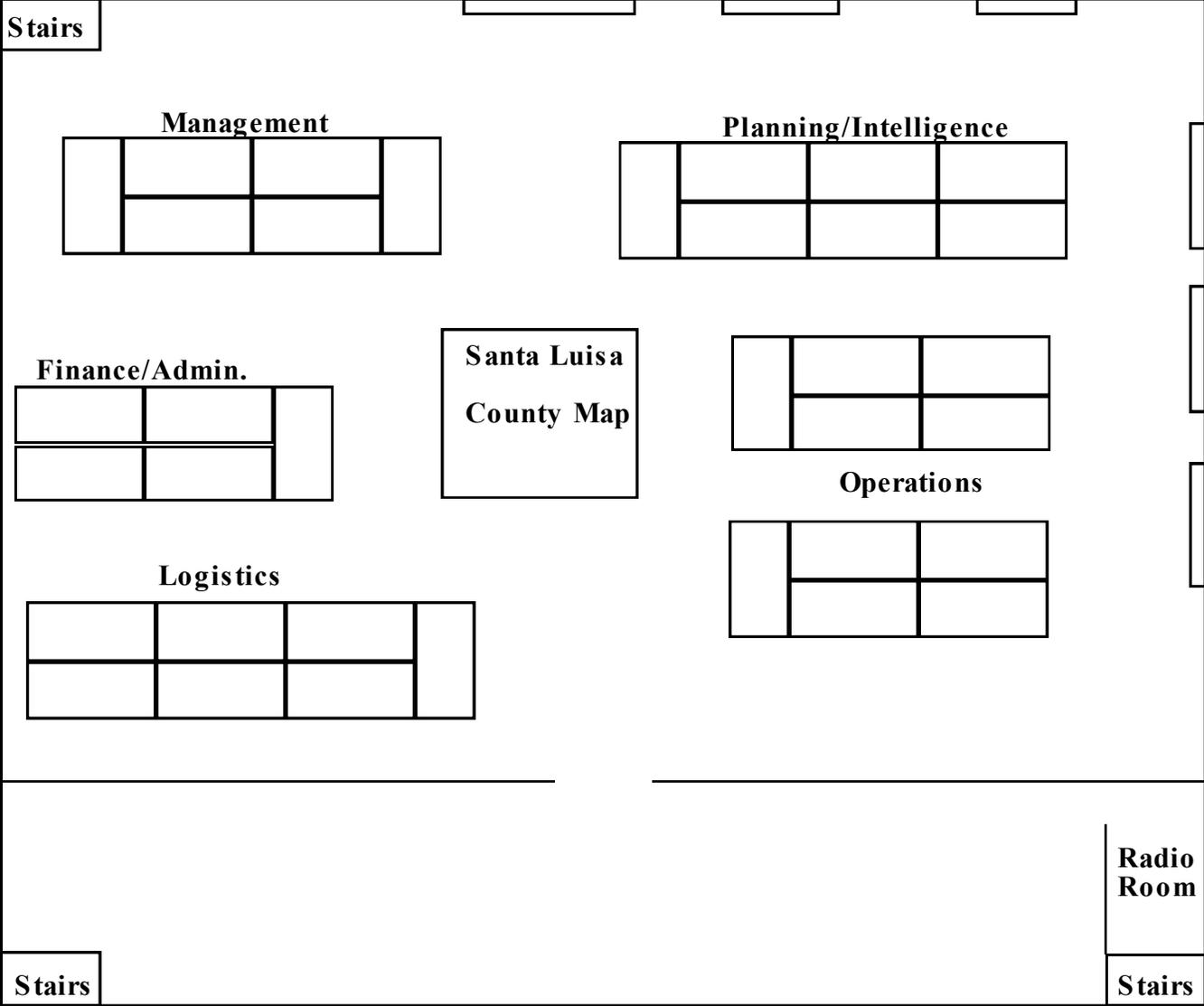
The primary Santa Luisa County Emergency Operations Center (EOC) is located in the basement of the County Administration Offices in Room B200, at 251 Kalamazoo Drive.

The alternate Santa Luisa County EOC is located in the conference room of the County maintenance yard in the City of Rivendell, at 9814 Main Street.

**Primary Santa Luisa County EOC**



**Alternate Santa Luisa County EOC**



### **Activation Policy**

The Santa Luisa County EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the Santa Luisa County EOC must be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, Section 2409 f):

- a local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support its emergency operations;
- two or more cities within the Operational Area have declared a local emergency;
- the County and one or more cities have declared a local emergency;
- a city, city and county, or county has requested a Governor's Proclamation of a State of Emergency, as defined in the Santa Luisa County Government Code §8558(b);
- a state of emergency is proclaimed by the Governor for the county or two or more cities within the Operational Area;
- the Operational Area is requesting resources from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*; and
- the Operational Area has received resource requests from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*.

The seven circumstances listed above require an automatic activation of the Santa Luisa Operational Area EOC. Other than these circumstances, the activation of the Santa Luisa Operational Area EOC must be authorized. The following Santa Luisa County personnel are authorized to request the activation of the Santa Luisa Operational Area EOC:

- County Administrative Officer;
- Assistant County Administrative Officer;
- County Fire Chief; and
- County Sheriff.

**EOC Activation Levels And Minimum Staffing Guide Per Level**

Santa Luisa County has developed criteria that identify the events/situations that would require an EOC activation. Santa Luisa County has established three levels of activation. For each level, a minimum staffing guide has been developed. An activation and staffing guide is depicted on **page 136**.

**SANTA LUISA COUNTY EOC ACTIVATION & STAFFING REQUIREMENTS**

<b>Event/Situation</b>	<b>Activation Level</b>	<b>Minimum Staffing</b>
Severe Weather Advisory	One	EOC Director
Small incidents involving two or more Santa Luisa County Departments		Planning/Intelligence Section Chief
Earthquake Advisory/Prediction - OES Level 1		Logistics Section Chief
Flood Watch		Representatives of responding County departments
Activation requested by a local government with activated EOC		
Resource request received from outside the County		
<hr/>		
Moderate Earthquake	Two	EOC Director
Major wildland fire affecting developed area		All Section Chiefs
Major wind or rain storm		Branches and Units as appropriate for the situation.
Two or more large incidents involving two or more County Departments		
Earthquake Advisory/Prediction - OES Levels 2 or 3		Agency representatives as appropriate
Local emergency declared or proclaimed by:  Two or more cities		

Santa Luisa County and one or more cities

Santa Luisa County or a city requests a Governor's Proclamation of a State of Emergency

A State of Emergency is proclaimed by the Governor for the county or two or more cities

Resources are requested from outside the Santa Luisa Operational Area

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Major county-wide or regional emergency

Three

All EOC positions

Multiple departments with heavy resource involvement

Major earthquake damage

### **Action Planning**

The use of action plans in the Santa Luisa County EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

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

The action planning process should involve the EOC Director and Section Chiefs (which includes the Chiefs of each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. 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 an action plan format are contained in the appendix.

### **Information And Resource Management**

Within the Santa Luisa County EOC, the EOC Message Form will be used

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

The EOC message form will not replace face-to-face communications, but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs (found in the Response Information Management System). A copy of the Santa Luisa County EOC message form is located in the appendix of this plan.

Santa Luisa County, acting as the Operational Area, coordinates emergency activities within the Operational Area, augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the State's Southern Region Emergency Operating Center and the operating centers of the Santa Luisa Operational Area member jurisdictions. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Critical information and resource requests from jurisdictions within the Operational Area will be provided electronically using the Response Information Management System (RIMS).

Transmission of information to the State's Southern Region Emergency Operations Center will be accomplished electronically using RIMS. If the regular telephone lines servicing the County are not operable, the Operational Area Satellite Information System (OASIS) will be used to establish the link to the network server, allowing the County to transmit the data to the State.

Critical information from the County of Santa Luisa and the Santa Luisa Operational Area will be submitted to the State's Southern Region EOC on a preliminary report, situation summary, status report, and a flash report.

The Preliminary Report form will be used by the County to transmit information to the State's Southern Region Emergency Operations Center during the first two hours after an event.

The Situation Summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.

The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

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

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

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

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

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

*Response Information  
Management System  
(RIMS)*

The purpose of the Response Information Management System (RIMS) is to improve County OESs ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to:

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

Each computer in the County Emergency Operations Center has RIMS installed. The following reports or requests will be provided to the Governor's Office of Emergency Services via RIMS during and after the emergency or disaster:

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

*Operational Area Satellite  
Information System  
(OASIS)*

The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing Santa Luisa County communication resources, which include a county-wide radio system, amateur radio systems, and digital packet radio for data communications.

The two major components of the system are the satellite communications systems and the high frequency radio backup. The Governor's Office of Emergency Services (OES) has deployed a satellite system in the Santa Luisa County EOC, including a high frequency radio system as the backup. The dish antenna is located in the south parking lot of the County Administrative Offices. The desktop computer unit provides access to the system and is located in the Santa Luisa County EOC. State OES will operate the OASIS hub site during disasters.

An OASIS telephone directory listing all available sites is enclosed in the appendix of this plan. Anyone wishing to contact another site need only to pick up the receiver and dial the number, like any other telephone system. The State is responsible for all maintenance of the system.

### **Coordination With Field Response Level**

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

When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the County EOC, via the central dispatchers or through the EOC radio operators, if established.

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

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

### **Coordination With State And Federal Field Response**

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

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

### **Coordination With Santa Luisa County Departmental Operations Centers**

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

### **Coordination With Santa Luisa Operational Area Member Jurisdictions**

Direct communications and coordination will be established between Santa Luisa County and any Operational Area member jurisdictions' activated EOC. Additionally, as time permits, communications will be established with other member jurisdictions who have not activated their EOCs. Initially, communications will be established by any means available and with whomever is available, regardless of his functional EOC position. Ideally, communications and coordination with the city EOCs will occur along functional lines.

Whenever feasible, an agency representative from each jurisdiction which activated its EOC should be at the Santa Luisa County EOC. Each of the Operational Area member jurisdictions has agreed to send a representative to the Santa Luisa County EOC. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

### **Coordination With Special Districts**

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

In Santa Luisa County, relationships with special districts and the local governments are complicated by overlapping boundaries. For the special districts that serve more than one local government and/or serve the County unincorporated areas, they will coordinate and communicate directly with the County EOC.

Ideally, the special district involved in the emergency response will have a representative at the County EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

#### **Coordination With Private And Volunteer Agencies**

Within Santa Luisa County, coordination of response activities with many non-governmental agencies may occur, primarily at the local government level. However, the County EOC will establish coordination with private and volunteer agencies that have multi-jurisdictional or county-wide response roles. The agencies that play key roles in the response should have representatives at the County EOC.

Coordination with volunteer and private agencies that do not have representatives there 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.

#### **Coordination With The Southern Region Emergency Operations Center**

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

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

Coordination and communications between the County EOC and the Southern Regional EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between

the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Southern Regional EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

### **Damage Assessment And Situation Reporting**

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

#### *General*

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

The Public Works Branch of the County EOC will coordinate safety inspections, searching for life and/or property-threatening situations. As significant damages become apparent, the Operations Section Chief should direct the Public Works Branch to prepare an Initial Damage Estimate (IDE).

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

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

Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but must not be collected until the operational problems and immediate needs are collected and analyzed.

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

#### *Policy and Procedures*

When a disaster occurs, an immediate survey of the County will be

conducted by emergency responders, assessing the nature, severity, and extent of the situation. The responders include the Santa Luisa County Fire Department, the Santa Luisa Sheriff's Department, and Santa Luisa County Engineering Department. Information may also be gathered from American Red Cross Damage Assessment Teams.

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

The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders will report their observations to the Santa Luisa Central Dispatch Center. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination can be made of whether or not to activate the County Emergency Operations Center (EOC).

Once activated, the Public Works Branch's Damage/Safety Assessment Unit of the County EOC Operations Section will begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessment.

The Damage/Safety Assessment Unit will manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property.

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

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

Once completed on RIMS, the IDE will be sent to the State's Southern REOC. Reports will be submitted electronically, via RIMS, and will consist of "Flash" reports, "Situation" reports, and the "Initial Damage Estimate."

Flash reports are reports that describe the disaster situation. They may be oral at first, but will be submitted via RIMS as the disaster/event continues. Flash reports will be submitted to the region in between Situation Reports.

Situation Reports are completed and submitted via RIMS on a regularly scheduled basis, every two, four, eight, or ten hours. Situation Reports define affected areas, identify status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

### **Public Information**

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

*Declaration of a Local  
Emergency*

### **Emergency Declarations**

If conditions of extreme peril to persons and property exist, the Santa Luisa County Board of Supervisors may pass a resolution declaring that a local emergency exists for both the County of Santa Luisa and the Santa Luisa Operational Area. This declaration will be made within 10 days of the event if the County and the other members of the Santa Luisa Operational Area are to qualify for financial assistance under the State's Natural Disaster Assistance Act.

In addition, the Santa Luisa County Board of Supervisors must review, at least every 14 days, the continuing existence of the emergency situation. They must also terminate the emergency declaration at the earliest possible date that conditions warrant.

A local emergency may be declared for the County of Santa Luisa and/or the Santa Luisa Operational Area by the Santa Luisa Board of Supervisors or by the County Chief Administrative Officer, which will be subject to ratification by the Board of Supervisors within seven days.

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

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

*Request for Concurrence  
of Local Emergency*

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

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

*Requesting Governor's  
Proclamation of a State  
of Emergency*

After the Declaration of a Local Emergency for the County of Santa Luisa and/or the Santa Luisa Operational Area, the County Board of Supervisors, having determined that local forces are insufficient, may request that the

Governor proclaim a State of Emergency. The request will be forwarded to the Director, Governor's Office of Emergency Services, with a copy of the local emergency declaration and the damage assessment summary.

### **Transition Into Recovery Operations**

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As the threat to life, property, and the environment dissipates, the EOC/Emergency Services Director will consider deactivating the EOC. The EOC/Emergency Services Director will direct Section Chiefs to deactivate their sections, ensuring that each unit/branch/section provides its logs and files to the Recovery Unit. The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will prepare the after-action report, submitting it to the State's Southern Region Office of Emergency Services within 60 days of the disaster/event.

## **SEMS FUNCTIONS**

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### *Overview*

The five SEMS functions in the Santa Luisa County EOC are: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the Santa Luisa County EOC Organization.

- The Management function is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- The Operations function is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating county-wide activities through implementation of the County Action Plan.
- The Planning/Intelligence function is responsible for collecting, evaluating, and disseminating information, developing the County action plan in coordination with other functions, and maintaining documentation.

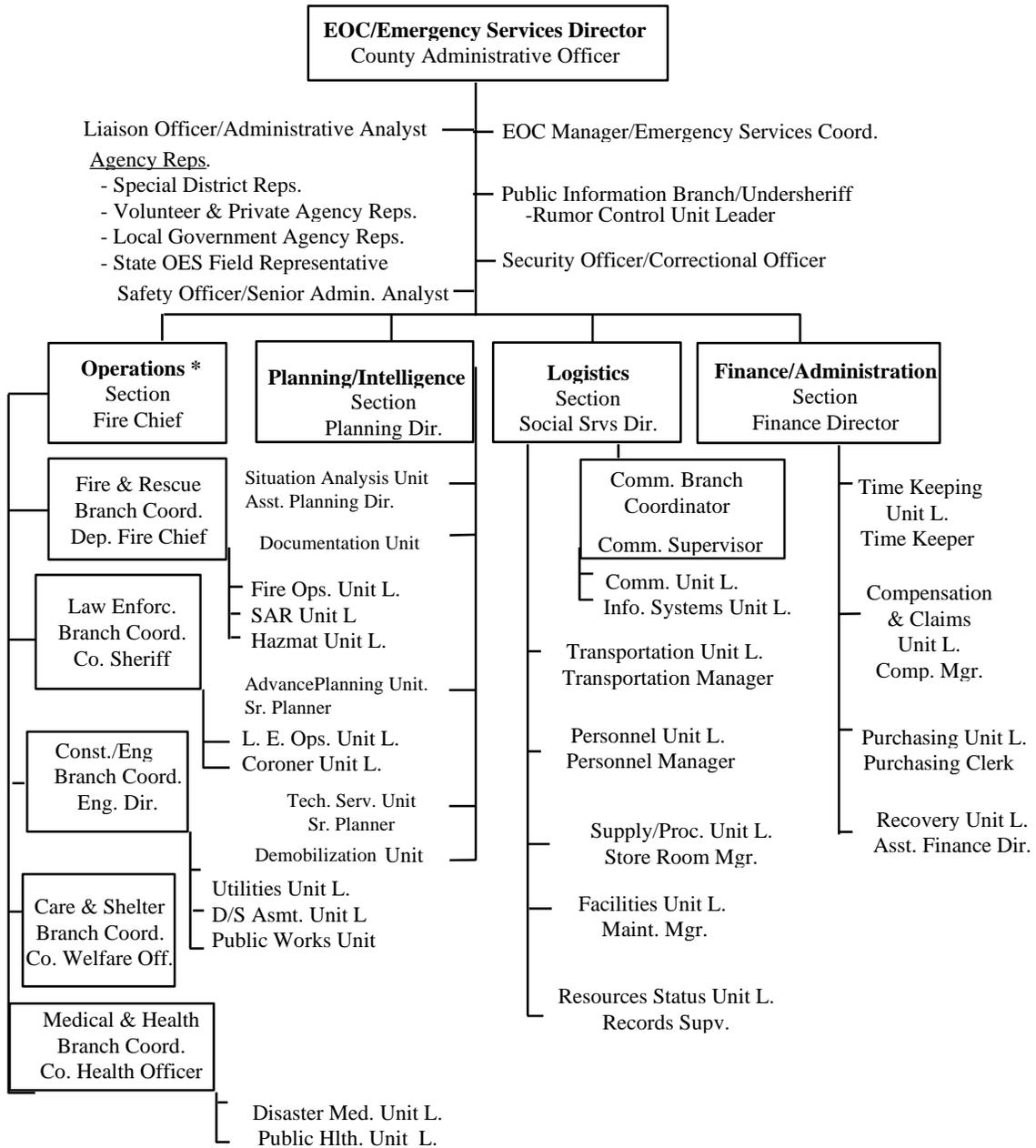
- The Logistics function is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
- The Finance/Administration function is responsible for financial and other administrative activities.

The duties and responsibilities for these functions are depicted in the All Hazards position checklists, which are provided for each SEMS function. As mentioned in the Concept of Operations Section, the checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases, which will be noted on their specific checklists.

A Santa Luisa County EOC Organization Chart is depicted on **page 147**. The organizational structure for the County EOC provides the following features:

- Liaison representation for the Operational Area member jurisdictions: Santa Luisa del Mar, Dillon, Hobbes Beach, Larson, El Dorado, and Rivendell;
- Liaison representation for volunteer and private agencies: American Red Cross, Salvation Army, and a Chemical Manufacturer representative, for example;
- Liaison (field) representation from Governor's Office of Emergency Services;
- Operational Area Mutual Aid Coordinators from discipline-specific mutual aid systems: Law Enforcement, Fire and Rescue, Public Works, Emergency Medical, and Coroner;
- EOC Safety and Security Officers; and
- Public Information Branch to handle all communication and coordination requirements for the public and the media, including staffing and operating a media center and performing rumor control.

**Santa Luisa County  
Emergency Operations Chart**



**The Operations Section Chief position may be staffed differently based on the type and severity of the event.**

**GENERIC CHECKLIST (to be used by all positions)**

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# Santa Luisa County

## Activation Phase

- O Check in with the Personnel Unit (in Logistics) upon arrival at the Santa Luisa Operational Area.
- O Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- O Set up your workstation and review your position responsibilities.
- O Establish and maintain a position log which chronologically describes your actions taken during your shift.
- O Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- O Ensure RIMS (Response Information Management System) is operational.

## Demobilization Phase

- O Deactivate your assigned position and close out logs when authorized by the EOC Director.
- O Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- O Be prepared to provide input to the after-action report.
- O If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- O Clean up your work area before you leave.
- O Leave a forwarding phone number where you can be reached.

**Santa Luisa  
County  
EOC**

**Management Section  
Position Checklists**

January 1999

## **EOC DIRECTOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Establish the appropriate staffing level for the Santa Luisa Operational Area EOC and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of Santa Luisa County. Ensure that all County agency actions are accomplished within the priorities established.
3. Ensuring that Inter-Agency Coordination is accomplished effectively within the Operational Area EOC.

### **Activation Phase**

- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the Operational Area EOC.
- Respond immediately to EOC site and determine operational status.
- Obtain briefing from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC check-in procedure is established immediately.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
  - Operations Section Chief
  - Logistics Section Chief
  - Planning/Intelligence Section Chief
  - Finance/Administration Chief

- O Determine which Management Section positions are required and ensure they are filled as soon as possible.
  - o Liaison Officer
  - o Public Information Branch Coordinator
  - o Security Officer
  - o EOC Coordinator
  - o Safety Officer
- O Ensure that telephone and/or radio communications with Operational Area emergency response agencies are established and functioning.
- O Schedule the initial Action Planning meeting.
- O Confer with the General Staff to determine what representation is needed at the Operational Area EOC from member jurisdictions, special districts, and other emergency response agencies.
- O Assign a liaison officer to coordinate outside agency response to the Operational Area EOC, and to assist as necessary in establishing an Interagency Coordination Group.

### **Operational Phase**

- O Monitor general staff activities to ensure that all appropriate actions are being taken.
- O In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- O Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- O Based on current status reports, establish initial strategic objectives for the Operational Area EOC.
- O In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- O Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to Planning/Intelligence Section, "Action

Planning Job Aid.” Ensure the meeting is facilitated appropriately by the Planning Intelligence Section.

- O Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- O Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- O Conduct regular briefings for the County Board of Supervisors or their representatives.
- O Formally issue Emergency Proclamation for Santa Luisa County, and coordinate local government proclamations with other Operational Area emergency response agencies, as appropriate.
- O Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

#### **Demobilization Phase**

- O Authorize deactivation of sections, branches, and units when they are no longer required.
- O Notify the OES Region Emergency Operations Center, Operational Area emergency response agencies, and other appropriate organizations of the planned deactivation time.
- O Ensure that any open actions not yet completed will be handled after deactivation.
- O Ensure that all required forms or reports are completed prior to deactivation.
- O Be prepared to provide input to the after-action report.
- O Deactivate the Operational Area EOC at the designated time, as appropriate.
- O Proclaim termination of the emergency and proceed with recovery operations.

## **EOC COORDINATOR (ESC)**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Facilitate the overall functioning of the Santa Luisa Operational Area EOC.
2. Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

### **Activation Phase**

- Follow generic Activation Phase Checklist.
- Assist the EOC Director in determining appropriate staffing for the Operational Area EOC.
- Provide assistance and information regarding section staffing to all general staff.

### **Operational Phase**

- Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to General Staff as required.
- Provide general advice and guidance to the EOC Director as required.
- Ensure that all notifications are made to the Region Emergency Operations Center.

- O Ensure that all communications with Operational Area emergency response agencies have been established and are maintained.
- O Assist the EOC Director in preparing for and conducting briefings with Management Staff, the County Board of Supervisors, the media, and the general public.
- O Assist the EOC Director and Liaison Officer in establishing and maintaining an Inter-agency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- O Assist the Liaison Officer with coordination of all EOC visits.
- O Provide assistance with shift change activity, as required.

**Demobilization Phase**

- O Follow generic Demobilization Phase Checklist.

## **PUBLIC INFORMATION BRANCH COORDINATOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Serve as the coordination point for all media releases for the County of Santa Luisa. Represent the County of Santa Luisa and the Santa Luisa Operational Area as the lead Public Information Officer.
2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area.
4. Organize the format for press conferences in conjunction with the EOC Director.
5. Maintaining a positive relationship with the media representatives.
6. Supervising the Public Information Branch.

### **Activation Phase**

- Follow generic Activation Phase Checklist.
- Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

### **Operational Phase**

- Obtain policy guidance from the EOC Director with regard to media releases.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
- Develop and publish a media briefing schedule, to include location, format, preparation, and distribution of hand-out materials.

- O Implement and maintain an overall information release program.
- O Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
- O Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- O Interact with other Operational Area EOC sections, branches, and units to provide and obtain information relative to public information operations.
- O Develop content for state Emergency Alert System (EAS) releases. Monitor EAS releases, as necessary.
- O In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- O At the request of the EOC Director, prepare media briefings for members of the County Board of Supervisors and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- O Ensure that a rumor control function is established to correct false or erroneous information.
- O Ensure that adequate staff are available at incident sites to coordinate and conduct tours of the disaster areas.
- O Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.
- O Prepare, update, and distribute to the public a Disaster Assistance Information Directory which contains locations to obtain food, shelter, supplies, health services, etc.
- O Ensure that announcements, emergency information, and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.).

- O Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- O Ensure that file copies are maintained of all information released.
- O Provide copies of all releases to the EOC Director.
- O Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- O Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

**Demobilization Phase**

- O Follow generic Demobilization Phase Checklist.

## Rumor Control Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Provide staffing for rumor control telephone bank.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

### **Activation Phase**

- Follow generic Activation Phase Checklist.

### **Operational Phase**

- Obtain "confirmed" disaster information.
- Operate a telephone bank for receiving incoming inquiries from the general public.
- Correct rumors by providing factual information based on confirmed data.
- Establish a "Disaster Hotline" recorded message and provide updated information periodically.
- Refer inquiries from member of the media to the lead Public Information Officer or designated staff.

### **Demobilization Phase**

- Follow generic Demobilization Phase Checklist.

## **LIAISON OFFICER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the Santa Luisa Operational Area EOC and handling requests from other EOCS for Santa Luisa Operational Area agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
5. Ensure that deactivation is accomplished when directed by the EOC Director.

### **Activation Phase**

- Follow generic Activation Phase Checklist.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

### **Operational Phase**

- Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC,
  - Understand their assigned functions,
  - Know their work locations,
  - Understand Santa Luisa Operational Area EOC organization and floor plan.
- Determine if additional agency representation is required from:
  - Other agencies,
  - Volunteer organizations,
  - Private organizations,
  - Utilities not already represented.

- O In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- O Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- O Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- O With the approval of the EOC Director, provide agency representatives from Santa Luisa EOC to other EOCs, as required and requested.
- O Maintain a roster of agency representatives located at the Operational Area EOC. Roster should include the assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

#### **Demobilization Phase**

- O Follow generic Demobilization Phase Checklist.
- O Release agency representatives that are no longer required in the Operational Area EOC when authorized by the EOC Director.

## **AGENCY REPRESENTATIVES**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the Santa Luisa Operational Area.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the Operational Area EOC.

### **Activation Phase**

- O Follow generic Activation Phase Checklist.
- O Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of others in the Operational Area EOC organization.
- O Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- O Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
- O Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- O Contact the Operational Area EOC sections or branches that are appropriate to your responsibility; advise them of your presence and assigned work location in the EOC.

### **Operational Phase**

- O Facilitate requests for support or information that your agency can provide.
- O Keep current on the general status of resources and activity associated with your agency.

- O Provide appropriate situation information to the Planning/Intelligence Section.
- O Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- O Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the Santa Luisa Operational Area EOC Director as required.
- O On a regular basis, inform your agency of the Operational Area EOC priorities and actions that may be of interest.
- O Maintain logs and files associated with your position.

### **Demobilization Phase**

- O Follow generic Demobilization Phase Checklist.
- O When deactivation is approved by the EOC Director, contact your agency and advise them of expected time of deactivation and points of contact for the completion of ongoing actions or new requirements.
- O Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- O Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

## **SAFETY OFFICER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that all buildings and other facilities used in support of the Santa Luisa Operational Area EOC are in safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

### **Activation Phase**

- O Follow generic Activation Phase Checklist.

### **Operational Phase**

- O Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability - e.g., oversights, improper response actions, etc.
- O Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- O Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- O Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- O If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- O Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water potability, etc.
- O Keep the EOC Director advised of unsafe conditions; take action when necessary.

- O Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

**Demobilization Phase**

- O Follow generic Demobilization Phase Checklist.

## **SECURITY OFFICER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Provide 24-hour security for the Santa Luisa Operational Area EOC.
2. Control personnel access to the Santa Luisa Operational Area EOC in accordance with policies established by the EOC Director.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide executive and VIP security as appropriate and required.
- Provide recommendations as appropriate to EOC Director.
- Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

**Santa Luisa  
Operational Area  
EOC**

**Operations Section**

**Position Checklists**

## **OPERATIONS SECTION CHIEF**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the County of Santa Luisa and Santa Luisa Operational Area EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring its effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports utilizing the Response Information Management System (RIMS), if operating.
6. Conduct periodic Operations briefings for the EOC Director, as required or requested.
7. Overall supervision of the Operations Section.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
  - Fire & Rescue
  - Care & Shelter
  - Medical & Health
  - Law Enforcement
  - Construction & Engineering

- O Determine the need for Operational Area Mutual Aid.
- O If Mutual Aid systems are activated, ensure that the appropriate Mutual Aid Coordinator or representative is located in the corresponding branch in operations.
- O Request additional personnel for the section as necessary for 24-hour operation.
- O Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- O Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- O Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- O Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- O Establish radio or cell-phone communications with Incident Commander(s) operating in the unincorporated county or contract areas.
- O Establish radio or cell-phone communications with County Department Operations Centers (DOCs), if activated.
- O Determine activation status of other EOCs in the Operational Area and establish communication links with the Operations Sections.
- O Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- O Identify key issues currently affecting the Operations Section; meet with Section personnel to determine appropriate section objectives for the first operational period.
- O Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.

- O Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Phase**

- O Ensure that all section personnel are maintaining their individual position logs.
- O Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports utilizing RIMS.
- O Ensure that all media contacts are referred to the Public Information Branch.
- O Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- O Attend and participate in EOC Director's action planning meetings.
- O Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each action planning meeting.
- O Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current action plan, are being addressed.
- O Ensure that the branches coordinate all resource needs through the appropriate Operational Area Mutual Aid Coordinators or the Logistics Section.
- O Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- O Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- O Brief the EOC Director on all major incidents.
- O Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- O Brief Branch Coordinators periodically on any updated information you may have received.

- O Share status information with other sections as appropriate.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

# **FIRE & RESCUE BRANCH COORDINATOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities**

1. Coordinate fire, hazardous materials, and search and rescue operations in the unincorporated county or contract areas.
2. Assist the Santa Luisa Operational Area Fire & Rescue Mutual Aid Coordinator in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain branch status reports (on RIMS) for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain status of unassigned operational area, state, and federal fire & rescue resources in the region.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Overall supervision of the Fire & Rescue Branch.

## **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
  - Fire Operations Unit
  - Search & Rescue Unit
  - Hazardous Materials Unit
- If the mutual aid system is activated, provide assistance to the Santa Luisa Operational Area Fire & Rescue Mutual Aid Coordinator, in coordinating and acquiring mutual aid resources.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first action planning meeting.

## **Operational Phase**

- O Ensure that Branch and Unit position logs and other files are maintained.
- O Maintain current status of Fire & Rescue missions being conducted in your area of responsibility.
- O Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- O On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS.
- O Refer all contacts with the media to the Public Information Branch.
- O Ensure that fire, hazardous material, and search and rescue resources are channeled through the mutual aid coordinators.
- O Receive and process non-fire resource requests from the Operational Area member jurisdictions.
- O Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- O Prepare objectives for the Fire & Rescue Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next action planning meeting.
- O Provide your relief with a briefing at shift change; inform him/her of all on going activities, and branch objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Fire Operations Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Evaluate and process requests for fire resources through the Santa Luisa Operational Area Fire & Rescue Mutual Aid Coordinator.
2. Establish and maintain communication with Fire Branch Directors in the field or at the Department Operations Center (DOC) if activated, for incidents occurring in the county unincorporated or contract areas.
3. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track fire resources utilized during the event.
5. Provide general support to field personnel, as required.
6. Supervise the Fire Operations Unit.

### **Activation Phase**

- Follow generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell-phone communication with the Department Operations Center or Fire Branch Director at the Field Level.
- Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Branch at the Field Level.
- Assess the impact of the disaster/event on the Santa Luisa County Fire Department's operational capability.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.

- O If the Department Operations Center is not activated, ensure that the assignment of fire resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- O Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- O Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- O If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (marshaling areas, staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- O In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- O Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- O Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- O Assist in establishing camp facilities through the Logistics Section, if not addressed at the ICP or DOC.
- O Reinforce the use of proper procedures for media contacts.

### **Demobilization Phase**

- O Follow generic Demobilization Phase Checklist.

## Search & Rescue Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide search and rescue support as required to Operational Area emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.

### **Activation Phase**

- Follow generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to county unincorporated areas, contract areas, or to other emergency response agencies within the Operational Area, in a manner consistent with established priorities.
- Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area, specifically larger jurisdictions who have organized USAR teams.

- O Work closely with the Logistics Section in requesting additional USAR resources through the OES REOC.
- O Coordinate with the Law Enforcement Branch to determine availability of search dog units through mutual aid channels.
- O Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- O Coordinate with the Medical and Health Branch to provide on-site assistance to extricated victims requiring medical treatment.
- O Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
- O Ensure that each team leader develops a safety plan for each assigned mission.
- O Monitor and track the progress and status of each search and rescue team.
- O Ensure that team leaders report all significant events.
- O Assist in establishing camp facilities for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- O Inform the Fire & Rescue Branch Coordinator of all significant events.
- O Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## HazMat Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Determine the scope of hazardous materials incidents throughout the Operational Area.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the HazMat Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of hazmat incident response required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for hazmat teams based on established priorities.
- Mobilize and deploy available hazmat teams to county unincorporated areas, contract areas, or to other emergency response agencies within the Operational Area, in a manner consistent with the HazMat Mutual Aid System and established priorities.
- Establish radio or cell-phone communication with all deployed hazmat teams to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of HazMat Response Teams in the Operational Area.

- O Coordinate with construction and engineering to provide on-site assistance with hazmat operations at the request of team leaders.
- O Coordinate with the Medical and Health Branch to determine medical facilities where victims of hazmat incidents can be transported following decontamination.
- O Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at hazmat scenes.
- O Monitor and track the progress and status of each hazmat team.
- O Ensure that HazMat Team Leaders report all significant events.
- O Assist in establishing camp facilities for hazmat teams through the Logistics Section, if not addressed at the ICP or DOC.
- O Inform the Fire & Rescue Branch Coordinator of all significant events.
- O Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## **LAW ENFORCEMENT BRANCH COORDINATOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Coordinate movement and evacuation operations during a disaster in county unincorporated and contract areas.
2. Alert and notify the public of the impending or existing emergency in county unincorporated and contract areas.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies within the Operational Area.
6. Coordinate the coroner's response for the Operational Area.
7. Supervise the Law Enforcement Branch.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch:
  - Law Enforcement Operations Unit
  - Coroner Unit
- Contact and assist the Santa Luisa Operational Area Law Enforcement Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning Meeting.

### **Operational Phase**

- Ensure that Branch and Unit position logs and other appropriate files are maintained.

- O Maintain current status on Law Enforcement missions being conducted in your area of responsibility.
- O Provide the Operations Section Chief and the Planning/Intelligence Section Chiefs with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- O On a regular basis, complete and maintain the Law Enforcement Branch Status Report on RIMS.
- O Refer all contacts with the media to the Public Information Branch.
- O Determine need for Operational Area Mutual Aid.
- O If law enforcement or coroner's mutual aid systems are activated, ensure that the appropriate mutual aid coordinator or representative is available in the EOC for coordination purposes.
- O Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- O Prepare objectives for the Law Enforcement Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- O Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Law Enforcement Operations Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Evaluate and process requests for Law Enforcement Mutual Aid Resources through the Santa Luisa Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with the Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated, for incidents occurring in the county unincorporated or contact areas.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the Law Enforcement Operations Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.
- Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement branch at the field level.
- Assess the impact of the disaster/event on the Santa Luisa County Sheriff's Department's operational capability.
- Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first action planning meeting.

- O If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- O If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- O In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- O Coordinate with the Fire Operations Branch to determine geographical boundaries of evacuations.
- O Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- O Assist in establishing camp facilities for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.
- O Reinforce the use of proper procedures for media contacts.
- O Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- O Evaluate and process all requests for law enforcement resources through the Santa Luisa Operational Area Law Enforcement Mutual Aid Coordinator.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Coroner Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Coordinate the Coroner's resources for the collection, identification, and disposition of deceased persons and human remains.
2. Establishment and operation of morgue facilities and maintenance of detailed records of fatalities.
3. Supervision of the Coroner Unit.

### **Activation Phase**

- Follow generic Activation Phase Checklist.

### **Operational Phase Actions**

- Establish and maintain a position log and other appropriate files.
- Ensure that locations where fatalities are discovered are secured.
- Ensure that fatality collection points are established and secured as necessary.
- Ensure that morgue facilities are established.
- Activate the Coroner's Mutual Aid Plan as required.
- Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Ensure that qualified personnel are monitoring the collection and tagging of remains.
- Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to morgue(s).

- O Ensure that remains are identified and notifications are made to next of kin.
- O Coordinate the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster/event.
- O Inform the Law Enforcement Branch Coordinator of the Coroners Unit activities on a regular basis.
- O Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event.
- O Ensure that all media contacts are referred to the Public Information Branch.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## **CONSTRUCTION/ENGINEERING BRANCH COORDINATOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Survey all utility systems and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities and coordinating the repairs of damage to public facilities.
3. Assist other sections, branches, and units as needed.
4. Supervise the Construction/Engineering Branch.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Construction/Engineering Branch:
  - Utilities Unit
  - Public Works Unit
  - Damage/Safety Assessment Unit
- Contact and assist the Santa Luisa Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Public Works Branch and provide them to the Operations Section Chief prior to the first action planning meeting.

### **Operational Phase**

- Ensure that branch and unit position logs and other necessary files are maintained.
- Maintain current status on all public works activities being conducted in your area of responsibility.

- O Ensure that damage and safety assessments are being carried out for both public and private facilities; request mutual aid as required.
- O Determine and document the status of transportation routes into and within the affected areas.
- O Coordinate debris removal services as required.
- O Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of the Construction/Engineering Branch operations periodically during the operational period or as requested.
- O Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained on RIMS.
- O Refer all contacts with the media to the Public Information Branch.
- O Ensure that public works resources are channeled through the Mutual Aid Coordinators.
- O Receive and process non-public works resources requests from emergency response agencies within the Operational Area.
- O Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- O Prepare objectives for the Construction/Engineering Branch for the subsequent operations period, and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- O Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Utilities Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Assess the status of utilities, and provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives, or through the Utilities Branch in the REOC.
3. Supervise the Utilities Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers in the Santa Luisa Operational Area.
- Determine the extent of damage to utility systems in the Operational Area.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Operational Area EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
- Complete and maintain the utilities Status Report on RIMS.
- Refer all contacts with the media to the Public Information Branch.

## **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Damage/Safety Assessment Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams are available immediately to assess the condition of the Santa Luisa Dam.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Coordinate mutual aid requests for engineers to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival in the Operational Area.
6. Supervise the Damage/Safety Assessment Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other branches/units as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.

- O Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- O Coordinate all requests for engineers and building inspectors from emergency response agencies within the Operational Area. Communicate mutual aid resource needs with the OES REOC.
- O Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- O Refer all contacts with the media to the Public Information Branch.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Public Works Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
5. Supervise the Public Works Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- As requested, direct staff to provide flood fighting assistance, clear debris from roadways and waterways, assist with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and material as required.
- Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.

- O Refer all contacts with the media to the Public Information Branch.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## **MEDICAL AND HEALTH BRANCH COORDINATOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Act as liaison to the County Health Officer and EMS agency, and may assume the role of the Operational Area Medical & Health Coordinator (OADMHC).
2. Coordinate and manage the allocation of available disaster medical and health resources to support disaster medical and health operations in the affected area.
3. Determine the medical and health impact of the event on the affected population and medical and health infrastructure, and ensure information is provided to the Operations Section Chief, REOC, RDMHC, and JEOC.
4. Evaluate and prioritize medical and health requests from local responders based on criteria established by the Operations Section Chief, and determine appropriate response recommendations.
5. Obtain medical and health personnel, supplies and equipment through established mutual aid procedures coordinated by the RDMHC.
6. Coordinate the mobilization and transportation of all resources through the Logistics Section.
7. Maintain the status of all unassigned medical and health resources within the operational area.
8. Complete and maintain branch status reports utilizing RIMS, for major incidents requiring or potentially requiring operations area, state and federal response.
9. Implement the appropriate Action Plan objectives for the Medical and Health Branch.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Determine level of staff required for current operations as well as relief shifts.
- Based on the situation, activate the necessary Units within the Medical and Health Branch:
  - Disaster Medical Unit
  - Public Health Unit

- O Open and maintain Branch logs using RIMS.
- O Set up section work area.
- O Determine the need to open the health care agency/department operations center.
- O Contact supporting RDMHC, State EMS Authority, State Department of Health Services, and the REOC Medical and Health Branch (when activated).
- O Prepare the initial medical and health situation report.
- O Prepare objectives for the Medical and Health Branch and provide them to the Operations Section Chief prior to the first Action Planning Meeting.

**Operational Phase**

- O Ensure that Medical and Health Branch and unit position logs and other necessary files are maintained.
- O Maintain current status on Medical and Health operations being conducted within the Operational Area.
- O Ensure that branch status reports are prepared periodically, utilizing RIMS.
- O Respond to requests for medical and health resources in coordination with Logistics and other SEMS functions.
- O Coordinate with the RDMHC and REOC for medical and health resource needs which cannot be provided within the Operational Area.
- O Participate in medical/health interagency conference calls.
- O Monitor and support environmental and public health response operations at the local government and operational area level.
- O Support the acquisition of potable water supplies as required.
- O Ensure adequate environmental controls are initiated and maintained as required.
- O Ensure that public health and medical information updates are provided to the Public Information Branch and that all media inquiries are referred to the PIO as required.

- O Coordinate with other response agencies to meet medical and public health needs for sheltered populations.
- O Ensure that Branch objectives are identified and reviewed as required to facilitate the action planning process.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.
- O Ensure that public health information guidelines are issued to the PIO for periodic media releases during the recovery phase.

Disaster Medical Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Determine the status of medical facilities within the affected area.
3. Coordinate the transportation of injured victims to appropriate medical facilities as required.
4. Supervise the Disaster Medical Unit.

### **Activation Phase**

- O Follow generic Activation Phase Checklist.

### **Operational Phase**

- O Establish and maintain position logs and other necessary files.
- O Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- O Determine the status and availability of medical resources in the operational area; specifically paramedics and ambulances.

- O Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- O Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc..
- O Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- O Coordinate with the Logistics Section to acquire additional transportation, other than ambulances, for injured victims as required or requested.
- O Establish and maintain communication with the REOC and determine status and availability of medical resources.
- O Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- O Inform the Medical & Health Branch Coordinator of all significant events.
- O Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Public Health Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Assess the status and availability of potable water
2. Assess the status of the sanitation system.
3. Inspect and assess foodstuffs, drugs, and other consumables for purity and usability.
4. Develop and implement a vector control plan for the affected disaster area(s).
5. Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
6. Supervise the Public Health Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Dispatch teams to survey and test potable water systems; determine status of potable water.
- Dispatch teams to survey and test sanitation systems.
- Ensure that both water and sanitation systems are continually monitored.
- Develop a transportation and distribution strategy for potable water.
- Through the Logistics Section, obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Develop and implement a plan to identify sources of contamination which could pose a health problem; contain and/or eliminate the threat to the general population.

- O Coordinate with the Coroner Unit in the handling of the deceased; advise on any health-related problems associated with the storage and disposal of the human remains.
- O Coordinate the inspection of foodstuffs, drugs, and other consumables for purity and usability.
- O Develop and implement a plan for vector control.
- O Inform the Medical & Health Branch Coordinator of all significant events.
- O Refer all contacts with the media to the Public Information Branch.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## **CARE & SHELTER BRANCH COORDINATOR**

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Coordinate with the American Red Cross and other volunteer agencies to ensure food, potable water, clothing, shelter and other basic necessities are provided for the citizens of the Operational Area affected by a disaster/event.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual living.
4. Supervise the Care & Shelter Branch.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain your position log and other necessary files.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Care & Shelter Branch Operations periodically during the operations period or as requested.
- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- Establish communications with other volunteer agencies to provide clothing and other basic life sustaining necessities.
- Assist the American Red Cross in opening, staffing and managing congregate care shelters to the extent possible.
- Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.

- O In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- O Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- O Complete and maintain the Care & Shelter Status Report Form on RIMS.
- O Prepare objectives for the Care & Shelter Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- O Refer all contacts with the media to the Public Information Branch.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

**Santa Luisa  
County  
EOC**

**Planning/  
Intelligence Section**

**Position Checklists**

January 1999

## **PLANNING/INTELLIGENCE SECTION CHIEF**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that the responsibilities of the Planning/Intelligence Section are carried out, to include:
  - collecting, analyzing, and displaying situation information;
  - preparing periodic Situation Reports;
  - preparing and distributing the EOC Action Plan and facilitating the action planning meeting;
  - conducting Advance Planning activities and report;
  - providing technical support services to the various EOC sections and branches, and
  - documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with the other Section Chiefs, ensure that the Response Information Management System (RIMS) is used to maintain Branch Status Reports, complete Situation Status Reports, and to develop the EOC Action Plan.
6. Supervise the Planning/Intelligence Section.

### **Activation Phase**

- O Follow the generic Activation Phase Checklist.
- O Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- O Based on the situation, activate branches within the section as needed and designate Branch or Unit Leaders for each element:
  - O Situation Analysis Unit
  - O Advance Planning Unit
  - O Documentation Unit
  - O Technical Services Unit

- O Request additional personnel for the section as necessary to maintain a 24-hour operation.
- O Establish contact with all activated EOCs within the Operational Area and coordinate Situation Status Reports with their Planning/Intelligence Sections.
- O Meet with Operations Section Chief; and obtain and review any major incident reports.
- O Review responsibilities of branches in section; develop plan for carrying out all responsibilities.
- O Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- O Keep the EOC Director informed of significant events.
- O Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase**

- O Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- O Ensure that the Situation Analysis Unit is maintaining current information for the Situation Status Report.
- O Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence on RIMS.
- O Ensure that a Situation Status Report is produced and distributed to all EOC Sections and the OES REOC at least once, prior to the end of the operational period.
- O Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- O Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.

- O Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- O Facilitate the EOC Director's action planning meetings approximately two hours before the end of each operational period.
- O Ensure that objectives for each section are completed (on RIMS), collected, and posted in preparation for the next action planning meeting.
- O Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- O Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives as defined in the current EOC Action Plan are being addressed.
- O Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the Operational Area EOC.
- O Ensure that the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the EOC, as required.
- O Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
- O Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Situation Analysis Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards or entering into RIMS.
3. Ensure that Situation Status Reports are developed on RIMS for dissemination to EOC staff and the OES REOC.
4. Ensure that an EOC Action Plan is developed on RIMS for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards, and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the action planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

### **Operational Phase**

- Ensure position logs and other necessary files are maintained.
- Oversee the collection and analysis of all event or disaster related information.
- Oversee the preparation and electronic distribution of the Situation Status Report on RIMS. Coordinate with the Documentation Unit for manual distribution and reproduction as required.

- O Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, on RIMS, on a regular basis.
- O Meet with the Public Information Branch Coordinator to determine the best method for providing them with up-to-date information.
- O Prepare a situation summary for the EOC Action Planning meeting.
- O Ensure each section provides their objectives on RIMS at least 30 minutes prior to each Action Planning meeting.
- O Convene and facilitate the Action Planning meeting following the meeting process guidelines.
- O In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on RIMS or on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, SITSTAT Reports, etc.).
- O Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
- O Ensure that adequate staff are assigned to maintain all maps, status boards, and other displays.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Documentation Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC Position Logs, Situation Status Reports, EOC Action Plans, and any other related information, just prior to the end of each operational period.
2. Provide documentation reproduction services to EOC staff.
3. Distribute the Santa Luisa Operational Area EOC Situation Status Reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with the event or disaster, on RIMS.
5. Assist the EOC Coordinator in the preparation and distribution of the After-Action Report.
6. Supervise the Documentation Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Maintain a position log.
- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Status Reports and Action Plans either manually or electronically utilizing RIMS. Ensure distribution is made to the OES REOC.
- Keep extra copies of reports and plans available for special distribution, as required.

- O Set up and maintain document reproduction services for the EOC.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

### **Advance Planning Unit Leader**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available Status Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

### **Activation Phase**

- O Follow the generic Activation Phase Checklist.

### **Operational Phase**

- O Maintain a position log.
- O Monitor the current Situation Report to include recent updates.
- O Meet individually with the General Staff and determine best estimates of the future direction of the event or disaster.
- O Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.

- O Submit the Advance Plan to the Planning/Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- O Review action planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominantly to Recovery Operations.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Technical Services Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Provide technical observations and recommendations to the Operational Area EOC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Services Unit.

### **Activation Phase**

- O Follow the generic Activation Phase Checklist.

### **Operational Phase**

- O Maintain a position log and other necessary files.
- O Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- O Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- O Assign technical staff to assist the Logistics Section in interpreting specialized resource requests.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Demobilization Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and status reports.
2. Supervise personnel assigned to the Demobilization Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and administer the section worksheet for the demobilization plan.
- Meet with the EOC Director and administer the EOC Director's worksheet for the demobilization plan.
- Utilizing the worksheets, develop the Demobilization Plan in RIMS and circulate to the EOC Director and General Staff for review.
- Formalize the Demobilization Plan on RIMS for the EOC Director.
- Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- Advise all Section Chiefs to ensure that demobilized staff complete all reports, timesheets, and exit surveys in coordination with the Personnel Unit prior to leaving the EOC.

**Santa Luisa  
County  
EOC**

**Logistics Section**

**Position Checklists**

January 1999

**January 1999**

## **LOGISTICS SECTION CHIEF**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure the logistics function is carried out in support of the Santa Luisa Operational Area EOC. This function includes providing communication services, and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives, as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated EOCs within the Operational Area.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate Branches/Units within the Section as needed and designate Branch and Unit Leaders for each element:
  - Communications Branch
  - Personnel Unit
  - Transportation Unit
  - Facilities Unit
  - Supply/Procurement Unit
  - Resource Status Unit
- Mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with Logistics Sections in activated EOCs within the operational area.

- O Advise Logistics Section Branches and Units to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from activated EOCs within the operational area. This should be done prior to acting on the request.
- O Meet with the EOC Director and General Staff and identify immediate resource needs.
- O Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- O Assist Branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the action plan.
- O Provide periodic Section Status Reports to the EOC Director.
- O Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase**

- O Ensure that Logistics Section position logs and other necessary files are maintained.
- O Meet regularly with Section staff and work to reach consensus on section objectives for forthcoming operational periods.
- O Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- O Attend and participate in EOC Action Planning meetings.
- O Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- O Ensure that transportation requirements, in support of response operations, are met.
- O Ensure that all requests for facilities and facility support are addressed.

- O Ensure that all operational area resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- O Provide section staff with information updates as required.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## **COMMUNICATIONS BRANCH COORDINATOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure radio, telephone, OASIS and computer resources, and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the Operational Area EOC. Ensure that a communications link is established with the OES Region.
3. Determine specific computer requirements for all EOC positions.
4. Implement RIMS for internal information management, to include message and e-mail systems.
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the Communications Branch.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Communications Branch:
  - Communications Unit
  - Information Systems Unit
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

### **Operational Phase**

- Ensure that communication branch position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.

- O Coordinate with all EOC sections/branches/units regarding the placement and operating procedures for use of all communication systems.
- O Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- O Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- O Ensure that RIMS and OASIS communications links are established with the OES REOC.
- O Ensure that communications links are established with activated EOC within the Operational Area.
- O Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- O Ensure that technical personnel are available for communications equipment maintenance and repair.
- O Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- O Keep the Logistics Section Chief informed of the status of the communications systems.
- O Prepare objectives for the Communications Branch, and provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- O Refer all contacts with the media to the Public Information Branch.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Communications Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Install, activate, and maintain telephone and radio systems for the Santa Luisa Operational Area EOC.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign amateur radio operators as needed to augment primary communications networks.
5. Supervise the EOC Communications Center and the Communications Unit.

### **Activation Phase**

- Follow generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- Coordinate with Pacific Bell Telephone Company in the Operational Area to obtain portable telephone banks as necessary.
- Refer all contacts with the media to the Public Information Branch.

## **Demobilization Phase**

- O** Follow the generic Demobilization Phase Checklist.

## Information Systems Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Install, activate, and maintain information systems for the Operational Area EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install RIMS on all computers for internal information management, to include message and e-mail systems.
4. Supervise the Information Systems Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Continually monitor and test RIMS and OASIS systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- Develop instructional guidance for use on computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.
- Request additional computer equipment as required through the Communications Branch Coordinator.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

## Transportation Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a Transportation Plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the Operational Area.
- Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population, and shipment of resources and material.
- Establish contact with local transportation agencies and schools to establish availability of equipment and personnel resources for use in evacuations and other operations as needed.
- Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

**January 1999**

## Personnel Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit, and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain position log and other necessary files.
- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Coordinate with the OES REOC to activate the Emergency Management Mutual Aid System (EMMA).
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed, and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.

- O Coordinate with the Liaison Officer and Security Officer to ensure access and proper direction for responding personnel upon arrival at the EOC.
- O Assist the Fire and Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- O To minimize redundancy, coordinate all requests for personnel resources from the field level, or from activated EOCs within the Operational Area, through the EOC Operations Section prior to acting on the request.
- O In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire a mental health specialist as needed.
- O Arrange for child care services for EOC personnel as required.
- O Establish registration locations with sufficient staff to register volunteers and issue them Disaster Service Worker identification cards.
- O Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Supply/Procurement Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance/Administration Section.
3. Coordinate delivery of supplies and material as required.
4. Supervise the Supply/Procurement Unit.

### **Activation Phase**

- O Follow the generic Activation Phase Checklist.

### **Operational Phase**

- O Establish and maintain a position log and other necessary files.
- O Determine if requested types of supplies and material that are available in the Operational Area warehouses and storerooms, along with inventory levels.
- O Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of predesignated emergency purchase orders as required.
- O Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.
- O In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- O Determine if the procurement item can be provided without cost from another jurisdiction or organization within the Operational Area.
- O Determine unit costs of supplies and material, from suppliers and vendors, and if they will accept purchase orders as payment prior to completing the order.

- O Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
  
- O If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
  
- O Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
  
- O In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist the field level with food services at camp locations as requested.
  
- O Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
  
- O Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Facilities Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
3. Supervise the Facilities Unit.

### **Activation Phase**

- O Follow the generic Activation Phase Checklist.

### **Operational Phase**

- O Establish and maintain a position log and other necessary files.
- O Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- O Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- O Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- O If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- O Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies, and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- O As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.

- O Keep the Logistics Section Chief informed of significant issues affecting the Facilities Unit.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Resource Status Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Coordinate with the other Units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Status Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain position log and other necessary files.
- Coordinate closely with all units in the Logistics Section, particularly Supply/Procurement, Personnel, and Transportation.
- As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following: date & time of the request; items requested; priority designation; time the request was processed and estimated time of arrival or delivery to the requesting party.
- Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

**Santa Luisa  
County  
EOC**

**Finance/  
Administration Section**

**Position Checklists**

## **FINANCE/ADMINISTRATION SECTION CHIEF**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for each person staffing the Operational Area EOC.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff, who are assigned in the county unincorporated and contract areas.
4. Ensure that there is a continuum of the payroll process for all county employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response to the event or disaster by county employees, are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to the EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
11. Supervise the Finance/Administration Section.

### **Activation Phase**

- O** Follow the generic Activation Phase Checklist.
- O** Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

- O Based on the situation, activate units within the Section as needed and designate Branch Coordinators for each element:
  - o Time Keeping Unit
  - o Purchasing Unit
  - o Compensation & Claims Unit
  - o Recovery Unit
- O Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- O Ensure there is coordination with all activated EOCs within the Operational Area for the purpose of gathering and consolidating response cost estimates and other related information.
- O Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- O Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- O In conjunction with Unit Leaders, determine the initial action planning objectives for the first operational period.
- O Notify the EOC Director when the Finance/Administration Section is operational.
- O Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase**

- O Ensure that Finance/Administration position logs and other necessary files are maintained.
- O Ensure that displays associated with the Finance/Administrative Section are current and that information is posted in a legible and concise manner.
- O Participate in all Action Planning meetings.
- O Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- O Keep the EOC Director, General Staff, and individual County Agency Administrators aware of the current fiscal situation and other related matters, on an on-going basis.

- O Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- O Ensure that the Time Keeping Unit tracks and records all agency staff time.
- O In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- O Ensure that the Compensation & Claims Unit processes all workers' compensation claims resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- O Ensure that the Time Keeping Unit processes all time sheets and travel/expense claims promptly through county budget and payroll office.
- O Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- O Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Time Keeping Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted to county budget and payroll office.
3. Supervise the Time Keeping Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain position logs and other necessary files.
- Initiate, gather, and update time reports from all county personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with County policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

**January 1999**

## Compensation and Claims Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Oversee the investigation of injuries and property/equipment damage claims involving the County and arising out of the event or disaster.
2. Complete all forms required by worker's compensation program and the County.
3. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time frame, consistent with County Policy and Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.

### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Purchasing Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Coordinate vendor contracts, not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain position logs and other necessary files.
- Review the County emergency purchasing procedures.
- Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief, per County policy and procedures.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to County Budget and Payroll for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

- O Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

**Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.

## Recovery Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and all recovery operations.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish and maintain position log and other necessary files.
- In conjunction with the County budget office, compute costs for use of equipment and facilities owned, rented, donated, or obtained through mutual aid.
- Obtain information from the Resources Status Unit regarding equipment use times.
- Ensure that the County budget and payroll office establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily, at the end of each shift.
- Meet with the Documentation Unit Leader and review EOC position logs, journals, all Status Reports, and Action Plans to determine additional cost recovery items that may have been overlooked.
- Act as the liaison for the Operational Area and County with the disaster assistance agencies, to coordinate the cost recovery process.

- O Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.
- O Contact and assist Recovery Units in agency EOCs within the Operational Area. Request their cumulative cost totals for the event or disaster.
- O Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and Board of Supervisors. The report should provide cumulative analyses, summaries, and total expenditures for both the County and the Operational Area (for information purposes).
- O Organize and prepare records for final audit.
- O Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

#### **Demobilization Phase**

- O Follow the generic Demobilization Phase Checklist.



**Volume 3**  
**Model County Plan**

**Part 4**

***Recovery Operations***

**Gray Davis**  
**Governor**

**Dallas Jones**  
**Director**

**January 1999**

**January 1999**

# MODEL COUNTY EMERGENCY OPERATIONS PLAN

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# Part Four

## Recovery Operations

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### CONCEPT OF OPERATIONS

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The County of Santa Luisa, each of the cities in the Operational Area, and all the special districts serving the Operational Area will be involved in recovery operations for the Santa Luisa Operational Area. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

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

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

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the Operational Area.

The major objectives of long-term recovery operations include:

- coordinated delivery of social and health services;
- improved land use planning;
- improved Santa Luisa Operational Area Emergency Operations Plan;
- re-establishing the local economy to pre-disaster levels;
- recovery of disaster response costs; and
- effective integration of mitigation strategies into recovery planning and operations.

Participating agencies and jurisdictions of the Operational Area will handle the long-term recovery activities on their own, with the exception

of improvements made on the Santa Luisa Operational Area Emergency Operations Plan. Changes to the plan will be coordinated with all participating members of the Operational Area. Public information during the recovery process will be handled independently by each agency or jurisdiction. However, information will be coordinated among the agencies and jurisdictions.

### **Short-Term Recovery**

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

- utility restoration;
- expanded social, medical, and mental health services;
- re-establishment of Santa Luisa County government operations;
- transportation routes;
- debris removal;
- cleanup operations; and
- abatement and demolition of hazardous structures.

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Santa Luisa County Health Department will coordinate and conduct Critical Incident Stress Debriefings for emergency response personnel and victims of the disaster event.

For federally declared disasters, teleregistration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the County and other jurisdictions will provide sheltering for disaster victims until housing can be arranged.

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

### **Long-Term Recovery**

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

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

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

Recovery programs will also be sought for individual citizens and private businesses. The County's and other Operational Area jurisdictions' redevelopment agencies will play a vital role in rebuilding commercial areas of Santa Luisa Operational Area.

## **RECOVERY OPERATIONS ORGANIZATION**

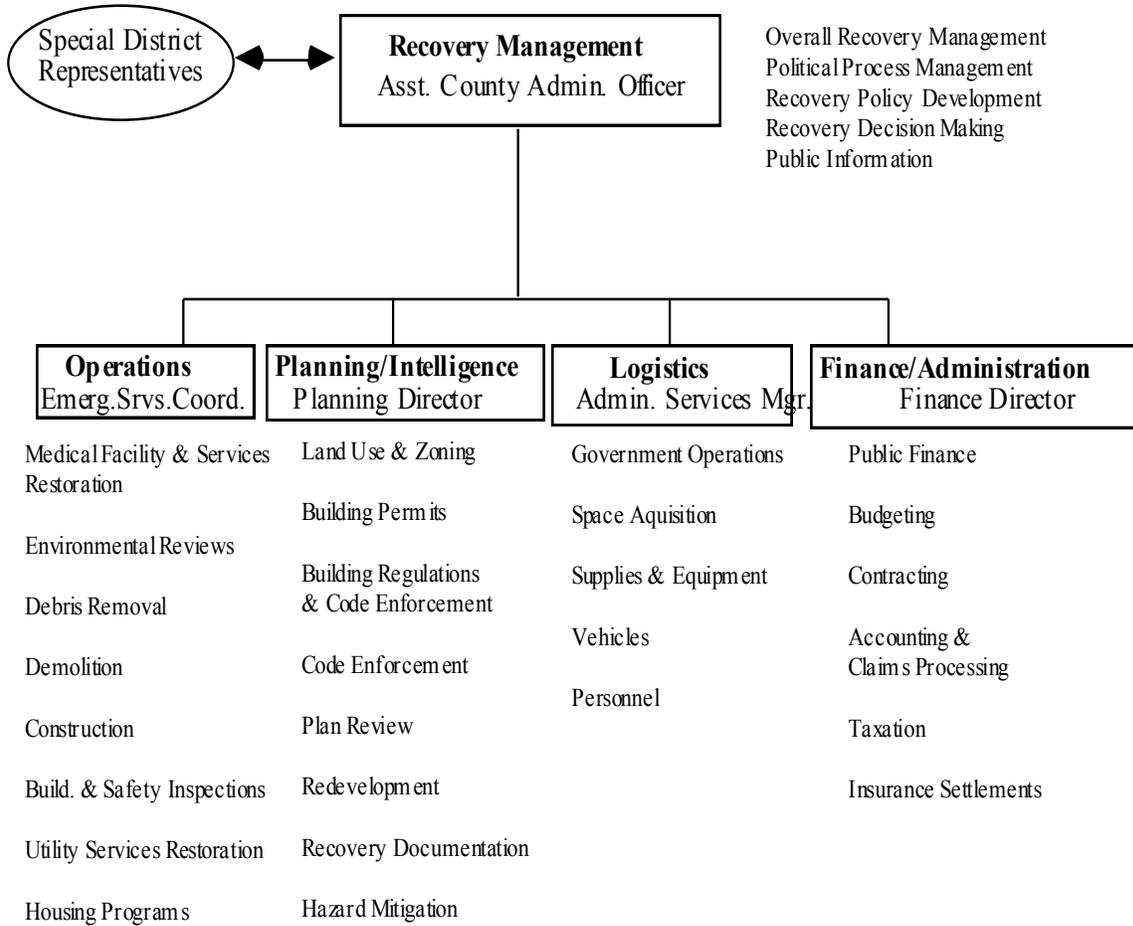
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For the County of Santa Luisa, recovery operations will be managed and directed by the Assistant County Administrative Officer (CAO). Recovery issues involving Operational Area jurisdictions and special districts will be coordinated and managed between the Assistant CAO and designated representatives.

On a regularly scheduled basis, the Assistant CAO will convene meetings with County department directors, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

The Santa Luisa County Emergency Services Coordinator and County OES staff will assist the Assistant CAO in facilitating and leading the recovery process. Santa Luisa County departments will also be represented and responsible for certain functions throughout the recovery process. A recovery operations organizational chart is depicted below.

## Santa Luisa Operational Area Recovery Operations Organization Chart



## **RECOVERY OPERATIONS RESPONSIBILITIES**

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

<b><u>Function</u></b>	<b><u>Departments/Agencies</u></b>
Political process management; interdepartmental coordination; policy development; decision making; and public information.	County Administrator's Office City Manager's Office Special District Management
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.	County Planning Department Jurisdictional Planning Departments
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.	County Health Department
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	County Engineering Dept. Jurisdictional Public Works Depts. Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; and low income and special housing needs.	County Social Services Dept. Jurisdictional Human Resources
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	County Finance Department Jurisdictional Finance Depts. Special District Accounting Offices
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	County Redevelopment Agency City Redevelopment Agencies
Applications for disaster financial assistance; liaison Services with assistance providers; onsite recovery support; and disaster financial assistance project management.	County Office of Emergency Jurisdictional OES Special District Accounting Offices
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of	District Attorney's Office City Attorney

new ordinances and resolutions.

Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

County Administrative Services  
Jurisdictional Administration

## **RECOVERY DAMAGE/SAFETY ASSESSMENT**

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The recovery damage/safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under the Santa Luisa Operational Area Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed, during the emergency response phase, to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

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

For the County, the detailed damage/safety assessment will be completed by the Santa Luisa County Engineering Department in coordination with the County Office of Emergency Services and other applicable County Departments. The Public Works Departments of each jurisdiction will complete the detailed damage assessment. The administrative and operational division of special districts will, in most cases, complete the detailed damage assessment.

## **DOCUMENTATION**

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

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

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

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

- roads;

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

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

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

The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special district, documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

## **AFTER-ACTION REPORTING**

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

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

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

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

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

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

The Santa Luisa County Office of Emergency Services will be responsible for the completion and distribution of the Santa Luisa County after-action report, including sending it to the Governor's Southern Region Office of Emergency Services within the required 90 day period.

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

For the Santa Luisa County and other Operational Area jurisdictions, the after-action report's primary audience will be County and city employees, including management. As public documents, they are accessible to

anyone who requests a copy and will be made available through the Santa Luisa County library system.

The after-action reports will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the after-action report will be collected from a questionnaire, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most up-to-date form, with instructions, can be found on RIMS.

## **DISASTER ASSISTANCE PROGRAMS**

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### **Introduction**

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

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

#### *Individuals*

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

#### *Businesses*

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

#### *Agriculture*

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

#### *Government*

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

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

At each level of emergency declaration, various disaster assistance programs become available to:

- individuals;
- businesses;
- governments; and
- non-profit organizations.

#### *Local Emergency*

Under local emergency declarations, Santa Luisa County and Operational

*Declaration*

Area jurisdictions may be eligible for assistance under the Natural Disaster Assistance Act (with the OES Director's concurrence).

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

*State of Emergency  
Proclamation*

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

- Contractor's License Board;
- Department of Motor Vehicles;
- Department of Aging;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;
- State Board of Equalization; and
- Department of Veteran's Affairs.

*Presidential Declaration*

Under a Presidential Declaration, the County, Operational Area jurisdictions, special districts, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance;
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.

**Public Assistance Program Responsibilities**

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

In Santa Luisa County the Office of Emergency Services (OES) will complete the necessary public assistance program application and

supporting materials for the County. The County OES will also serve as the primary contact for state and federal field representatives. City Office's of Emergency Services will complete the application process and provide supporting materials to state and federal representatives.

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

The following outline the Federal Public Assistance Program and the State of California's Public Assistance Program, the Natural Disaster Assistance Act (NDAA).

### **Federal Public Assistance Program**

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*Authorities and  
Required Declarations*

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

*Eligible Applicants*

State agencies, Counties, Cities, Special Districts, K-12 schools, Colleges, Private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

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

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

*Eligible Work Projects*

Eligible Work Projects:

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

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

- Category A - Debris Clearance;

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

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

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

Measures undertaken to preserve public health and safety must:

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

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

*Permanent  
restoration*

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

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

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

When a facility is deemed non-repairable by the FEMA Region IX Director, approved restorative work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require

and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage.

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

*Eligible Cost*

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

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

*Eligible wage costs include*

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

*Eligible equipment costs include*

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

*Consumable Supplies and Materials and Cooperative Agreements*

Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.

*Administrative Allowances*

Allowances for necessary costs of requesting, obtaining, and administering federal disaster assistance subgrants are:

- \$0 - \$99,999 3 percent

- \$100,000 - \$999,999 2 percent
- \$1,000,000 - \$4,999,999 1 percent
- \$5,000,000 and up .5 percent

*Applying for Assistance Under the Federal Public Assistance Program*

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

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

*Damage Survey Report (DSR)*

Once the OES Project Application is received, a joint State/Federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of \$43,600 or more. A small project is a project with an approved estimate of costs under \$43,600. Any damage not shown to the inspection team during its initial visit must be reported to the FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit. For large projects over \$200,000, a construction monitoring program must be implemented. Within 45 days of receipt of the application for federal public assistance, the DSRs are reviewed by the FEMA Region IX Director and a decision to obligate the funds will be rendered. Once the projects are approved, State OES must submit quarterly progress reports to the FEMA Region IX Director.

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

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

*Work Project Funding*

To receive payment, the subgrantee must have a resolution that designates an authorized representative, filed an OES Project Application, and have a Vendor Data Record (STD 204). Work project funding is subject to FEMA/State Agreement and 75 %/ 25 % federal/state and local costs shares, as established as the minimum under the Stafford Act. Funding of improved projects are subject to the Governor's Authorized Representative's (GAR) approval. Alternate projects are subject to the FEMA Region IX Director's approval and will be penalized 10 %. Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form (OES 131). Reimbursement payments are sent in the form of progress payments, withholding 25 % until after final inspection or audit.

*Completion Deadlines*

The following deadlines have been established for each work category:

- Debris Clearance 6 Months\*
- Emergency Work 6 Months\*
- Permanent Work 18 Months\*

\* Dates established from date of major disaster declaration

The Governor's Authorized Representative may extend deadlines, when justified, as follows:

- Debris Clearance 6 Months
- Emergency Work 6 Months
- Permanent Work 30 Months

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

*Final Claim*

The applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of

all completed projects. A final audit is performed. The applicant must retain all records for six years.

**State Natural Disaster Assistance Act (NDAA) Program**

*Authorities and Required  
Declarations*

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

*Eligible Applicants*

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

*Eligible Work Projects*

Eligible Work Projects:

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

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

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

*Eligible Cost*

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

to state/local cost sharing). A four % allowance for administrative cost is also eligible for NDAA funding, subject to state/local cost-sharing.

*Eligible Wages*

Eligible wages under the NDAA program now follow the same guidelines as the federal public assistance program. That is, the state will not assume any regular time costs which are ineligible under the federal program. The state will cost share any wages which are eligible for federal program funding.

*Eligible equipment costs include*

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

*Supplies, Materials, and Cooperative Agreements*

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

*Applying for Assistance under NDAA*

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

*Damage Survey Reports (DSR)*

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

Supplements to the original application may be approved for substantial errors or omissions, overruns/underruns caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be

requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.

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

*Work Project Funding*

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

*Completion Deadlines*

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

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

Extensions are allowable with adequate justifications.

*Final Claim*

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

**Individual Assistance Program Responsibilities**

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

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

The Santa Luisa Operational Area's objective is to provide the Santa Luisa community with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

American Red Cross (ARC):

Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment may be provided. Contact local ARC.

Cora Brown Fund:

Funds may be used for disaster-related needs that have not or will not be met by government or other organizations that have programs to address such needs. Awarded through FEMA.

Crisis Counseling Program:

Provides grants to State and County mental health departments, who in turn provide training for screening, diagnosing, and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster. Individuals and government should contact local mental health agency.

State Department of Aging:

Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Aging for a referral to nearest location.

State Department of Consumer Affairs:

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so that consumers can check on license status of contractors.

State Department of Insurance:

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Contact California Department of Insurance.

Department of Motor Vehicles:

May offer waivers of certain fees. Contact California Department of Motor Vehicles.

Department of Veteran's Affairs:

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Contact the California Department of Veteran's Affairs.

United States Department of Agriculture:

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation Program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact the Santa Luisa County Agriculture Commissioner regarding these programs.

Disaster Unemployment:

Provides weekly unemployment subsistence grants for those who become unemployed because of a major disaster or emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

Federal Financial Institutions:

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

Franchise Tax Board:

Following proclamation of a state of emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board.

Individual and Family Grant Program:

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on the seriousness of need and

exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

Internal Revenue Service (IRS) Tax Relief:

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Victims may contact the IRS.

Mennonite Disaster Service:

Provides assistance for repair of private residences and community facilities, warning, evacuation, and search. Also assists with cleanup and repair for elderly, disabled, and underinsured citizens. May also provide mental health support. Contact nearest Mennonite Services location.

Salvation Army:

Assistance includes mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons. Contact local Salvation Army for assistance.

State Board of Equalization:

Provides tax relief services which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Contact the California Board of Equalization.

United States Small Business Administration:

May provide low-interest disaster loans to individuals and businesses who have suffered a loss due to a disaster. Submit request for SBA loan assistance to the State's Southern Region Office of Emergency Services.

Temporary Housing Assistance:

May provide for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should call FEMA to register.

**Hazard Mitigation Grant Program Responsibilities**

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

The HMGP fund is based upon a 15% share of the FEMA estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual

Assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local, or private resources. HMGP funds cannot be used as the sole match for other federally funded programs.

#### **Hazard Mitigation Grant Program**

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

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

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



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**Volume 3**  
**Model County Plan**  
*Appendices*

**Gray Davis**  
**Governor**

**Dallas Jones**  
**Director**

**January 1999**

# MODEL COUNTY EMERGENCY OPERATIONS PLAN

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# Appendices

## Resource List

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Resource lists for Santa Luisa County Departments can be found in their Standard Operating Procedures (SOPs). The following list depicts those businesses and merchants who have done business with the County in the past.

<u>Business/Merchant</u>	<u>Address</u>	<u>Telephone</u>
<i>Grocers - Retail and Wholesale</i>		
Woodwards Wholesale Grocers	1717 E. Del Norte, SLDM	546-9087
Safeway Grocers	1923 J St., SLDM	552-0123
Safeway Grocers	1111 E. Del Norte, SLDM	534-5411
Safeway Grocers	561 1st St., Dillon	543-1923
Safeway Grocers	2341 Main St., Rivendell	567-9874
Dyanne Wholesale Liquors	2120 J St., SLDM	537-3219
Santa Luisa Liquor and Deli	300 W. 19th Ave., SLDM	542-0001
Van's Super Food	451 W. 19th Ave., SLDM	544-4561
Giant Super Mart	801 W. 18th Ave., SLDM	565-6542
Lucky Markets	Santa Luisa Mall, SLDM	569-0990
Lucky Markets	1623 J St., SLDM	567-3093
Lucky Markets	1357 Kyte St., El Dorado	563-0916
Norms Market	301 Kilometro Calle, SLDM	542-0123
<i>Bakeries</i>		
Helsey Bakery	707 Kilometro Calle, SLDM	542-9843
Langendorf United Bakeries	430 W. 3rd St., SLDM	565-6845
Santa Luisa Baking Company	217 E. Brady, SLDM	541-2345
Rivendell Bakery	4321 E. 2nd St., Rivendell	546-0122
<i>Ice Products</i>		
Swift Ice Deliveries	203 C St., SLDM	543-1298
Union Ice Company	300 Air Force Wy., El Dorado	545-6723
Hobbess Beach Icicle Works	5431 Front St., Hobbess Beach	433-4556
<i>Meat Products</i>		
Armour and Company	300 Dos Santos Wy., Dillon	543-0909
Dubuque Packing Company	223 E. Brady St., SLDM	543-0876
El Dorado Butchers	121 1st St., El Dorado	545-0110

*Restaurants/Take-out/Caterers*

Bill's Catering Service	342 Kilometro, SLDM	565-9875
Boots and Saddle Lodge	701 W. 14th Ave., SLDM	565-9800
Burger King	100 College Way, SLDM	567-0980
Burger King	1200 1st St., El Dorado	567-8880
Burger King	50 Strand Rd., HB	556-9332

*Restaurants/Take-out/Caterers (Cont.)*

Continental Catering	723 W. 10th Ave., SLDM	564-0321
Country Fix'ens	3421 Main St., Dillon	546-0111
Dan's Place	1933 J. St., SLDM	564-0001
Flading Catering Service	Santa Luisa Mall, SLDM	546-1111
Golden West Catering	500 W. 19th Ave., SLDM	546-2221
Golden West Pancakes	617 W. 19th Ave., SLDM	546-7782
Granny's Home Cooking Catering Service	234 15th Ave., Rivendell	546-0010
Hankey's	373 C St., SLDM	555-1101
Hoffs Hut	345 1st St., El Dorado	556-0917
IHOP	5412 Main St., Rivendell	554-0018
In and Out Burger	345 W. 20th St., SLDM	551-0913
Kentucky Fried Chicken	Santa Luisa Mall, SLDM	555-0187
Kentucky Fried Chicken	1231 Main St., Dillon	545-1102
Mac Donalds	Maywood Center, SLDM	551-1109
Mac Donalds	5500 Main St., Rivendall	556-1056
Mac Donalds	55 Strand Rd., HB	565-2325
Subway	65 Strand Rd., HB	565-0923
The Hut	1818 J St., SLDM	556-0945
Vista	1823 J St., SLDM	554-0934
Winchell's Donuts	1623 Kilometro Calle, SLD	554-0658
Winchell's Donuts	1234 5th St., El Dorado	556-0112

*Sporting Goods, Firearms, Camping Equipment*

Beechwood Firearms Company	403 J St., SLDM	554-5445
Conejo Sporting Goods	207 K St., SLDM	554-3333
Conejo Pawn and Jewelry	400 K St., SLDM	554-3334
Civic Center Pawn Shop	923 I St., SLDM	557-1213
Dillon Camping Company	444 2nd St., Dillon	567-8787
Hensling Sporting Goods	1703 Kilometro Calle, SLDM	561-5566
Circle Sporting Goods	1426 J St., SLDM	563-0128
Rivendell Firearms	232 5th Ave., Rivendell	568-2356
Sierra Sporting and Pawn	1442 R St., SLDM	559-0111
Target Arms Company	101 W. 6th Ave., SLDM	553-2398

*Towing Service*

Huss Tow	101 Brady St., SLDM	552-9090
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Atlas Tow Service	301 O St., SLDM	552-3321
Bill's Union Service and Tow	407 Kilometro Calle, SLDM	550-9625
Finway Tow Service	1605 Sandy Ln., HB	552-7676
Mumford's AAA Tow	217 10th St., Rivendell	550-1797
Perry's Tow Service	454 Main St., El Dorado	550-2586
Zee Tow Service	123 5th Ave., Dillon	551-1856

*Automobile and Truck Rentals*

A-1 Truck and Trailer Rentals	2323 Swedes Rd., Rivendell	553-9016
Avis Rental Car	SL County Airport	555-9999
Avis Truck Rentals (incl. refrigerator trucks)	1623 Cmdr. Way, El Dorado	532-8765
Avis Truck Rentals (incl. refrigerator trucks)	101 I St., SLDM	554-1843
Budget Rent-a-Car	SL County Airport	555-8878
5th Avenue Rental Service	801 5th Ave.	554-1276

*Automobile and Truck Rentals (Cont.)*

Hertz Rent-a-Car	SL County Airport	555-2222
Hertz Truck Rentals (incl. refrigerator trucks)	1345 Bikini Ln., HB	554-6666
Leonard Ely Chevrolet	601 H St., SLDM	543-3303
Lutz Ford	607 H St., SLDM	554-0004
Standord Lincoln-Mercury	608 H St., SLDM	553-3396

*Equipment Rental/Construction/Miscellaneous*

Bayshore Equipment Rentals	22 Bayshore Dr., HB	554-0287
Bonnie's Inc.	209 Danish Ct., Larson	562-1297
Bud's and Son	406 L St., SLDM	544-2233
Taylor Rentals	555 J St., SLDM	544-0009

*Contractors/General Supplies*

A-1 Sanitation Company (85 Chemical Toilets)	417 E St., SLDM	554-1113
Calso Water Company (5000 Gal. Potable Water Tanker) (5000 Gal. Sprklr. Truck)	555 E St., SLDM	553-0239
Century Chemical Toilets (100 Chemical Toilets)	423 D St., SLDM	543-0099
Jennings Tree Service (5 - 2 ton Stakeside Dump) (15 Chainsaws) (2 - 50' Boom Trucks) (Misc. Equip, Ropes, Chain, Chippers, etc.)	535 D St., SLDM	556-8888
Pacific Building Materials (Full Lumber Yard) (1000 Sacks of Cement) (50 Tons Each of Rock, Sand, Gravel)	1523 W St., SLDM	557-1128

(5000 burlap sacks)		
Neal-Mayflower Moving Company (2 Tractor/Trailer Moving Vans) (2 - 40' Bob Tail Trucks)	702 M St., SLDM	551-1001
Pacific-North American Van & Storage (3 Tractor Units) (1 Flatbed Trailer) (1 4000 lb. Forklift) (2 Closed Trailers) (1 Bobtail Truck)	1702 X St., SLDM	578-0232
Dean Van Lines-Santa Luisa Van & Storage (3 Tractor/Trailer Moving Vans) (1 - 40' Flatbed Trailer)	1607 U St., SLDM	541-1056

*Contractors/General Supplies (Cont.)*

Wenrick and Associates (2 - 10 Ton Dump Trucks) (2 - 5 Ton Crane Trucks) (1 John Deere 300 Skiploader) (1 D-4 Caterpillar) (3 Bobcat Loaders) (2 Water Trucks) (5 Pick-up Trucks) (2 Case 580 Backhoes) (2 - 2yd Front Loaders) (1 Cabot fwd Tractor)	101 Orange, SLDM	544-0494
William Tank Truck Service (8 - 6500 Gal. Truck/Trailer - Fertilizers) (2 - 5000 Gal. Truck/Trailers - LPG) (5 - 120 Gal. Vacuum Tractor/Trailer) (5 - 6500 Gal. Truck/Trailer - Gasoline) (5 - 5000 Gal. Truck/Trailer - Chemical)	101 Walnut, SLDM	569-9867
Melted Iron Works (1 - 10 Ton Caterpillar Crane) (1 Caterpillar D-7 w/Blade, Rippers) (2 - 10 Ton Dump Trucks) (3 - 40' Tractor/Trailer Rock Trucks)	304 R St., SLDM	567-9888

**January 1999**

**RESOLUTIONS AND ORDINANCES**

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**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY  
(By the Board of Supervisors)**

WHEREAS, Ordinance No. \_\_\_\_ of the County of Santa Luisa empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity; and

WHEREAS, said Board of Supervisors has been requested by the Director of the Office of Emergency Services of said county to proclaim the existence of a local emergency therein; and

WHEREAS, said Board of Supervisors does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by \_\_\_\_\_  
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

commencing on or about \_\_\_\_ .m. on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_; and

That 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 a local emergency now exists throughout said county; and

IT IS FURTHER PROCLAIMED that a local emergency now exists throughout said county as prescribed by state law, by (charter) ordinances, and resolutions of this county, and by the County of Santa Luisa Emergency Operations Plan, as approved by the Board of Supervisors on \_\_\_\_\_, 19\_\_\_\_.

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

By: \_\_\_\_\_  
Director of the Office of Emergency Services

ATTEST: \_\_\_\_\_  
Santa Luisa County Clerk

\*This form may be used when the Director is authorized by ordinance to issue such a proclamation. It should be noted that Sec. 8630 of the Government Code provides:

"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...."

**SANTA LUISA COUNTY RESOLUTION CONFIRMING EXISTENCE OF A LOCAL  
EMERGENCY\***  
**(by Director of the Office of Emergency Services)\***

WHEREAS, Ordinance No. \_\_\_\_ of the County of Santa Luisa empowers the Director of the Office of Emergency Services to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity and the Board of Supervisors are not in session; and

WHEREAS, the Director of the Office of Emergency Services of the County of Santa Luisa does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by \_\_\_\_\_; and  
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the Board of Supervisors of the County of Santa Luisa is not in session (and cannot immediately be called into session);

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by (charter) ordinances, and resolutions of this county, and by the County of Santa Luisa Emergency Plan, as approved by the Board of Supervisors on \_\_\_\_\_, 19\_\_\_\_.

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Director of Emergency Services  
County of Santa Luisa

\*This form may be used when the Director is authorized by ordinance to issue such a proclamation. It should be noted that Sec. 8630 of the Government Code provides:

"...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...."

**SANTA LUISA COUNTY  
RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY  
SERVICES' CONCURRENCE IN LOCAL EMERGENCY\***

WHEREAS, on \_\_\_\_\_, 19\_\_\_, the Board of Supervisors of the County of Santa Luisa found that due to \_\_\_\_\_,  
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)  
a condition of extreme peril to life and property did exist in the County of Santa Luisa during the period of \_\_\_\_\_; and

WHEREAS, in accordance with state law, the Board of Supervisors now proclaims an emergency does exist throughout said county;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, \_\_\_\_ (title) \_\_\_\_, is hereby designated as the authorized representative of the County of Santa Luisa for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: \_\_\_\_\_  
Board of Supervisors Chairperson

ATTEST: \_\_\_\_\_  
County of Santa Luisa Clerk

\* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repair.

**SANTA LUISA COUNTY  
RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY**

WHEREAS, a local emergency existed in the County of Santa Luisa in accordance with the resolution thereof by the Board of Supervisors on the \_\_\_ day of \_\_\_\_\_, 19\_\_\_, or by the Director of the Office of Emergency Services on the \_\_\_ day of \_\_\_\_\_, 19\_\_\_, and its ratification by the Board of Supervisors on the \_\_\_ day of \_\_\_\_\_, 19\_\_\_, as a result of conditions of extreme peril to the safety of persons and property caused by

\_\_\_\_\_ ; and  
(fire, flood, , epidemic, riot, EQ, drought, energy shortage or other causes)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said County of Santa Luisa;

NOW THEREFORE, the Board of Supervisors of the County of Santa Luisa, State of California, does hereby proclaim the termination of said local emergency.

Dated: \_\_\_\_\_  
Board of Supervisors Chairperson

ATTEST: \_\_\_\_\_  
County of Santa Luisa Clerk

**SANTA LUISA COUNTY  
ORDINANCE RELATING TO EMERGENCY ORGANIZATION  
AND FUNCTIONS (SLO-15)**

The Board of Supervisors of the County of Santa Luisa does ordain as follows:

**Section 1 - PURPOSES**

The declared purposes of this ordinance are to provide for the preparation and carrying out of plans for the protection of persons and property within this county in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this county with all other public agencies, corporations, organizations, and affected private persons. Furthermore this ordinance establishes the Standardized Emergency Management System (SEMS) as the means of effectively preparing and responding to emergencies in Santa Luisa County.

**Section 2 - DEFINITION**

As used in this ordinance, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or 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 this county, requiring the combined forces of other political subdivisions to combat.

**Section 3 - DISASTER COUNCIL MEMBERSHIP**

The County of Santa Luisa Disaster Council is hereby created and shall consist of the following:

- A. The chairman of the Board of Supervisors, who shall be chairman.
- B. The director of emergency services, who shall be vice chairman<sup>1</sup>.
- C. The assistant director of emergency services<sup>2</sup>.
- D. Such heads of emergency services departments as are provided for in the current emergency plan of this county, adopted pursuant to this ordinance<sup>3</sup>.
- E. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Board of Supervisors.

**Section 4 - DISASTER COUNCIL POWERS AND DUTIES**

It shall be the duty of the Santa Luisa County Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the Board of Supervisors, emergency and mutual aid

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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 call of the chairman or, in his/her absence from the county or inability to call such a meeting, upon call of the vice chairman.

**Section 5 - OFFICE OF EMERGENCY SERVICES; DIRECTOR OF EMERGENCY SERVICES; ASSISTANT DIRECTOR OF EMERGENCY SERVICES; EMERGENCY SERVICES COORDINATOR**

- A. There is hereby created the Office of Emergency Services.
- B. The County Chief Administrative Officer shall be the Director of Emergency Services.<sup>4</sup>
- C. The County Fire Chief shall be the Assistant Director of Emergency Services.

**Section 6 - POWERS AND DUTIES OF THE DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES**

- A. The director is hereby empowered to:
  - (1) Request the board of supervisors to proclaim the existence or threatened existence of a "local emergency" if the Board of Supervisors is in session, or to issue such proclamation if the Board of Supervisors is not in session<sup>5</sup>. Whenever a local emergency is proclaimed by the director, the Board of Supervisors shall take action to ratify the proclamation within 7 days thereafter or the proclamation shall have no further force or effect<sup>6</sup>.
  - (2) Recommend that the chairman of the Board of Supervisors or the county administrative officer request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency<sup>7</sup>.
  - (3) Control and direct the effort of the emergency organization of this county for the accomplishment of the purposes of this ordinance.
  - (4) Direct cooperation between and coordination of services and staff of the emergency organization of this county; and resolve questions of authority and responsibility that may arise between them.
  - (5) Represent this county in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
  - (6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, the director is hereby empowered:

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

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

(c) To require emergency services of any county officer or employee and, in the event of the proclamation of a "state of emergency", to command the aid of as many citizens of this county as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;

(d) To requisition necessary personnel or material of any county department or agency; and

(e) To execute all of his ordinary power as County Chief Administrative Officer upon him by this ordinance or by resolution or emergency plan pursuant hereto adopted by the Board of Supervisors, all powers conferred upon him by any statute, by any agreement approved by the Board of Supervisors, and by any other lawful authority.<sup>8</sup>

B. The director of emergency services shall designate the order of succession to that office, to 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 Board of Supervisors.

C. The assistant director shall, under the supervision of the director and with the assistance of emergency service department heads, develop emergency plans and manage the emergency programs of this county; and shall have such other powers and duties as may be assigned by the director.

#### **Section 7 - EMERGENCY ORGANIZATION**

All officers and employees of this county, 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 impressed into service under the provisions of Section 6.a.(6)(c) of this ordinance, charged with duties incident to the protection of life and property in this county during such emergency, shall constitute the emergency organization of Santa Luisa County.<sup>9</sup>

#### **Section 8 - EMERGENCY PLAN**

The Santa Luisa County Disaster Council shall be responsible for the development of the Santa Luisa County Emergency Operations Plan, which plan shall use the SEMS to provide for the effective mobilization of all of the resources of this county, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the Board of Supervisors.

### **Section 9 - EXPENDITURES**

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of Santa Luisa County.<sup>10</sup>

### **Section 10 - PUNISHMENT OF VIOLATIONS**

It shall be a misdemeanor, punishable by a fine of not to exceed five hundred dollars (\$500), or by imprisonment for not to exceed six months, or both, for any person, during a state of war emergency, state of emergency, or local emergency, to:

- A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him by virtue of this ordinance.
- B. Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, 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 this county, or to prevent, hinder, or delay the defense or protection thereof.
- C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

### **Section 11 - REPEAL OF CONFLICTING ORDINANCES<sup>11</sup>**

### **Section 12 - EFFECTIVE DATE**

This ordinance shall become effective thirty (30) days from and after its passage.

### **Section 13 - SEVERABILITY**

If any provision of this ordinance 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 ordinance are declared to be severable.

### **ENDNOTES**

<sup>1</sup>The person to be appointed as Director of Emergency Services should be an officer of the county government, empowered to perform duties of office that relate to emergency services (e.g., chairman of the Board of Supervisors, administrative officer, sheriff, district attorney). In the event the chairman of the Board of Supervisors is also to be the director of emergency services, subsection B of this section should be deleted and the following subsections

should be re lettered since, under SEC. 5.A supra, the Chairman of the Board of Supervisors would be appointed director of emergency services.

<sup>2</sup>In counties where the Chairman of the Board of Supervisors is the director of emergency services, (see footnote 1) this subsection should read as follows: "The assistant director of emergency services, who shall be vice chairman."

<sup>3</sup>See SEC. 8, providing for the structure, duties, and functions of the emergency organization.

<sup>4</sup>In the event the director of emergency services is not a county officer, substitute the following for this sentence: "Such director shall be appointed by the Board of Supervisors. (Also see footnote 1.)"

<sup>5</sup>For model local proclamations, contact OES Disaster Assistance Division.

<sup>6</sup>Note the provisions of Sec. 8630 of the California Emergency Services Act which require that the Board of Supervisors review, at least every 14 days until a local emergency is terminated, the need for continuing the local emergency, and further require that the Board of Supervisors terminate the local emergency at the earliest possible date the conditions warrant.

<sup>7</sup>Sec. 8625 of the California Emergency Services Act provides that such request is to be made, in the case of a county, by the Chairman of the Board of Supervisors or the county administrative officer. If either of these officials is designated as director, this section should read: "Request the Governor to proclaim a 'state of emergency' when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency."

<sup>8</sup>If the director holds no regular county office, delete "all of his ordinary powers as ...."

<sup>9</sup>The State of California has provided workmen's compensation benefits for all registered volunteers of an accredited disaster council organization. Requirements for the accrediting of local disaster councils and for the manner in which volunteers must be registered in order to be protected by these workmen's compensation benefits are contained in rules and regulations of the California Emergency Council adopted pursuant to Sec. 8580 of the California Emergency Services Act.

<sup>10</sup>See Sec. 53121 of the Government Code.

<sup>11</sup>Under the provisions of Sec. 8668(a) of the California Emergency Services Act, existing civil defense and disaster ordinances will remain in full force and effect until revised, amended, or revoked; therefore the existing ordinances should be expressly repealed by number. In subsequent revisions of a county emergency services ordinance, the following proviso should be included in the repealing section in order to preserve existing rights and privileges:

"Provided, that it is the intent of the Board of Supervisors in enacting this ordinance that it shall be considered a revision and continuation of the ordinance repealed by this ordinance, and the status of volunteers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations, or resolutions adopted pursuant to such repealed ordinance be affected by such repeal until amended, modified, or superseded as provided in this ordinance."

**RESOLUTION NO. SLR-05**  
**RESOLUTION OF THE BOARD OF SUPERVISORS**  
**OF THE COUNTY OF SANTA LUISA ADOPTING**  
**THE CALIFORNIA MASTER MUTUAL AID AGREEMENT**

WHEREAS, EARL WARREN, Governor of the State of California, on the 15th day of November, 1950, executed the California Disaster and Civil Defense Master Mutual Aid Agreement on behalf of the State of California and all its Departments and Agencies;

NOW, THEREFORE, The Board of Supervisors of the County of Santa Luisa does, by resolution, hereby approve and agree to abide by said California Disaster and Civil Defense Master Mutual Aid Agreement; and the Clerk of this Board is hereby authorized and directed to send a certified copy of this resolution to the California Emergency Council for filing with said Council.

Adopted and approved this 2nd day of July, 1958.

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Chairman, Board of Supervisors

ATTEST:

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County Clerk

Mail a certified copy to:      California Emergency Council  
   Office of Emergency Services  
   2800 Meadowview Road  
   Sacramento, California 95832

**RESOLUTION NO. SLR-28**  
**RESOLUTION OF THE BOARD OF SUPERVISORS**  
**OF THE COUNTY OF SANTA LUISA**  
**RELATIVE TO WORKMEN'S COMPENSATION BENEFITS FOR**  
**REGISTERED VOLUNTEER "DISASTER SERVICE WORKERS"**

WHEREAS, Section 8580 of the Government Code (Chapter 1454, Statutes 1970) provides:

"The Emergency Council shall establish by rule and regulation various classes of disaster service workers and the scope of the duties of each class. The Emergency Council shall also adopt rules and regulations prescribing the manner in which disaster service workers of each class are to be registered. All such rules and regulations shall be designed to facilitate the paying of workmen's compensation;" and

WHEREAS, the California Emergency Council has adopted rules and regulations establishing classes of disaster service workers, the scope of duties of each class, and the manner of registration of such volunteer disaster service workers; and

WHEREAS, Section 8612 of the Government Code (Chapter 1454, Statutes 1970) provides:

"Any disaster council which both agrees to follow the rules and regulations established by the California Emergency Council pursuant to the provisions of Section 8580 and substantially complies with such rules and regulations shall be certified by the Emergency Council. Upon such certification, and not before, the disaster council becomes an accredited disaster council;" and

WHEREAS, the County of Santa Luisa has registered and will hereafter register volunteer disaster service workers; and

WHEREAS, the County of Santa Luisa desires to become an "accredited disaster council" organization in order that injured disaster service workers registered with it may benefit by the provisions of Chapter 10, Division 4, Part 1 of the Labor Code;

NOW, THEREFORE, The Board of Supervisors of the County of Santa Luisa hereby agrees to follow the rules and regulations established by the California Emergency Council pursuant to the provisions of Section 8580 of the Government Code.

The County Clerk is hereby instructed to send a certified copy hereof to the California Emergency Council.

EFFECTIVE: JUNE 8, 1988.

\_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST:

January 1999

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County Clerk

Mail a certified copy to: California Emergency Council  
Office of Emergency Services  
2800 Meadowview Road  
Sacramento, California 95832

**RESOLUTION NO. SLR-33  
RELATIVE TO THE FORMULATION OF THE SANTA LUISA  
OPERATIONAL AREA**

**WHEREAS**, the California Office of Emergency Services has promulgated the Standardized Emergency Management System (SEMS) Regulations codified in the California Code of Regulations, Title 19, §2400 et seq.; and

**WHEREAS**, those regulations require that all local governments within a county geographic area shall be organized into a single operational area by December 1, 1995, and specify that the Board of Supervisors shall be responsible for its establishment; and

**WHEREAS**, it has been determined that it will be in the best interest of all local governments within the county geographic area to designate the County of Santa Luisa as the lead agency for the operational area as authorized by those regulations;

**NOW, THEREFORE, IT IS RESOLVED THAT:**

1. The geographic area of the County of Santa Luisa is designated as an operational area as authorized by the Standardized Emergency Management System Regulations promulgated by the California Office of Emergency Services;
2. The County of Santa Luisa is designated as the lead agency for the operational area; and
3. The Chairman of the Board of Supervisors is authorized to execute on behalf of the County an Agreement with each participating city and special district located or serving the operational area in the form attached hereto as Exhibit "A" and incorporated by this reference.

The **FOREGOING RESOLUTION** was adopted upon motion of Supervisor Violet, seconded by Supervisor White, at a regular meeting of the Board of Supervisors held on January 31, 1995, by the following vote:

AYES: Supervisors Violet, White, Purple, Brown, and Green

NOES: None

ABSTAIN: None

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ABSENT: None

ATTEST: THOMAS G. LEMONLIME  
COUNTY CLERK

January 1999

## EXHIBIT A

### **AGREEMENT FOR PARTICIPATION IN THE SANTA LUISA OPERATIONAL AREA**

**THIS AGREEMENT** is entered into as of December 1, 1995, between the County of Santa Luisa, referred to as the COUNTY, the cities of Santa Luisa del Mar, Larson, Hobbes Beach, El Dorado, Rivendell, and Dillon, collectively referred to as Cities, and any SPECIAL DISTRICT which signs a counterpart of this Agreement, collectively referred to as DISTRICTS, with reference to the following:

- A. The California Office of Emergency Services has promulgated the Standardized Emergency Management Systems (SEMS) Regulations (California Code of Regulations, Title 19, §2400 et. seq.);
- B. SEMS is intended to standardize response to emergencies involving multiple agencies and/or multiple jurisdictions;
- C. The Santa Luisa County Board of Supervisors is responsible for the establishment of an operational area consisting of the COUNTY and all political subdivisions within the geographic area of the COUNTY under the SEMS Regulations, and the COUNTY is the lead agency for that purpose; and
- D. This Agreement is intended to facilitate a cooperative approach among the local agencies within the operational area in responding to emergencies.

#### **ACCORDINGLY, IT IS AGREED:**

1. **PARTICIPATION:** The parties agree to utilize SEMS as established by the SEMS Regulations promulgated by the Governor's Office of Emergency Services in responding to, managing, and coordinating effective response to emergency incidents. The parties acknowledge the COUNTY as defined by California Code of Regulations, Title 19, §2409 et. seq., and they agree to cooperate in a coordinated effort to facilitate effective emergency response for the operational area.
2. **LEAD AGENCY:** As lead agency, the COUNTY shall have responsibility for the day-to-day administration of the operational area, for the development of emergency procedures for the operational area, and for planning and developing the Santa Luisa Operational Area in concert with the parties to this Agreement.
3. **OPERATIONAL AREA ORGANIZATION:** The Santa Luisa County Office of Emergency Services shall establish policies and procedures for the Santa Luisa Operational Area. The Santa Luisa County Emergency Services Coordinator, or designee, shall act as the Operational Area liaison to the Governor's Office of Emergency Services. Each of the parties to this Agreement shall designate individuals to act as liaisons to the Santa

Luisa County Office of Emergency Services for purposes of coordinating appropriate emergency response within the Operational Area. More than one district may appoint one individual to act as liaison and jointly represent them if districts share substantially similar functions.

4. **EMERGENCY OPERATIONS CENTER:** The County of Santa Luisa shall provide an Emergency Operations Center (EOC) from which centralized emergency management can be performed for the Santa Luisa Operational Area. The County's primary and alternate EOCs shall also serve as the Santa Luisa Operational Area EOC, as required. The COUNTY will provide support staff and all necessary equipment and supplies to operate both the COUNTY and Operational Area EOC jointly or individually, whichever is required.
5. **INDEMNIFICATION:** Each party shall hold every other party harmless, defend and indemnify such party, its agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of its activities or the activities of its agents, officers, and employees under this Agreement. This indemnification obligation shall continue beyond the term of this Agreement and to any acts or omissions occurring under this Agreement or any extension of this Agreement.
6. **WITHDRAWAL:** Any party may withdraw as a party to this Agreement upon thirty (30) days written notice of such withdrawal to all other parties.
7. **ADDITIONAL PARTIES:** Any special district, as defined by the California Code of Regulations, Title 19, §2900(y) that provides service in whole or part within the boundaries of the COUNTY may join this Agreement at any time upon execution of a counterpart to this Agreement, effective after the expiration of thirty (30) days following written notification of such execution to all of the other parties to the Agreement.
8. **EMPLOYMENT BENEFITS:** The salaries, employment, and workers' compensation benefits of each employee participating in the Santa Luisa Operational Area Organization shall be the sole responsibility of the entity employing such employee.
9. **COUNTERPARTS:** This Agreement may be executed in counterparts, and collectively the counterparts shall represent the Agreement.
10. **TERMS:** This Agreement shall be effective as to each party from the date of its execution by that party, unless otherwise specified in this Agreement, and shall continue until June 30, 2010, unless extended by agreement of the parties to be bound in writing.

11. **HEADINGS:** Section headings are provided for organizational purposes only and do not in any manner affect the scope, meaning, or intent of the provisions under the heading.
12. **NOTICES:** Except as may be otherwise required by law, any notice to be given shall be written and shall be either personally delivered, sent by facsimile transmission, or sent by first class mail, postage prepaid and addressed to the address of the party, indicated below the signature block of this Agreement. Notice delivered personally or sent by facsimile transmission is deemed to be received upon receipt. Notice sent by first class mail shall be deemed received on the fourth day after the date of mailing. Either party may change the above address by giving written notice pursuant to this paragraph.
13. **NO THIRD PARTY BENEFICIARIES INTENDED:** Unless specifically set forth, the parties to this Agreement do not intend to provide any other party with any benefit or enforceable legal right or equitable remedy.
14. **FURTHER ASSURANCES:** Each party agrees to execute any additional documents and to perform any further acts which may be reasonably required to effect the purposes of this Agreement.

**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

COUNTY OF SANTA LUISA

By: \_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST: THOMAS G. LEMONLIME  
COUNTY CLERK

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

City of Santa Luisa del Mar

By \_\_\_\_\_  
Emergency Services Director

ATTEST: \_\_\_\_\_  
Santa Luisa del Mar City Clerk

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(FAX Number)

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

City of El Dorado

ATTEST: \_\_\_\_\_  
El Dorado City Clerk

By \_\_\_\_\_  
Emergency Services Director

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(FAX Number)

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

City of Larson

ATTEST: \_\_\_\_\_  
Larson City Clerk

By \_\_\_\_\_  
Emergency Services Director

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(FAX Number)

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

City of Dillon

ATTEST: \_\_\_\_\_  
Dillon City Clerk

By \_\_\_\_\_  
Emergency Services Director

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(FAX Number)

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

City of Rivendell

ATTEST: \_\_\_\_\_  
Rivendell City Clerk

By \_\_\_\_\_  
Emergency Services Director

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(FAX Number)

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

City of Hobbes Beach

ATTEST: \_\_\_\_\_  
Hobbes Beach City Clerk

By \_\_\_\_\_  
Emergency Services Director

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(FAX Number)

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

\_\_\_\_\_  
(Name of Special District)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Title)

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

\_\_\_\_\_  
(Name of Special District)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Title)

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

\_\_\_\_\_  
(Name of Special District)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Title)

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

\_\_\_\_\_  
(Name of Special District)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Title)

**January 1999**

## GLOSSARY OF TERMS

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**"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.

**"Disaster"** means a sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

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

**"Emergency Operations Center"** means a location from which centralized emergency management can be performed.

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

**"Emergency Response Personnel"** means personnel involved with an agency's response to an emergency.

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

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

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

**"Incident Command System (ICS)"** means a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

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

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

**"Multi-agency or inter-agency coordination"** means the participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**"Mutual Aid"** means voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**"Mutual Aid Region"** means a subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

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

**"Political subdivision"** means any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

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

**"State of Emergency"** 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 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.

## CONTACT LIST

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<b><u>Contact</u></b>	<b><u>Number</u></b>
OES Region I	(562) 795-2900
OES Warning Center	(916) 262-1621
Region I Fire and Rescue Mutual Aid Coordinator	(562) 555-1312
Region I Law Enforcement Mutual Aid Coordinator	(562) 555-1098
Region I Coroner Mutual Aid Coordinator	(562) 555-5670
Region I Medical Mutual Aid Coordinator	(562) 555-4567
Region I Public Works Mutual Aid Coordinator	(562) 555-9876
San Luis Obispo County & Operational Area	(805) 555-1243
Ventura County & Operational Area	(805) 555-1129
Los Angeles County & Operational Area	(562) 555-1999
Orange County & Operational Area	(562) 555-3333
City of Santa Luisa del Mar OES	(805) 555-4455
City of El Dorado OES	(805) 555-3676
City of Hobbes Beach OES	(805) 555-7835
City of Dillon OES	(805) 555-3866
City of Rivendell OES	(805) 555-4560
El Dorado Air Force Base (Security)	(805) 555-0912