

Emergency Function 1 Transportation Annex

EXECUTIVE SUMMARY

October 2013

California Department of Transportation
Herby Lissade: herby.lissade@dot.ca.gov

EMERGENCY FUNCTION 1 - TRANSPORTATION EXECUTIVE SUMMARY

Introduction

During non-emergency transportation operations, the responsibilities and authorities of Emergency Function (EF) 1 - Transportation reside within a mix of local, state, and federal agencies within the State of California. Transportation operations during an emergency response involve the coordination between the local governments that need assistance and the state and federal resources that can be activated. Local transportation policies and plans are used to manage transportation systems and prioritize the movement of relief personnel and supplies during emergencies within a multimodal transportation system.

State-level EF 1 activities support the coordination of transportation across various modes, including surface, maritime, railroad, aviation and pipeline. The EF 1 lead agency provides expertise primarily for surface transportation, and has identified stakeholders from primary and supporting agencies to take the coordination lead for other modes of transportation.

Purpose

The purpose of the EF 1 - Transportation Annex is to describe the State-level coordination elements that assist and support emergency transportation operations necessary to maintain the safety and security of the California Transportation System and Infrastructure. The modes of transportation used within this annex include surface, aviation, maritime, railroad, and pipeline.

The EF 1 stakeholders come together to form an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide transportation support and services within the State of California.

Scope

According to the State of California Emergency Plan (SEP), EF 1 – Transportation, “assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.” EF 1 also provides recommendations and subject matter expertise to the Governor’s Office of Emergency Services (Cal OES) associated with EF 1 preparedness, mitigation, response, and recovery.

The EF 1 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently mitigate, prepare for, respond to, and recover from emergencies. During a large scale emergency response, the State-level departments and agencies retain their respective administrative authority but provide services and support within the EF 1 construct.

Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for EF 1 - Transportation. In the SEP, the Transportation Agency is named as the **Lead Agency/Department** for the development, implementation, and maintenance of EF 1. This responsibility is delegated within the Transportation Agency to its Department of Transportation (Caltrans) and the California Highway Patrol (CHP). Caltrans and CHP have ongoing

EMERGENCY FUNCTION 1 - TRANSPORTATION EXECUTIVE SUMMARY

responsibilities throughout preparedness, mitigation, response, and recovery and provide the leadership, ongoing communication, coordination, and oversight for EF 1.

The **EF 1 Coordinator** is designated by the Transportation Agency. The EF 1 Coordinator facilitates the synchronization and harmonization of activities among the transportation stakeholders. During an emergency response, the EF 1 Coordinator serves as the conduit of information between the core functions and the Transportation Agency Agency Representative in the State Operations Center (SOC). The EF 1 Coordinator provides information related to the capabilities and activities of the EF 1 stakeholders that are located throughout the state to the Transportation Agency Representative in the SOC. The EF 1 Coordinator will sit in the Transportation Agency Department Operations Center (DOC).

The **EF 1 Primary Agencies/Departments** are state agencies with significant authorities or subject matter expertise that have access to the resources and capabilities for a particular function within EF 1. EF 1 may have multiple Primary Agencies/Departments listed in this section. The specific responsibilities of the Primary Agencies/Departments directly related to EF 1 activities are shown in Exhibit 1.

The **EF 1 Supporting Agencies/Departments** are those state entities with specific capabilities or resources that support the Primary Agencies/Departments in executing the mission of EF 1. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the Supporting Agencies/Departments directly related to EF 1 activities are articulated in the following table:

Exhibit 1 – Emergency Function Stakeholder Roles

California State Agency/Department Roles
Emergency Function Coordinator
<ul style="list-style-type: none">- Identify subject matter experts for EF 1- Support the preparedness and mitigation efforts among transportation infrastructure stakeholders at the State and local levels- Update and maintain the EF 1 contact list for all EF 1 stakeholders- Coordinate the collection of transportation after action report (AAR) information and incorporate into the annex

EMERGENCY FUNCTION 1 - TRANSPORTATION EXECUTIVE SUMMARY

- Process and coordinate requests for transportation support in support of the SOC-REOC
- Coordinate transportation activities to supplement the efforts of state agencies and local jurisdictions and volunteer organizations requiring assistance in performance of their disaster response and recovery missions
- Establish the priority and/or allocation of transportation resources
- Coordinate the flow of all modes of transportation traffic into and out of the disaster area for the effective movement of relief and or recovery supplies, personnel and equipment. This includes the coordination and control of emergency highway traffic regulation in conjunction with the CHP and the Federal Highway Administration
- Liaise with commercial transportation providers concerning significant interruptions of service
- In coordination with EF 7 – Resources, liaise with general contractors, construction, and equipment rental companies for transportation related resources and services
- Work with the Caltrans Aeronautics Division and/or the air branch in regard to aviation-related response activities, including the use of state owned airports. Coordinate aerial reconnaissance and photographic missions, as requested, provided resources are available
- Coordinate the transportation-related public information and mapping support to the Governor’s Office, the Cal OES Joint Information Center (JIC), and the Geographic Information System (GIS) Unit in the SOC
- Prepare options regarding the fulfillment of resources requests
- Provide or coordinate the provision of transportation support to state agencies, local jurisdictions, tribal governments, volunteer organizations, and non-governmental organizations requiring assistance in performance of their emergency response and recovery missions

Agency/Department	Role
Primary Agencies/Departments	
California Highway Patrol (CHP)	<ul style="list-style-type: none"> - Act as the Director of the State Motor Transport Division during times of a war emergency - Perform tasks assigned in the California Emergency Resources Management Plans for Transportation during times of a war emergency - Continue emergency traffic regulation and control procedures as required - Assist Caltrans with traffic route restoration - Provide police escorts on closed routes - Activate appropriate CHP Emergency Operations or Division Operations Centers to coordinate resources and ensure the timely dissemination of intelligence information - Secure routes, regulate traffic flow and enforce safety standards for evacuation and re-entry into evacuated area - Coordinate interstate highway movement on regulated routes with adjoining states - Establish highway safety regulations consistent with location, type and extent of emergency conditions - Support Caltrans with traffic route re-establishment and continue emergency traffic regulation and control procedures as required

EMERGENCY FUNCTION 1 - TRANSPORTATION EXECUTIVE SUMMARY

<p>California Department of Transportation (Caltrans)</p>	<ul style="list-style-type: none"> - As the owner operator of the State Highway Transportation System, has Administrative Orders to Repair, Maintain and Operate the state highway system during, and following emergencies and disasters. - Provide assessments of transportation infrastructure and traffic conditions - Assess damage to highway system and establish route priorities during recovery efforts - Operate as liaison with the Federal Highway Administration regarding the status of the state highway system - Operate as liaison with the United States Department of Transportation regarding the status of the state highway system - Provide transportation policies and guidance as needed - Coordinate state agency plans, procedures and preparations for route recovery, traffic regulation and air transportation - Develop routing and directions for the movement of incident victims out of an impacted area and the delivery of necessary personnel and medical supplies to local medical facilities and shelters.
<p>California National Guard</p>	<ul style="list-style-type: none"> - Provide transportation as tasked by EF1 or Cal OES - Assist local law enforcement agency operations such as access control - Help clear debris and rubble from roadways, bridges, and other essential facilities - Provide transportation (land and air) and in coordination with the Emergency Medical Services Authority
<p>Supporting Agencies/Departments</p>	
<p>California Department of Fish and Wildlife</p>	<ul style="list-style-type: none"> - Develop area and geographic response plans that identify sensitive sites and develop response strategies appropriate to their location and conditions - Coordinate with harbor safety committees statewide towards the continual improvement of navigational safety and the prevention of oil/hazmat spill. This includes the establishment, expansion or maintenance and vessel traffic information systems and other aids to navigation and the development and implementation of tug escort regulations - Coordinate with local governments and state agencies to provide public outreach for small oil facilities and recreational boaters on oil pollution and navigational safety - Serve as Incident Commander for all hazmat/oil spills that reach state waters
<p>California Department of General Services</p>	<ul style="list-style-type: none"> - Provide engineering and technical assistance to Cal OES and EF 1 - Upon request, assess damage and prepare damage survey reports, estimate repair or replacement costs, review plans, inspect new construction, and report on final inspection and completion - Contact construction material manufacturers, wholesalers, and general contractors having construction-related equipment available for emergency operations - Help state agencies procure materials, supplies, and equipment, including any medical supplies needed in areas affected by the emergency

EMERGENCY FUNCTION 1 - TRANSPORTATION EXECUTIVE SUMMARY

Governor's Office of Emergency Services	<ul style="list-style-type: none">- Ensure transportation activities as it relates to air transportation, in support of response operations, are met- Liaise with commercial air transportation providers concerning significant interruptions of service- Support evacuation and re-entry operations for threatened areas- Monitor and report status of and damage to the air transportation system and infrastructure as a result of the emergency
U.S. Coast Guard	<ul style="list-style-type: none">- Ensure transportation activities as it relates to water (maritime) transportation, in support of response operations, are met- Liaise with commercial water (maritime) transportation providers concerning significant interruptions of service- Support evacuation and re-entry operations for threatened areas

As described in the SEP, EF 1 will also involve other stakeholders. The interplay of the EF 1 Lead Agency/Department and the public and private sector stakeholders is a vital part of including the whole community concept into the emergency functions. For the purposes of EF 1, Public and Private Sector Stakeholders may be a part of the transportation system and operations, but have been given specific responsibilities within EF 1. The following Public and Private Sector Stakeholders have been identified for EF 1:

Public and Private Sector Stakeholders

- American Public Transit Association
- Amtrak
- Associated General Contractors of California
- Bay Area Response Coalition
- BNSF Railway
- California Association for Coordinated Transportation
- California Broadcasters Association
- California Chamber of Commerce
- California League of Cities
- California State Association of Counties
- California Short Line Railroad Association
- California Transit Association
- California Transportation Commission
- California Trucking Association
- City Public Works/Transportation Departments
- County Public Works/Road Departments
- County Sheriff Departments
- Paratransit Entities (Paratransit Inc, Alameda-Contra Costa Transit, East Bay Paratransit Consortium, Southern California Regional Transit Training Consortium, etc.)
- Regional Governmental Planning Agencies
- Regional Transportation Planning Agencies
- Regional Transit Agencies (examples include: Bay Area Rapid Transit, Santa Clara Valley Transportation Authority, Sacramento Regional Transit, Los Angeles County

EMERGENCY FUNCTION 1 - TRANSPORTATION EXECUTIVE SUMMARY

Metropolitan Transportation Authority, Altamont Commuter Express, San Diego Metropolitan Transit System, etc.)

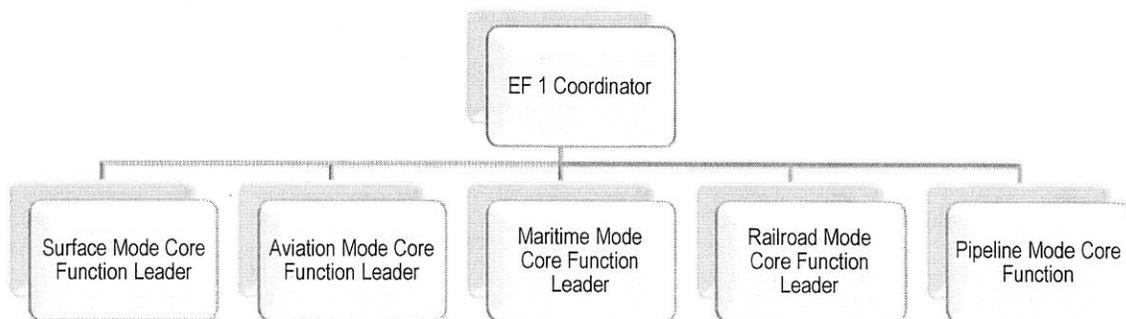
- Shipping Industry Agencies
- Union Pacific Railroad
- Water Emergency Transportation Authority

Core Functions

In order to enhance the collaboration between the modes of transportation, EF 1 is organized by core functions that give the EF 1 stakeholders a way of arranging key activities/capabilities that can be understood by other stakeholders and other emergency functions. Core functions are not exclusive to any single stakeholder within EF 1, but rather require the combined efforts of the entire community of stakeholders. Within each core function, the capabilities (also described as categories of service and support) are used to group together the activities that are critical to the performance of the core function. The activities describe the elements of work that are completed in order to achieve the service or support capability. Resources, standards, and conditions will be connected to each activity. During response operations, the core functions give the EF 1 stakeholders a way of organizing key collaboration topics at the various levels of an emergency response (local, Operational Area (OA), regional, state, and federal). The EF 1 core functions table is located in Attachment C in the EF 1 Annex. The EF 1 core functions include:

- Surface Transportation Mode
- Aviation Transportation Mode
- Maritime Transportation Mode
- Railroad Transportation Mode
- Pipeline Transportation Mode

EF 1 - Transportation Organization Diagram



During response operations, the core functions translate the stakeholders' current resources that are grouped within a core function into options for the fulfillment of resource requests.

EMERGENCY FUNCTION 1 - TRANSPORTATION EXECUTIVE SUMMARY

Emergency Function Coordination Structure

EF 1 - Transportation is coordinated by a working group that consists of 8-10 members. The EF 1 Working Group is led by Caltrans and has the following responsibilities within the EF 1 coordination structure:

- Providing support for the continuing development and ongoing maintenance of EF 1
- Overseeing the functioning of EF 1
- Reviewing, arbitrating, and making final recommendations regarding unresolved issues on guidance, training, and compliance.

FINAL DRAFT 10/30/2013

Emergency Function 2 Communications Annex

EXECUTIVE SUMMARY

OCTOBER 2013

California Governor's Office of Emergency Services

POC: Sue Plantz

Sue.plantz@state.ca.gov

EMERGENCY FUNCTION 2 – COMMUNICATIONS

Introduction

California's public safety and public service practitioners provide a wide range of support including law enforcement, fire protection, emergency management, emergency response, health and medical services, transportation management, flood control, criminal detention and rehabilitation, search and rescue operations, and other services to over 36 million residents and 44 million visitors to the state each year. In order to effectively provide these services, the state's public safety and public service agencies must be able to communicate effectively as they prepare for, respond to, and recover from routine and emergency operations, natural disasters, and acts of terrorism.

EF 2 stakeholders are responsible for supporting the restoration of and maintaining emergency communication mediums for public safety and emergency management personnel during an emergency response in accordance with appropriate statutes, policies, and procedures. Emergency communications is defined as a required public safety communication system that enables one or more users to pass to one or more other users information of any nature delivered in any usable form, by wire, radio, visual, or other electrical, electromagnetic, or optical means.

Purpose and Scope

The purpose of the EF 2 – Communications Annex is to define the actions and roles necessary to provide a coordinated response within EF 2 and describe the emergency management activities of its stakeholders. The annex represents an alliance of discipline-specific stakeholders that possess common interests and share a level of responsibility to provide communications support and services during all phases of emergency management within the State of California. The goal of EF 2 stakeholders is to facilitate, coordinate, and support the systems, methods, and procedures that promote uninterrupted, reliable, and effective emergency communications. EF 2 is responsible for collaboration and coordination among its public and private sector stakeholders. Each stakeholder organization, however, maintains control of the emergency communications resources and assets that are owned, leased, or managed by that organization during an emergency response.

Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for EF 2 – Communications.

The **Lead Agency/Department** is responsible for the development, maintenance and coordination of EF 2 and is assigned to lead EF 2 based upon its authorities, resources, and capabilities in the SEP. The California Office of Emergency Services (Cal OES) – Public Safety

EMERGENCY FUNCTION 2 – COMMUNICATIONS EXECUTIVE SUMMARY

Communications Office (PSCO) has ongoing responsibilities throughout the preparedness, mitigation, response, and recovery phases of emergency management. As the Lead Agency for EF 2, the Cal OES/PSCO provides the leadership, ongoing communication, and coordination for EF 2 throughout all phases of emergency management.

During an emergency response, the Lead Agency/Department must be prepared to seamlessly shift between situations that necessitate the Cal OES/PSCO taking the lead as an Agency Representative in the State Operations Center (SOC) and assuming a coordinating role within EF 2. The Cal OES/PSCO also designates an Emergency Function Coordinator.

The **Emergency Function Coordinator** facilitates the synchronization, harmonization, and coordination of activities among EF 2 stakeholders during all phases of emergency management. The EF Coordinator serves as an information “broker” between the core functions and the SOC. The EF 2 Coordinator provides information regarding the capabilities and activities of EF 2 stakeholders and helps direct questions and issues to the appropriate agency.

Exhibit 1: Emergency Function Coordinator Role

Emergency Function Coordinator
<ul style="list-style-type: none">– Establishes communication with EF 2 stakeholders and Core Functions Leads– Provides technical and subject matter expertise for EF 2– Notifies EF 2 stakeholders and activates and/or reports to the Lead Agency Department Operations Center (DOC)– Participates (or coordinates with Agency Representative counterpart) in Action Planning, section and branch meetings scheduled during the operational period– Coordinates EF 2 information (e.g. briefing, previous status reports) and update EF 2 stakeholders and DOC or SOC counterpart– Coordinates with EF stakeholders on response activities, consistent messaging, and technical assistance– Shares information on the potential capabilities and resources for communications between EF 2 and State agencies, local jurisdictions, Tribal governments, volunteer organizations, and NGOs requiring assistance related to EF 2

The EF 2 **Primary Agencies/Departments** have significant functions or subject matter expertise and have access to the resources and capabilities for a particular core function within EF 2. The specific responsibilities of primary agencies may be articulated within the agencies’ administrative orders, agency plans, or documents. The key primary agencies/departments for EF 2 include:

- Transportation Agency
 - California Highway Patrol
 - Department of Transportation
- Government Operations
 - Department of Technology
- Governor’s Office of Emergency Services
- California Military Department
 - California National Guard

EMERGENCY FUNCTION 2 – COMMUNICATIONS EXECUTIVE SUMMARY

- Department of Corrections and Rehabilitation
- Department of Finance
- Department of Fish and Wildlife
- Department of Justice
- Health and Human Services Agency
 - o Emergency Medical Services Authority
- Natural Resources Agency
 - o Department of Forestry
 - o Department of Parks and Recreation
 - o Department of Water Resources

The EF **Supporting Agencies/Departments** are those state entities with specific capabilities or resources that support the primary agencies in executing the mission of EF 2. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, documents, or SOPs. The EF 2 Annex provides a complete list of supporting departments/agencies. The key supporting agencies/departments for EF 2 include:

- Environmental Protection Agency
- Labor and Workforce Development Agency
- Natural Resources Agency (Conservation, Energy, and Lands)
- Business, Consumer Services and Housing Agency

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. The interplay of EF 2 and the Communications Public and Private Sector Stakeholders is a vital part of including whole community concepts into all phases of emergency management. Key Public and Private Sector Stakeholders include:

Public Sector Stakeholders

- State/local Government
- Special Districts
- Tribal Governments
- Operational areas

Private Sector Stakeholders

- Businesses
- California residents
- At-risk, disabled, and elderly individuals
- Non-governmental Organizations

EMERGENCY FUNCTION 2 – COMMUNICATIONS EXECUTIVE SUMMARY

Core Functions

EF 2 – Communications is organized by core functions. A core function is an essential element of service or support that the EF 2 stakeholders perform in order to collaboratively prepare for, respond to, mitigate against, and recover from emergencies. Core functions are not exclusive to any single stakeholder within an emergency function, but rather require the combined efforts of the entire community of stakeholders. Core functions are used within the emergency function to group similar capabilities into categories of services and support. Discreet activities are identified that support the execution of the core function and provide detailed information on the type of activity necessary to achieve the core function.

During response operations, the core functions translate into the stakeholders' current resources that can be used fulfill requests. The diagram below shows the linkage between the EF, core functions, category of service or support, and activities.

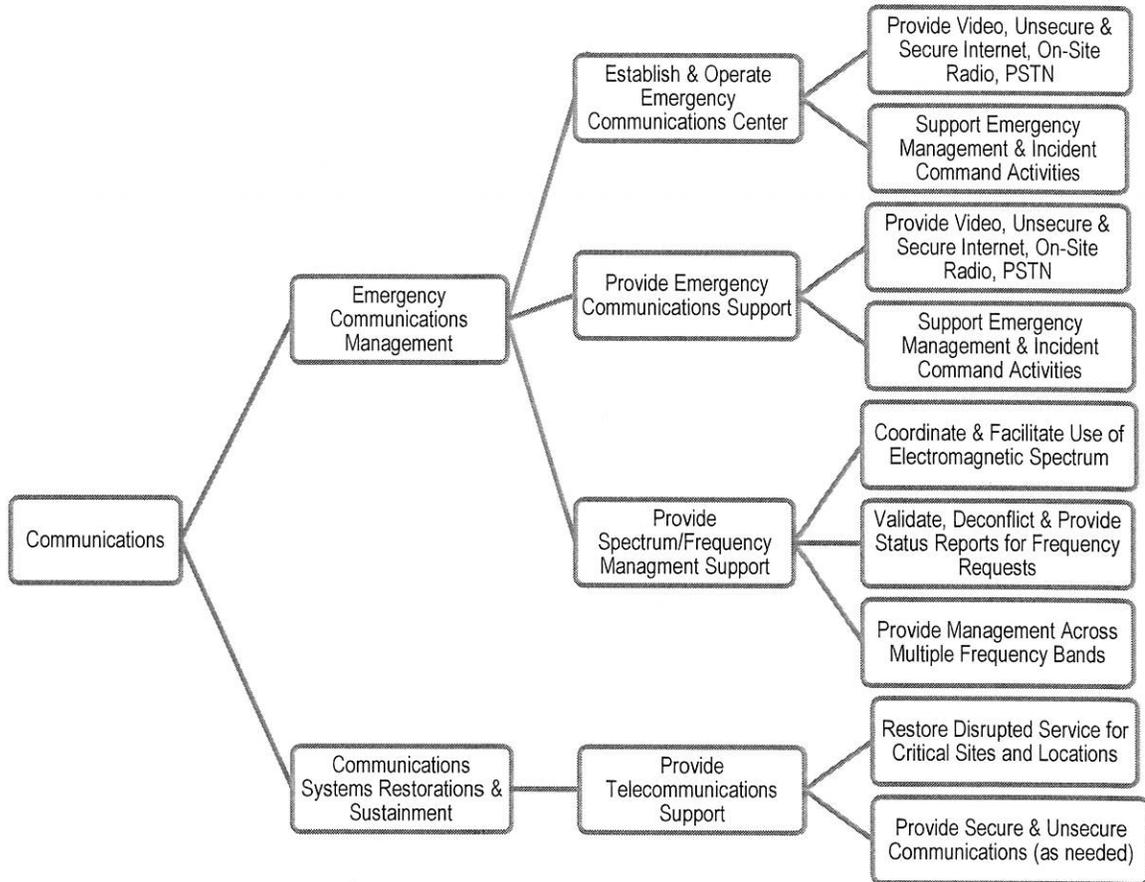
The core functions for EF 2 include:

- Emergency Communication Management
- Communications Systems Restoration and Sustainment

Diagram 1: EF 2 Core Function

EMERGENCY FUNCTION 2 – COMMUNICATIONS

EXECUTIVE SUMMARY



Emergency Function Coordination Structure

EF 2 – Communications is governed by a Steering Committee that consists of approximately 15 members primarily representing various state agencies. The EF 2 Steering Committee is led by the PSCO and is responsible for the review, updates, and general maintenance to the annex. The EF 2 organizational structure also includes an Advisory Council, Working Groups, Task Forces, and Technical Groups. The role of the Advisory Council is to provide input and guidance to the EF 2 Steering Committee. Working Groups, Task Forces, and Technical Groups may be formed as needed by the Steering Committee to address issues or concerns and may be either standing or ad hoc in nature, depending upon the issue. EF 2 will be maintained to reflect inclusion of additional stakeholders, the expansion of resources and capabilities, or the revision of policies and procedures. Suggested revisions are shared with Cal OES and members of the Primary and Supporting Agencies/Departments.

FINAL DRAFT 10/30/2013

Emergency Function 3 Construction and Engineering Annex

EXECUTIVE SUMMARY

October 2013

California Government Operations Agency
California Department of General Services

Joe Mugartegui

Joe.mugartegui@dgs.ca.gov

Introduction

Emergency Function 3 - Construction and Engineering represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management services related to construction and engineering during all phases of emergency management.

Emergency Function 3 – Construction and Engineering stakeholders work together within their statutory and regulatory authorities to effectively and efficiently coordinate for all hazards. The EF 3 Annex is an annex to the State of California Emergency Plan (SEP). The SEP provides the foundational elements for the emergency functions.

Purpose and Scope

The purpose of Emergency Function 3 – Construction and Engineering is to describe the state-level concepts, activities, and responsibilities within EF 3 for providing technical advice and evaluation, engineering services, contracting for construction management, and inspection of critical infrastructure to assist the State in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities through all phases of emergency management.

EF 3 supports and coordinates State-level activities of its stakeholders in the mission to protect life and property within California. EF 3 also provides recommendations and subject matter expertise to the California Office of Emergency Services (Cal OES) associated with construction and engineering activities. EF 3 stakeholders work together within their statutory and regulatory authorities to effectively and efficiently coordinate in an all-hazards approach.

During emergency response, state department and agencies retain their respective administrative authority, but coordinate within the EF 3 structure in order to uphold the mission of protecting life and property within the State of California.

Lead, Primary and Supporting Stakeholders

The lead, primary, and supporting departments/agencies are the stakeholders for Emergency Function 3 – Construction and Engineering.

In the State Emergency Plan, the California Government Operations Agency (CalGovOps) is named as the Lead Agency for the development, implementation, and maintenance of EF 3. This responsibility is delegated within CalGovOps to its Department of General Services (DGS). As such, DGS is responsible for the development, implementation, and maintenance of EF 3.

During an emergency response, DGS must be prepared to shift between situations that necessitate acting as an Agency Representative in the State Operations Center (SOC) and with

assuming a coordinating role within EF 3. DGS as the Lead Department/Agency also designates an Emergency Function Coordinator.

The **Emergency Function Coordinator** facilitates the synchronization and coordination of activities among EF 3 stakeholders during an emergency response. The EF Coordinator serves as a conduit of information between the core functions and the SOC. The EF Coordinator provides information regarding the capabilities and activities of EF primary and supporting agencies and helps direct questions and issues to the appropriate agency. The EF Coordinator will sit in the DGS Department Operations Center (DOC).

The EF 3 **Primary Agencies and Departments** have significant functions or subject matter expertise and have access to the resources and capabilities for a particular core function within EF 3. All primary agencies are listed in EF 3 annex.

The EF 3 – Construction and Engineering **Supporting Agencies** are those state entities with specific capabilities or resources that support the emergency response activities of the construction and engineering discipline. All supporting agencies are listed and their specific responsibilities described in EF 3 annex. Only key supporting agencies are listed below.

DGS Roles	
DGS Emergency Function Coordinator	
<ul style="list-style-type: none"> • Updates and maintains the EF contact repository for all EF stakeholders. • Identifies subject matter experts within EF 3 • Establishes communication with EF stakeholders and Technical Working Group Chairs. • Coordinates with Lead Agency counterpart at the SOC, including any delegated authorities to the Coordinator during the operational period. • Establishes emergency information (e.g. incident briefing, previous status reports, etc) and updates EF stakeholders. • Provides documentation to assist with cost recovery and reimbursement. 	
Agency/Department	Role
California Government Operations Agency - Department of General Services	
<ul style="list-style-type: none"> • Plans for direct construction, engineering, and inspection contingencies to include construction and contracting in State-owned buildings. • Provides engineering and technical assistance to Cal OES • Contracts construction material manufacturers, wholesalers, and general contractors having construction-related equipment available for emergency operations. • Coordinates with professional engineering organizations and Cal OES in recruiting, orienting, and training volunteer structural engineers. • Supports communications by providing engineering, maintenance, technical planning, and repair services for State-operated public safety communications systems, including acquiring and installing such systems during emergency operations. 	

Primary Agencies and Departments	
<ul style="list-style-type: none"> • Transportation Agency – Department of Transportation (Caltrans) 	<ul style="list-style-type: none"> • Provides engineering and other technical assistance • Assists DGS in contacting construction material vendors and general contractors who have construction equipment
<ul style="list-style-type: none"> • California National Guard 	<ul style="list-style-type: none"> • Help clear debris and rubble from roadways, bridges, and other essential facilities • Provide road and waterway clearance using mechanical and explosive methods to provide safe passage for emergency service vehicles and equipment
<ul style="list-style-type: none"> • U.S. Army Corps of Engineers 	<ul style="list-style-type: none"> • Provide emergency power to public facilities • Provide management and emergency contracting to support public health and safety • Provide emergency demolition or stabilization of damaged structures and facilities
<ul style="list-style-type: none"> • Natural Resources Agency (CAL FIRE, California Conservation Corps, Department of Water Resources) 	<ul style="list-style-type: none"> • Provide technical specialists for safety and damage assessment. • Locate and assess amounts of damage to any of the agency's State-owned facilities or property under agency jurisdiction. Report this information to Cal OES as soon as possible. • Provide damage assessment technical specialists to support, collect, and process damage assessment information. • Provide personnel and crews to assist with flood fight projects • Provide technical expertise in the fields of civil, structural, geotechnical, mechanical, and electrical engineering. • Monitor dam and conveyance systems performance within an emergency area.

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. The interplay of EF 3 and the Construction and Engineering public and private sector stakeholders is a vital part of including whole community concepts into an all hazards approach. The private sector can identify resources available to the State during emergencies. DGS, Cal OES, and other State agencies and departments maintain contracts, memoranda of understanding, and other mechanisms that can be used to provide resource support during response and recovery operations. Key private sector stakeholders include:

Private Sector Stakeholders

- California Resiliency Alliance

- Waste Management Companies
- California Utilities Emergency Association
- Association of General Contractors
- Western State Contractor Alliance

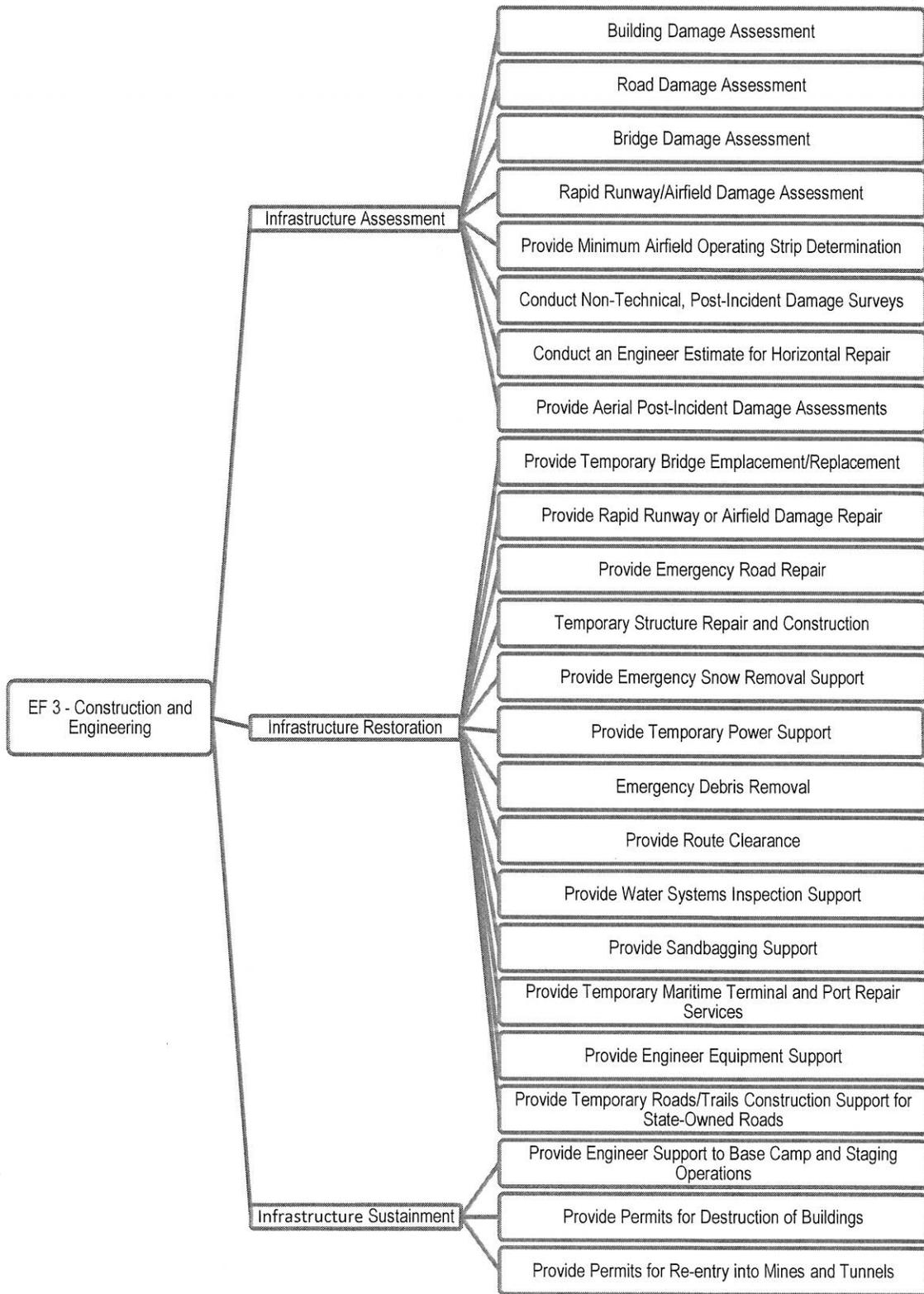
Core Functions

Emergency Function 3 – Construction and Engineering is organized by core functions. A core function is an essential element of service or support that the emergency function’s stakeholders perform in order to collaboratively prepare for, respond to, mitigate against, and recover from emergencies. Core functions give the stakeholders within EF 3 a way of organizing key capabilities that can be understood by other stakeholders and other emergency functions. Core functions provide the bridge between the emergency functions and the emergency management community by providing a common language and organizational concepts that are used throughout the emergency functions.

Within each core function, capabilities are used to group together the activities that are critical to the performance of the core function. The activities describe the elements of work that are completed in order to achieve the service or support capability. Resources, standards, and conditions will be connected to each activity. The EF 3 – Construction and Engineering core functions are listed below and are followed by an organization diagram that illustrates the core functions and their associated capabilities and activities.

EF 3 has three core functions:

- Infrastructure Assessment, which includes roads, bridges, runways, and buildings;
- Infrastructure Restoration, which includes road repair, temporary power support and water systems inspection support; and
- Infrastructure Sustainment, which supports post-emergency activities such as providing permits for building destruction.



Emergency Function Coordination Structure

Emergency Function 3 is coordinated by an Advisory Council, Operations Team, and Technical Working Groups. The Advisory Council consists of 27 members whose responsibilities include providing guidance, assisting in setting goals, and recommending solutions to unresolved issues. The Operations Team is made up of representatives from the lead and primary agencies that represent the core function units. The Operations Team is tasked with developing and enhancing the EF 3 operating procedures and support its ongoing maintenance. EF 3 has two standing Technical Working Groups - a Facilities Working Group and a Capabilities Working Group. DGS will establish a Debris Management Working Group in coordination with other EF programs. Additional Technical Working Groups may be formed as needed under the direction of the EF 3 Operations Team. Technical Working Groups develop and submit work products that support EF 3 and assure staff work is completed to a level that allows sufficient basis for decision-making, among other tasks.

Emergency Function 4 Fire and Rescue Annex

EXECUTIVE SUMMARY

October 2013

California Governor's Office of Emergency Services

Brian Woodbeck: brian.woodbeck@caloes.ca.gov

Lorenzo Gigliotti: lorenzo.gigliotti@caloes.ca.gov

EMERGENCY FUNCTION 4 – FIRE AND RESCUE

Introduction

Emergency Function (EF) 4 – Fire and Rescue stakeholders organized as FIREScope (**FI**refighting **RE**sources of Southern California **O**rganized for **P**otential **E**mergencies) following the disastrous 1970 wildland fires in southern California. The goal of the FIREScope group was to create and implement new applications in fire service management, technology and coordination, with an emphasis on incident command and multi-agency coordination. This dynamic state-wide program continues to serve the needs of the California Fire Service today.

Many EF 4 stakeholders have already organized as FIREScope, and there is some overlap between the FIREScope system and the purpose of EF 4, especially in the area of preparedness planning. Included in the EF 4 annex is a description of the FIREScope structure and approach.

Purpose and Scope

The purpose of the EF 4 or FIREScope Annex to the State of California Emergency Plan (SEP) is to define the actions and roles necessary to provide a coordinated response within the FIREScope community and the emergency management activities of its stakeholders.

The mission of FIREScope is to provide recommendations and technical assistance to the Governor's Office of Emergency Services (Cal OES), to maintain the FIREScope Decision Process, and to continue the operation, development, and maintenance of the FIREScope Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). FIREScope strives to enhance:

- Methods for coordinating multi-agency resources during major incidents
- Methods for forecasting fire behavior and assessing fire, weather and terrain conditions on an incident
- Standard terminology for incident management
- Multi-agency incident communications
- Multi-agency training on FIREScope developed components and products/services
- Common mapping systems
- Incident information management
- Regional operational coordination centers for regional multi-agency coordination

The FIREScope organization represents all facets of local, rural, tribal and metropolitan fire departments, the California Department of Forestry and Fire Protection (Cal FIRE), and federal fire agencies (USDA-Forest Service, Bureau of Land Management, National Park Service). Its stakeholders are primarily responsible for fire protection and urban search and rescue programs throughout the state. The activities of its stakeholders are conducted in all locations and settings including metropolitan, rural, wildland/urban interface, remote areas, airports, military bases, and private enterprise. Many of the FIREScope stakeholders also conduct such activities as emergency medical services and hazardous material control and other emergency services that

EMERGENCY FUNCTION 4 – FIRE AND RESCUE EXECUTIVE SUMMARY

require close coordination between the FIRESCOPE organization and other Emergency Functions.

Lead, Primary, and Supporting Agencies/Departments

The **Lead Agency/Department** is responsible for the management or coordination function of EF 4 and is assigned to lead EF 4 based upon its authorities, resources, and capabilities in the SEP. The Fire and Rescue Division of the Governor’s Office of Emergency Services (Cal OES) has ongoing responsibilities throughout the preparedness, mitigation, response, and recovery phases of emergency management in facilitating the maintenance and activities of FIRESCOPE. As the Lead Agency/Department for EF 4, the Fire Rescue Division of Cal OES provides the leadership, ongoing communication, coordination, and oversight for EF 4 throughout all phases of emergency management.

The State Fire and Rescue Coordinator of Cal OES is the Executive Coordinator for FIRESCOPE. In addition, the Coordinator oversees the Fire and Rescue Mutual Aid System that provides additional emergency response coordination through its six Regional Mutual Aid Coordinators and the Fire and Rescue Mutual Aid Plans at the Local, Operational Area, Regional and State Government levels.

The FIRESCOPE organization represents California fire service stakeholders in all levels of government through the Fire and Rescue Service Advisory Committee FIRESCOPE Board of Directors. These stakeholders serve as the **Primary Agencies/Departments** for EF 4. These stakeholders have significant functions or possess subject matter expertise and have access to the resources and capabilities necessary for EF 4.

Organization and Coordination

As emergency incidents escalate across jurisdictional boundaries, many components of the Multi-agency Coordination System (MACS) are activated and integrated through the FIRESCOPE. FIRESCOPE coordinators are assigned to facilitate activities and actions among stakeholders and ensure they are coordinated according to established response system agreements, processes and procedures.

FIRESCOPE maintains close coordination with many emergency response coordinating entities within and without the state for the purpose of ensuring compatibility, standardization, and a unified effort in responding to emergencies involving FIRESCOPE stakeholders. These coordinating entities are listed in the FIRESCOPE organizational chart, which can be found in the EF 4 Annex.

FIRESCOPE stakeholders manage a comprehensive up-to-date emergency incident status, and situation database for access by its members, public information functions and MAC Groups for decision analysis and priority setting at the executive management level. Components of this activity include:

- Current statewide fire and rescue resource status information

EMERGENCY FUNCTION 4 – FIRE AND RESCUE EXECUTIVE SUMMARY

- California Red Flags and Warnings
- Current Cal Fire Incident Information
- Daily and Weekly Situation Reports
- National 7-day Significant Fire Potential Outlook
- Inci-Web Incident Information System and Status
- Northern and Southern California Daily Weather Outlook
- Northern and Southern California Coordination Centers Situation and Condition Reports
- Maps and satellite imagery
- Mapping tools
- Availability of incident command teams

Emergency Assistance exists in many forms that can be accessed by FIREScope stakeholders. FIREScope Coordinators will provide the subject matter expertise within an Emergency Operations Center (EOC) to ensure that resource requests are filled utilizing the appropriate alternatives listed below.

- California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)
- Assistance by Hire
- Local Agreements
- Cooperative Fire Protection Agreement
- California Fire Assistance Agreement
- Direct Protection
- Tasking of State agencies
- Emergency Management Assistance Compact

Emergency Function 5 Management

EXECUTIVE SUMMARY

October 2013

California Governor's Office of Emergency Services

Moustafa Abou-Taleb:

moustafa.abou-taleb@caloes.ca.gov

EMERGENCY FUNCTION 5 – MANAGEMENT

Introduction

The Governor’s Office of Emergency Services (Cal OES), the Lead Agency/Department for Emergency Function (EF) 5 – Management, performs executive functions to support all phases of emergency management, and has corresponding authorities, plans, policies, and operating procedures to support its broad range of responsibilities in all aspects of state emergency response.

EF 5, and the EF 5 Annex, more narrowly focuses on Cal OES’s responsibilities in coordinating with the other 17 emergency functions. The EF 5 annex describes how Cal OES will utilize the EF 5 Coordination Team to support coordinated response and ensure improved integration of EF stakeholders into emergency management.

Purpose and Scope

The purpose of the EF 5 Annex is to define EF 5 actions and roles to support emergency function stakeholders of all emergency functions during preparedness, mitigation, response, and recovery. The purpose and mission of EF 5 is to enhance emergency management by supporting effective coordination and integration of the emergency functions.

According to the State of California Emergency Plan (SEP), EF 5 coordinates and resolves issues among the EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, EF 5 serves in an advisory capacity to the Emergency Operations Center Director.

Lead Agency/Department and EF Coordination Team

The **Lead Agency/Department** is responsible for the management or coordination function of EF 5 and is assigned to lead EF 5 based upon its authorities, resources, and capabilities in the SEP. As the Lead Agency/Department for EF 5, Cal OES provides the leadership, ongoing communication, coordination, and oversight for EF 5 throughout all phases of emergency management.

EF 5 provides coordination and assures collaboration among the EFs, both in planning and preparedness activities, and during response and recovery. EF 5 provides this support through the **EF 5 Advocacy Team** and the **EF 5 Coordination Team**. During non-response periods, Cal OES staff is involved in planning and preparedness support to individual EFs, as well as responsible for addressing issues and concerns that require collaboration across multiple emergency functions. During an emergency response, these individuals will be deployed to the State Operations Center (SOC), Regional Emergency Operations Center (REOC), or to Department Operations Centers (DOCs) as necessary to promote collaboration and coordination.

EMERGENCY FUNCTION 5 – MANAGEMENT EXECUTIVE SUMMARY

In the case of EF 5, **Primary and Supporting Agencies/Departments** include the sum of the stakeholders in all of the 18 emergency functions.

Exhibit 1: Emergency Function Stakeholder Roles

California State Agency/Department Roles

EF 5 Coordination Team

- Participate in EF stakeholder meetings
- Provide input on EF annex development
- Maintain knowledge of EF core functions, and lead and supporting agencies
- Be familiar with contact information for Lead Agency/Department DOCs and designated EF Coordinators
- Maintain general knowledge of resources and capabilities among EF stakeholders, EF dashboards within Cal EOC, and options for procuring emergency assistance
- Coordinate with the State Hazard Mitigation Program to ensure consistency and collaboration with mitigation planning
- Monitor emergency function activities in REOC, SOC, or DOC, and/or through Cal EOC
- Track the activation of EF Coordinators, where they are located, and how to contact them
- Track the activations of ESFs and how they are coordinating with EF counterparts
- Provide information on how lead agencies have delineated responsibilities between Agency Representatives and EF Coordinators
- Provide guidance on EF core functions, resources and capabilities among EF stakeholders, and options for procuring emergency assistance
- Provide information updates to emergency function stakeholders
- Provide support to emergency functions as requested
- Provide information regarding EF activities to task forces to ensure collaboration
- Provide subject matter expertise on how emergency function stakeholders could support response
- Monitor emergency support function activities
- Provide subject matter expertise on how emergency function stakeholders could support recovery
- Track the demobilization of emergency function coordinators, DOCs, and Agency Representatives

Governor's Office of Emergency Services

- Maintain the EF 5 Annex to the SEP that describes the role of EF 5 to:
 - Support, maintain and improve the California EFs during each emergency management phase (mitigation, preparedness, response and recovery)
 - Coordinate an effective response among the California EFs when an emergency occurs
 - Integrate the California EFs seamlessly with the Standardized Emergency Management System (SEMS)
 - Solicit participation and support from the emergency management community of state, local, federal, and non-governmental organizations on emergency function concepts and processes
 - Identify stakeholders to participate on the Advisory Council - The Cal OES Preparedness Division will facilitate meetings and brief the Advisory Council on disaster planning and preparedness activities
 - Provide administrative and logistical support to the Advisory Council in the form of meeting announcements, agendas, minutes, rosters, status reports and other support
- Identify and train individuals to participate in the EF 5 Coordination Team
- Ensure that Emergency Functions are integrated into all divisions, operations, and programs led by Cal OES
- Clarify emergency function authorities, roles, and responsibilities as needed, and coordinating cross-emergency function planning as necessary

EMERGENCY FUNCTION 5 – MANAGEMENT EXECUTIVE SUMMARY

Core Functions

EF 5 is organized by core functions. A core function is an essential element of service or support that the emergency function performs in order to collaboratively prepare for, respond to, mitigate against and recover from emergencies. EF 5 core functions include:

- **Emergency function development support.** The EF 5 Advocacy Team provides planning and preparedness support to all emergency functions, and addresses issues and concerns that require collaboration across emergency functions.
- **Incident planning support.** During an emergency response, the EF 5 Coordination Team provides broad knowledge and understanding of the core functions and stakeholder capabilities within all of the emergency functions.
- **Emergency function information linkages.** The EF 5 Coordination Team provides information updates to emergency function stakeholders and serves as a conduit of information regarding emergency function stakeholder location and activities.

Emergency Function Administration Structure

To support the lead agencies in developing and maintaining the EFs, Cal OES has developed an Advocacy Team comprised of management and staff to support the development process and ensure consistency of the annexes.

Advocates. Executive-level managers from Cal OES will act as advocates for each function. These advocates can request participation from state agencies and departments and other emergency management community stakeholders that may be needed to fully develop an EF. The advocates can also assist in resolving high-level policy issues that may arise.

Facilitators. Management-level personnel from Cal OES will facilitate meetings, including scheduling, maintaining minutes, and arranging space, if necessary.

Technical Advisors. Cal OES staff with subject matter expertise in the respective functional areas and emergency management will be available to review draft documents to ensure consistency with SEMS, state policies and other plans and documents. Technical Advisors will work closely with their assigned emergency functions during preparedness efforts, and will be assigned to the EF 5 Coordination Team during an emergency response.

EF 5 will be administered through an **Advisory Council**. The EF 5 Advisory Council consists of Lead Agency/Department representatives from the established California EFs. Additional government and non-government representatives may be appointed to participate in EF 5 based on need.

The Cal OES Director, or designee, will convene the Advisory Council as needed to address near-term and long-term goals. The EF 5 Advisory Council will establish working groups as needed to research issues and develop recommendations for consideration. The Advisory Council members will review, arbitrate and make final recommendations regarding unresolved

EMERGENCY FUNCTION 5 – MANAGEMENT EXECUTIVE SUMMARY

emergency function issues and facilitate consensus decision making. The Advisory Council will make recommendations to the Cal OES Director regarding administration and coordination of the Management Emergency Function.

FINAL DRAFT 10/30/2013

Emergency Function 6 Care and Shelter Annex

EXECUTIVE SUMMARY

OCTOBER 2013

California Health and Human Services Agency
California Department of Social Services
POC: Roxann.reynolds@dss.ca.gov

EMERGENCY FUNCTION 6 – CARE AND SHELTER

Introduction

The mission of Emergency Function (EF) 6 – Care and Shelter is to protect life and reduce suffering from natural and human-caused emergencies. The EF 6 Annex to the State of California Emergency Plan (SEP) defines the scope of EF 6 and the emergency management activities it can support. Although the annex provides a concept of operations for overall coordination of activities that would take place under EF 6, it is not an operational plan. A companion document to this annex, the California Department of Social Services (CDSS) Department Operations Center (DOC) Operations Guide, presents more operational details for how EF 6 would function before, during, and after an emergency activation.

Purpose and Scope

EF 6 includes four main functions, each of which has sub-functions. They are summarized below and elaborated on in the annex.

- Care and shelter
- Emergency assistance
- Human services
- Support for transition to interim housing

As part of its response support role, EF 6, in coordination with other EFs as appropriate, will support the emergency management community in addressing individuals in need of additional assistance. These individuals may include people with disabilities and others with access and functional needs (i.e., populations whose members may have additional needs before, during, and after an emergency in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and/or medical care). EF 6 supports all individuals, including, but not limited to:

- Residents from institutional settings
- Elderly
- Children
- Members of culturally diverse societies
- Individuals with limited English proficiency or who are non-English speaking
- People with limited access to transportation

Although not always explicitly stated in the annex, providing services to people with disabilities and others with access and functional needs is implicit throughout it. There are specific places where access and functional needs are discussed separately, but these discussions do not imply that these topics are the only ones where these services are covered.

EMERGENCY FUNCTION 6 – CARE AND SHELTER EXECUTIVE SUMMARY

Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for EF 6. Collaborative efforts among resource stakeholders, including local, state and tribal governments, federal partners, public/private partnerships, nongovernmental organizations/community-based organizations, and private sector groups will result in identifying valuable assistance and resources.

Based on its authorities and responsibilities, the California Health and Human Services Agency (CHHS) is the designated **Lead Agency/Department** for the development of EF 6. The CDSS is the designated lead department for EF 6, and as such is responsible for facilitating the development, implementation, and maintenance of the EF 6 Annex with input and assistance from the stakeholders.

The **EF 6 Coordinator** works out of the CDSS DOC to facilitate collaboration among stakeholders, enhance information-sharing processes, and assist in coordinating resource allocation by providing information about the capabilities and resources of EF 6 stakeholders. The EF 6 Coordinator will work closely with the Regional Emergency Operations Centers (REOC) or State Operations Center (SOC) to facilitate the timely identification of resources and filling of resource requests in support of mass care and shelter operations. The EF 6 Coordinator does not have authority to commit resources or staffing or to represent the policy positions of EF 6 stakeholders. That authority remains with the representatives from stakeholder agencies and departments.

Other state agencies and departments assist in the development of the EF 6 plans and programs. These **Supporting Agencies/Departments** have existing responsibilities in assisting the coordination of all phases of emergency management. A full list of supporting stakeholders can be found in the complete annex.

Exhibit 1: Emergency Function Stakeholder Roles

California State Agency/Department Roles

Emergency Function Coordinator

- Provides EF 6 staffing and contact information in order for SOC or REOC officials to have continuous access to the EF 6 during the incident period and until emergency personnel are demobilized
- Establishes and maintains communication and coordination between the EF 6 stakeholders and the activated REOC, SOC, or Joint Field Office (JFO)
- At an activated REOC, SOC, or JFO, reports to the Operations Section Chief. If a JFO is activated, the EF 6 Coordinator will also coordinate with the Individual Assistance Branch and federal Emergency Support Function (ESF) #6
- Reports on EF 6 resource capabilities to address resource requests and work with the ESF #6 Coordinator to

EMERGENCY FUNCTION 6 – CARE AND SHELTER EXECUTIVE SUMMARY

California State Agency/Department Roles

- identify potential federal resources that may supplement EF 6 operations
- Provides EF 6 perspectives, issues, and intelligence that may be used in REOCs, SOC, or JFO briefings, Action Plans, Advance Plans, or other similar meetings or documents
- Provides situational status to the REOCs, SOC, or JFO Operations Section Chief in coordination with the DOC, CHHS departments, and other EF 6 stakeholders; provides technical and situational guidance to REOC, SOC, or JFO staff, state agencies, and others involved in the emergency response and recovery and assists with directing questions and issues to the appropriate entity

California Department of Social Services (CDSS)

- Serves as the Lead Agency/Department in coordinating resources needed to support Care and Shelter response (i.e., EF 6)
- Identifies state agency resources that may be available for support in care and shelter
- Administers the Emergency Food Assistance Program that distributes U.S. Department of Agriculture commodities to eligible households and Congregate Feeding Agencies
- Coordinates the Volunteer Emergency Services Team (VEST) program that provides trained state personnel to support sheltering and Local Assistance Center (LAC) operations
- Administers the State Supplemental Grant Program (SSGP) that may provide financial assistance to people who have suffered damages and losses in a disaster area declared by the President, when the FEMA Individuals and Households Program (IHP) is implemented
- Coordinates the Functional Assessment Service Team (FAST) program that provides trained government employees and community-based organization staff to conduct functional assessments of people with disabilities and others with access and functional needs to determine what resources are needed so that an individual can remain in the general population shelter
- Runs the CalFresh Program (also known as the Disaster Supplemental Nutrition Assistance Program [D-SNAP]), to meet the temporary nutritional needs of victims following a natural disaster

Primary Agencies/Departments

Agency/Department	Role
California Health and Human Services Agency (CHHS)	<ul style="list-style-type: none"> – CHHS may assign primary and support roles to those departments with authorities, capabilities and resources necessary to meet emergency needs – Department of Health Care Services <ul style="list-style-type: none"> – Provides information on bed availability at skilled nursing facilities in affected areas – Coordinates with local mental health providers and Cal OES, Individual Assistance, on the assessment and need for providing services through the FEMA Crisis Counseling Program (CCP) grant – Department of Developmental Services <ul style="list-style-type: none"> – Provides facilities for shelter, food preparation, and medical equipment/supplies for individuals residing in state-operated facilities, to the extent possible – Provides consultation and assistance in accessing shelter space for individuals with developmental disabilities – Department of Public Health <ul style="list-style-type: none"> – Ensures the safety of food, drugs, medical devices, and other consumer products in the disaster area – Regulates bottled drinking water plants and distributors and drinking water haulers to ensure the safety of bottled or hauled water used as emergency supplies of drinking water – Provides support to local health departments for infectious disease surveillance,

EMERGENCY FUNCTION 6 – CARE AND SHELTER EXECUTIVE SUMMARY

California State Agency/Department Roles	
	<p>outbreak response, and food safety and sanitation standards in shelters</p> <ul style="list-style-type: none"> – Provides information on bed availability in general care facilities in affected areas – Analyzes impacted areas for safe return of displaced populations – Supports the CDSS in coordinating public health and emergency medical concerns and needs in general population shelters – Coordinates with the Emergency Medical Services Authority (EMSA) to assist in identifying medical staff to support general population shelters
California Governor's Office of Emergency Services (Cal OES)	<ul style="list-style-type: none"> – Individual Assistance Branch coordinates with federal, state, local, and voluntary/nonprofit entities to provide recovery assistance following a disaster – Office of Access and Functional Needs assists with identifying the needs of people with disabilities and others with access and functional needs before, during and after a disaster and integrating disability needs and resources into all aspects of emergency management systems – Voluntary Agency Liaison works with local Voluntary Organizations Active in Disasters (VOAD) and other nonprofit organizations before, during and after disasters – Coordinates with local, state, and federal partners in the opening of LACs and Disaster Recovery Centers (DRCs)
Transportation Agency	<ul style="list-style-type: none"> – California Highway Patrol <ul style="list-style-type: none"> – Provides communications and transportation support (as needed) to Cal OES – Provides limited mass care facilities – Department of Motor Vehicles <ul style="list-style-type: none"> – Develops procedures for issuing identification to registered disaster service workers – Assists with vehicle identification and emergency licensing
Department of Food and Agriculture	<ul style="list-style-type: none"> – Coordinates with private-sector organizations to provide food, water, shelter, and care to animals/livestock – Provides information on fairgrounds that can be used for human mass care shelters – Assists in providing food supply lists and Emergency Food Assistance Programs, in coordination with CDSS – Oversees the California Animal Response in Emergency System (CARES) Program – Provides food, water, shelter, and care to animals/livestock – Assists in coordinating human food re-supply during an emergency
California Volunteers	<ul style="list-style-type: none"> – Coordinates emergency activities related to volunteer and donations management – Coordinates volunteer activities related to disaster response and recovery – Works with Voluntary Organizations Active in Disasters (VOAD) personnel to assist in response activities
Natural Resources Agency	<ul style="list-style-type: none"> – California Conservation Corps <ul style="list-style-type: none"> – Provides transportation assets and personnel to assist with setup and maintenance of care and shelter facilities – Provides personnel for mass care facilities, CARES, and other animal-related emergencies – Department of Forestry and Fire Protection <ul style="list-style-type: none"> – Provides assistance, including mobile feeding centers – Department of Parks and Recreation <ul style="list-style-type: none"> – Provides shelter, water and sanitation facilities in state park campgrounds

EMERGENCY FUNCTION 6 – CARE AND SHELTER EXECUTIVE SUMMARY

California State Agency/Department Roles	
Business, Consumer Services and Housing Agency	<ul style="list-style-type: none"> - Department of Consumer Affairs <ul style="list-style-type: none"> - Provides staff for LACs and DRCs representing various consumer services - Department of Housing and Community Development <ul style="list-style-type: none"> - Provides lists of the state-owned Office of Migrant Services facilities available for emergency short-term housing and local housing - Provides policy and program guidance on housing issues and housing financing options - Acts as liaison to local housing authorities and community-based housing organizations that provide a variety of housing services - Provides lists of departmental facilities available for emergency short- and long-term housing
Government Operations Agency	<ul style="list-style-type: none"> - Franchise Tax Board <ul style="list-style-type: none"> - Provides personnel and equipment to assist survivors in obtaining tax relief for disaster losses - Department of General Services <ul style="list-style-type: none"> - Classifies state property for possible temporary emergency housing sites - Works with Cal OES to create facility plans, including mobilization centers and disaster support areas

There are also many federal partners that serve a role in supporting EF 6 when the emergency escalates above the state capabilities. The federal departments with the most direct and critical roles to play in connection with EF 6 are the U.S. Department of Agriculture, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Housing and Urban Development, and the U.S. Department of Labor. Key Public and Private Sector Stakeholders include:

Non-Governmental Organizations

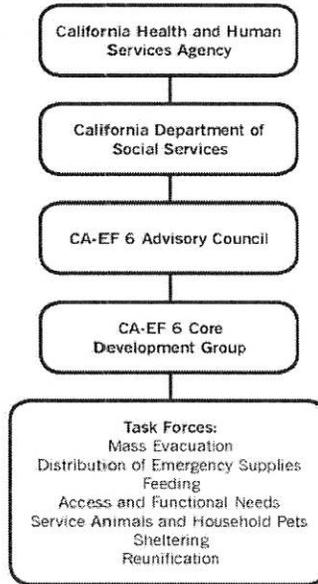
- American Red Cross
- National, state, and local VOADs
- 2-1-1 and 2-1-1 Community Service Providers
- Lutheran Social Services
- The Salvation Army
- The Southern Baptist Convention
- Catholic Charities

Emergency Function Coordination Structure

The EF 6 stakeholder organization has an established, formal governance structure and decision-making process to support the continuing development and maintenance of EF 6 capabilities. The EF 6 organization includes representation from stakeholders that support mass care and shelter activities in California. A key purpose of broad stakeholder participation is to develop and maintain strong functional relationships among the participants representing these stakeholders and cooperating entities.

EMERGENCY FUNCTION 6 – CARE AND SHELTER EXECUTIVE SUMMARY

Diagram 1: EF 6 Organization



FINAL DRAFT 10/30/2013

Emergency Function 7 Resources Annex

EXECUTIVE SUMMARY

October 2013

California Government Operations Agency
California Department of General Services
POC: Joe Mugartegui
Joe.mugartegui@dgs.ca.gov

Introduction

Emergency Function (EF) 7 - Resources supports and coordinates the state-level activities of its stakeholders in the mission to protect life and property within California. EF 7 – Resources stakeholders work within their statutory and regulatory authorities to effectively and efficiently coordinate an all-hazards approach to emergency response. The EF 7 Annex is an annex to the State of California Emergency Plan (SEP). The SEP provides the foundational elements for the emergency functions.

Purpose and Scope

EF 7 – Resources supports incident management by promoting standard methods for identifying, acquiring, allocating, and tracking resources. EF 7 provides emergency procurement assistance and support to other EFs and to the response community. In addition, EF 7 coordinates emergency use and repair of state facilities and properties and maintains lists and general knowledge of the critical assets held by various state departments and agencies that might be used in emergency support. During emergency response, state department and agencies retain their respective administrative authority, but coordinate within the EF 7 - Resources structure in order to uphold the mission of protecting life and property within the State of California.

Lead, Primary and Supporting Stakeholders

The lead and supporting departments/agencies are the stakeholders for Emergency Function 7 – Resources.

In the State Emergency Plan, the California Government Operations Agency (CalGovOps) is named as the **Lead Agency** for the development, implementation, and maintenance of EF7. This responsibility is delegated within CalGovOps to its Department of General Services (DGS). As such, DGS is responsible for the development, implementation, and maintenance of EF 7.

During an emergency response, the DGS must be prepared to shift between situations that necessitate acting as an Agency Representative in the State Operations Center (SOC) and with assuming a coordinating role within EF 7. The Lead Department/Agency also designates an Emergency Function Coordinator.

The **Emergency Function Coordinator** facilitates the activities of EF 7 stakeholders during all phases of emergency management. During emergency response, the EF 7 Coordinator serves as an information “broker” between the core function units and the SOC. The EF Coordinator provides information regarding the capabilities and activities of EF primary and supporting agencies and helps direct questions and issues to the appropriate agency. The EF Coordinator will sit in the Lead Agency’s Department Operations Center (DOC).

The EF **Supporting Agencies and Departments** are those state entities with specific capabilities or resources that support the primary agencies in executing the mission of EF. All California state departments/agencies must keep an inventory of property, equipment, and supplies owned by the department/agency. The California Department of Human Resources maintains a list of personnel classifications related to skills and capabilities by department/agency. EF 7 will utilize these inventories to help the SOC fulfill resource requests during an emergency. A list of specific roles and responsibilities is provided in Attachment A of this annex. The lead and primary departments and agencies are listed below.

California State Agency and Department Roles	
Emergency Function Coordinator	
<ul style="list-style-type: none"> Identify subject matter experts within EF 7 stakeholders Coordinate with the lead agency counterpart at the SOC – including any delegated authorities to the coordinator during the operational period. Provide technical and subject matter expertise for the agency and within EF 7. Participate (or coordinate with lead agency counterpart) in action planning, section meetings, and branch meetings scheduled during the operational period. Collect situation status information from EF 7 stakeholders and consolidate into the EF 7 situation status report. Actively coordinate with EF 7 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance. Communicate the intelligence and resource capabilities of EF 7 stakeholders to the Regional Emergency Operational Center (REOC)/SOC. 	
Agency/Department	Role
California Government Operations Agency - Department of General Services	
<ul style="list-style-type: none"> Develop contingency contracts for procurement of services, materials, and supplies. Implement emergency procurement and supply procedures and dedicate personnel to support Cal OES procurement activities. Assist state agencies with procuring materials, supplies, and equipment. Maintain and have available up-to-date building information and plans for DGS-owned buildings. Provide for and/or negotiate leased emergency facilities for state agencies displaced by disaster. 	

EMERGENCY FUNCTION 7 – RESOURCES
EXECUTIVE SUMMARY

Primary Agencies and Departments	
<ul style="list-style-type: none"> Department of Transportation (Caltrans) 	<ul style="list-style-type: none"> Maintain inventory of heavy equipment and vehicles for maintenance and operation of the State highway system that can and have been deployed to support emergency task orders to move emergency supplies, to move large quantity of debris or earthwork, and to support site survey of disaster sites. Assist DGS in contacting construction material vendors and general contractors who have construction equipment. Provide limited hazardous materials response equipment and supplies. Provide engineering and other technical assistance and services to other State and local government agencies. Furnish engineering and environmental services, including surveys, document preparation, and permitting services to other State and local government agencies. Identify the department's property for possible mobilization/staging areas. Provide certified hazardous materials specialists to help identify and contain hazardous materials releases on State highways and right-of-ways. Contract with hazardous materials contractors to assist with cleanup of hazardous materials spills on State highways and right-of-ways.
<ul style="list-style-type: none"> California National Guard 	<ul style="list-style-type: none"> Provide resources such as civil support teams for chemical, bio and nuclear detection and search and rescue support. Provide equipment for containing wildfires and for debris clearing. Provide Soldiers, Airmen, and Military Police for security missions.
<ul style="list-style-type: none"> California Department of Food and Agriculture 	<ul style="list-style-type: none"> Provide information on the available storage sites and staging areas for animal food and medical supplies, animal shelter and confinement areas, transportation resources and animal care personnel. Provide information on the availability of fair grounds for human mass care, shelter centers, mobilization centers, or staging areas.

EMERGENCY FUNCTION 7 – RESOURCES
EXECUTIVE SUMMARY

<ul style="list-style-type: none"> • California Department of Social Services 	<ul style="list-style-type: none"> • Recruit, train, and exercise members of VEST for mobilization and deployment to assist California Department of Social Services (CDSS) with care and shelter, repatriation, State Supplemental Grant Program, and other response efforts. • Deploy VEST members to REOCs in support of Care and Shelter Branch operations. • Allows the Language Services Section of CDSS to contract under normal business service protocols to secure additional translators as needed to augment emergency response needs. • As the State Lead Agency, coordinate State resources in support of local government and the American Red Cross for mass care and shelter response activities. • Manage the Emergency Food Assistance Program.
<ul style="list-style-type: none"> • Natural Resources Agency <ul style="list-style-type: none"> • California Department of Forestry and Fire Protection (CAL FIRE) • California Conservation Corps) 	<ul style="list-style-type: none"> • Provide trained personnel, crews, and equipment to support response and/or recovery operations. • Determine CAL FIRE resources required to continue essential services and develop the ability to track and allocate resources to facilitate emergency response. • Provide a statewide emergency resource directory of private vendors that can supply specified equipment and resources. • Provide a statewide emergency response and coordination communications system. Alert personnel and mobilize resources in affected areas. • Provide fire protection services by maintaining personnel and equipment in a state of readiness, including fire engines, hand crews, bull dozers, aircraft, mapping units, mobile communications units, mobile kitchen units, heavy construction equipment, and other support and specialized equipment. • Staff and support emergency incident bases and mobilization centers. Provide incident management teams. • Provide coordination and personnel for damage inspection and assessment.

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. Private-sector organizations provide significant resources to the state during emergencies. DGS, Cal OES, and other state agencies and departments maintain contracts and other arrangements to provide resource support during response and recovery operations. Key private-sector stakeholders include:

- California Utilities Emergency Association
- Direct Relief, USA
- Business Utilities Operations Center
- California Grocers Association
- Home Depot

Core Functions

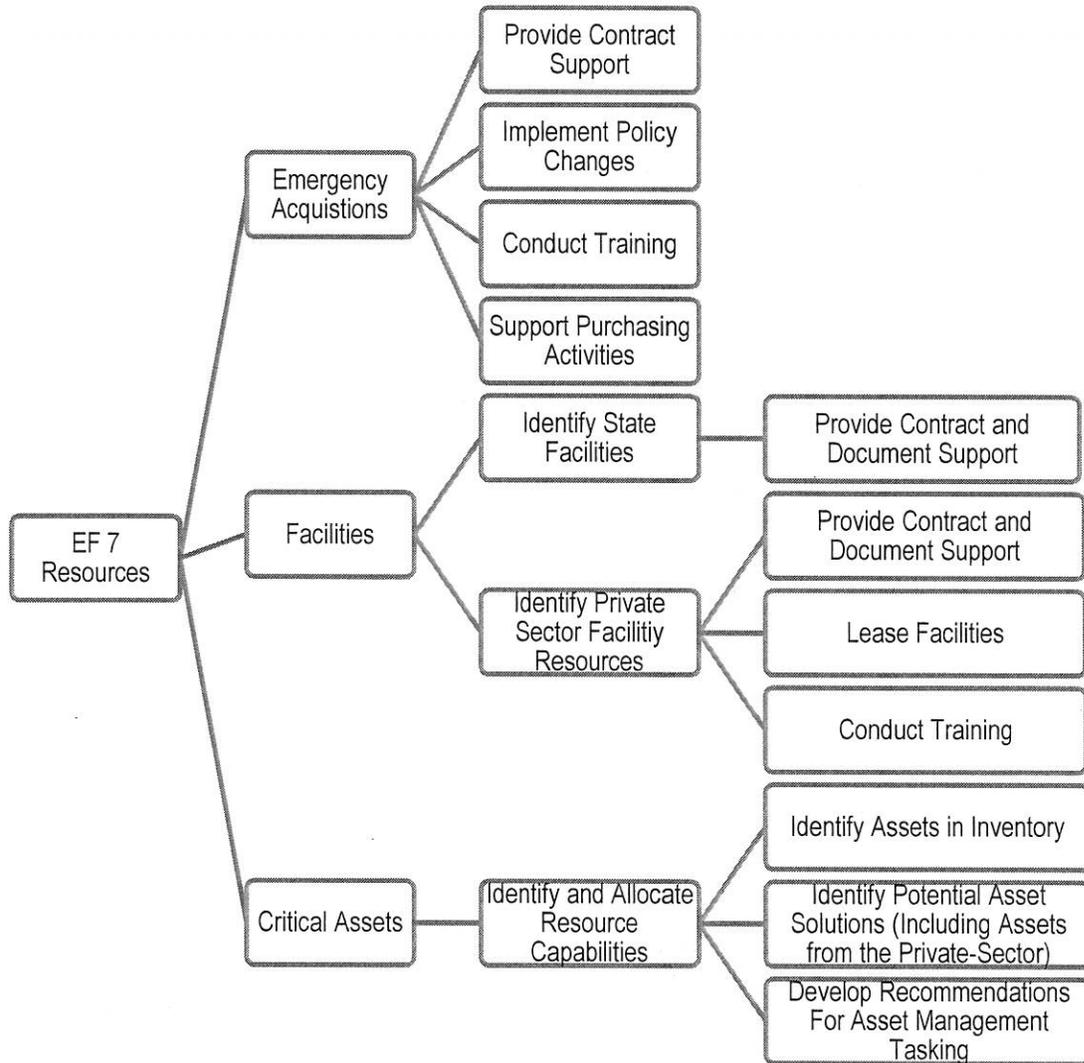
Emergency Function 7 – Resources is organized by core functions. A core function is an essential element of service or support that the emergency function’s stakeholders perform in order to collaboratively prepare for, respond to, mitigate against, and recover from emergencies. Core functions are not exclusive to any single stakeholder within the emergency function, but rather require the combined efforts of the entire community of EF 7 stakeholders. Core functions give the stakeholders within EF 7 a way of organizing key capabilities that can be understood by other stakeholders and other emergency functions. Core functions provide the bridge between the emergency functions and the emergency management community by providing a common language and organizational concepts that are used throughout the emergency functions.

Under each core function are several activities or tasks that require EF 7 stakeholders to collaborate and coordinate with each other. Supporting agencies work with the EF Coordinator to provide capabilities within each category of support. During response operations, this framework translates EF 7 stakeholders’ current resources into “options packages” that can fulfill a resource request. The EF 7 - Resources core functions are listed below and are followed by an organization diagram that illustrates the core functions and their associated capabilities and activities.

The core functions for EF 7 include:

- Emergency Acquisitions – to facilitate contract support, implement policy changes, conduct training, and support purchasing activities
- Facilities – to identify state and private sector facility resources
- Critical Assets – to identify and support the allocation of resources

EF 7 Organization Diagram



Emergency Function Coordination Structure

Emergency Function 7 is coordinated by an Advisory Council, Operations Team, and Technical Working Groups. The Advisory Council consists of 21 members whose responsibilities include providing guidance, setting goals, and reviewing, arbitrating, and making determinations about unresolved issues. The role of the Operations Team is to develop and enhance the EF 7 operating procedures and to support its ongoing maintenance. The Operations Team may form Technical Working Groups as needed and determine their membership. Technical Working Groups develop work projects that support EF 7 and assure staff work is completed to a level that allows sufficient basis for decision-making, among other tasks.

Emergency Function 8 Public Health and Medical Annex

EXECUTIVE SUMMARY

OCTOBER 2013

California Health and Human Services Agency
California Department of Public Health

POC: Susan Fanelli

Susan.fanelli@cdph.ca.gov

Emergency Medical Services Authority

POC: Dr. Howard Backer

Howard.backer@emsa.ca.gov

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL

Introduction

The California Health and Human Services Agency (CHHS) is the Lead Agency/Department for Emergency Function (EF) 8 – Public Health and Medical. California’s public health and medical system includes a broad array of local, state, tribal and federal governmental entities; non-governmental and community-based organizations (NGO/CBOs); and the private healthcare sector. EF 8 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management.

Purpose and Scope

The mission of EF 8 is to strengthen collaboration and coordination among public health, environmental health and medical stakeholders that have the legal authorities, resources and capabilities to support local jurisdictions during emergencies that affect public health, environmental health and/or medical services, and by so doing, save lives, protect health and safety, and preserve the environment. The EF 8 Annex:

- Provides an overview of the public health and medical system in California
- Identifies the legal basis for the EF 8 Annex and the emergency management activities of EF 8 stakeholders
- Identifies the EF 8 mission, scope, goals, and stakeholder community
- Identifies the organizational structure and governance system for EF 8 development, implementation and maintenance
- Provides an overview of activities that support the four phases of emergency management

During an emergency response, state departments and agencies retain their respective administrative authorities, but coordinate within the EF 8 structure in order to uphold the mission of protecting life, property and the environment. EF 8 stakeholders are involved in a wide spectrum of activities involving public health, environmental health, emergency medical services and health care delivery as identified in the table below.

Exhibit 1: EF 8 Scope of Activities

Scope of Activities	
- Communicable Disease	
-	- Epidemiology and Surveillance
-	- Zoonotic Veterinary Disease Surveillance
- Drinking Water	
- Emergency Medical Services	
-	- Patient Movement, Evacuation, Distribution and Tracking
-	- Field Disaster Services (e.g., Field Treatment Services, Ambulance Strike Teams)
-	- 911 and Dispatch Centers

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL EXECUTIVE SUMMARY

Scope of Activities

- Food and Agricultural Safety and Security, in collaboration with EF 11 (Food and Agriculture)
 - Foodborne Epidemiology
 - Product Trace-Backs
- Hazardous Materials relative to health and safety
 - Airborne, Biological, Chemical, Radiological, Nuclear
- Laboratories
 - Laboratory Networks
 - Testing and Reporting
 - Laboratory Surge
- Healthcare Facility Safety
- Patient Care
 - At Risk Populations/Persons with Access and Functional Needs
 - Mental/Behavioral Health
 - Emergency Licensure and Resolution of Licensing Issues
 - Medical Shelters and Medical Support to General Population Shelters in Coordination with the Care and Shelter Emergency Function (EF 6)
 - Medical Surge, including Facility Expansion and Government Authorized Alternate Care Sites
- Mass Fatality Management (public health and medical issues in coordination with law enforcement/coroner)
- Non-Personnel Resources (e.g., supplies, equipment, mobile field hospitals, mobile laboratories, pharmaceuticals, vehicles)
- Public Information and Risk Communication relative to health and medical issues
- Safety and Security of Drugs, Biologics, and Medical Devices
- Blood, Organs, and Blood Tissues
- Subject Matter Expertise and Technical Assistance associated with exercising statutory/regulatory responsibilities or providing support to the emergency management community relative to health and medical issues
- Vector Control
- Healthcare Volunteers and Personnel Resource Management
- Wastewater and Solid Waste Disposal
- Medical Waste Management
- Worker Health and Safety/Occupational Health, including First Responder and Healthcare Provider Safety, in coordination with the California Occupational Safety and Health Administration

Lead, Primary, and Supporting Agencies/Departments

The California Health and Human Services Agency (CHHS) is the **Lead Agency/Department** for EF 8 responsible for the management or coordination function of EF 8. CHHS has the authority and responsibility to facilitate the development, implementation and maintenance of EF 8. CHHS provides the leadership, ongoing communication, coordination, and oversight for EF 8 throughout all phases of emergency management. CHHS has designated the Emergency Medical

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL EXECUTIVE SUMMARY

Services Authority (EMSA) and the California Department of Public Health (CDPH) as the lead departments responsible for facilitating the development of the EF 8 Annex and implementing operational processes to support state-level EF 8 coordination.

The **Emergency Function 8 Coordinator** is an operational role that represents the collective voice of public health and medical stakeholders at state-level Emergency Operations Centers (EOCs), including the State Operations Center (SOC), Regional Emergency Operations Center (REOC) or Joint Field Office (JFO). The EF 8 Coordinator is the point-of-contact for EF 8 information and activities and reports to the Human Services Branch Chief in the Operations Section.

The EF 8 **Core Members** have significant public health and medical functions, subject matter expertise and/or access to public health and medical resources and capabilities. The EF 8 **Supporting Agencies/Departments** are those state entities with specific capabilities or resources that support the primary agencies in executing the mission of EF 8. Multiple supporting state agencies are listed in the EF 8 Annex.

The table below identifies roles of the EF 8 Coordinator, Core Members and Supporting Agencies/Departments involved in EF 8.

Exhibit 2: Emergency Function Stakeholder Roles

California State Agency/Department Roles
Emergency Function Coordinator
<ul style="list-style-type: none">- Establishes and maintains communication with:<ul style="list-style-type: none">- Medical and Health Coordination Center- EF 8 Coordinators at other EOCs- EF 8 Stakeholders- Serves as EF 8 point-of-contact and report to the Human Services Branch Chief in the Operations Section- Participates in Action Planning, Advance Planning, Section and Branch meetings, providing EF 8 perspectives, issues and intelligence- Actively coordinates with EF 8 Coordinators at other locations to ensure consistent message and technical assistance- Provides EF 8 Situation Reports to SOC/JFO/REOC Plans Section, EF 8 stakeholders and CHHS departments- Reports on EF 8 resource capabilities- Coordinates with federal ESF representatives at state-level EOCs as needed and identifies potential federal resources that may supplement EF 8 response operations
California Health and Human Services Agency (Lead Agency)
<ul style="list-style-type: none">- Ensures coordination of CHHS departments and integration of activities to support:<ul style="list-style-type: none">- Public Health and Medical (EF 8)- Mass Care and Shelter (EF 6)- May delegate functions to CHHS Departments- Provides strategic/policy-level direction through Secretary's Emergency Policy Council

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL EXECUTIVE SUMMARY

- Coordinates risk and public information with:
 - Medical and Health Coordination Center (MHCC) and CHHS Department Operations Centers
 - Joint Information Center (JIC) in the State Operations Center (SOC)
 - Governor's Press and Communications Office
- Act as liaison and communication point for:
 - Governor's Office
 - Other responding agencies as appropriate

The following functions are delegated by CHHS to the Emergency Medical Services Authority (EMSA) and California Department of Public Health (CDPH):

- Identify and engage stakeholders in the development, implementation and maintenance of EF 8
- Establish an EF 8 Advisory Council and supporting committees
- Support the development, implementation and maintenance of the EF 8 Annex
- Support the identification of stakeholder authorities to support EF 8 activities
- Support the development of a resource and capability directory among EF 8 stakeholders
- Support education, training and exercises involving the plans and procedures described in the EF 8 Annex
- Support after action reports and implement corrective actions to strengthen EF 8 plans and procedures
- Support the understanding that EF 8 is an alliance of public health and medical stakeholders that does not alter the legal authorities and responsibilities of individual stakeholders

Core Members

Agency/Department	Role
Emergency Medical Services Authority	<ul style="list-style-type: none"> - Coordinates medical and hospital preparedness with other local, state and federal agencies and departments having a responsibility relating to disaster response - Responds to medical disasters by coordinating mutual aid resources and state mobile medical assets to mitigate health impacts
Department of Public Health	<ul style="list-style-type: none"> - Administers and coordinates disaster-related public health programs and assesses hazards to the public's health - Provides statewide policies on environmental health - Coordinates with local health departments to conduct surveillance of infectious diseases in a disaster area and determines appropriate actions to be taken to prevent and control disease outbreaks - Assesses health, safety, emergency preparedness and response plans for healthcare facilities - Ensures the safety of drinking water supplies - Assesses potential health effects, recommends protective measures and drafts measures to protect public from chemical, biological, radiological and nuclear incidents
Department of Health Care Services	<ul style="list-style-type: none"> - Ensures that Medi-Cal enrollees continue to receive medical care in the event of a disaster - Assesses whether there is a need to modify or waive Medi-Cal eligibility requirements in the affected area - Facilitates payments to Medi-Cal providers and rural primary care clinics to ensure their continued ability to provide care

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL EXECUTIVE SUMMARY

Department of Developmental Services	<ul style="list-style-type: none"> – Provides demographic and health information on individuals with developmental disabilities throughout the state and assists local governments with evacuations – Provides medical and other specialized/adaptive equipment (including wheel chairs and gurneys) for individuals residing in state-operated facilities – Coordinates with regional centers to identify, notify and respond to the needs of the developmental services community
Department of Social Services	<ul style="list-style-type: none"> – Coordinates with supporting state agencies to ensure that public health and emergency medical concerns and needs in shelter populations are addressed
Office of Statewide Planning and Development	<ul style="list-style-type: none"> – Inspects hospitals, skilled nursing facilities and intermediate care facilities for structural, critical non-structural and fire/life safety – Reports to Cal OES Preliminary Damage Assessments and operational status of healthcare facilities following an event – Provides on-site consultation and approval of work required to ensure the safety of occupants and the return of health facilities to service – Enforces building codes and state laws deemed essential for the safety of hospitals and their occupants – Coordinates with CDPH Licensing and Certification to determine facility capacity to continue or resume care
Managed Risk Medical Insurance Board	<ul style="list-style-type: none"> – Collaborates with Department of Health Care Services Medi-Cal program to ensure that enrollees retain coverage and provide health insurance information to those impacted by disaster
California Department of Managed Health Care	<ul style="list-style-type: none"> – Participates in emergency preparedness activities and provides information on Health Maintenance Organization (HMO) capabilities for essential medical services – Provides licensed medical personnel as requested by Cal OES – Participates in mitigation activities to improve survivability of health care systems in the event of emergencies
Governor’s Office of Emergency Services (Cal OES)	<ul style="list-style-type: none"> – Coordinates the state’s emergency management organization in compliance with the Standard Emergency Management System (SEMS), the ESA, relevant regulations and Executive Orders
Supporting Agencies/Departments	
Agency/Department	Role
California Department of Food and Agriculture	<ul style="list-style-type: none"> – Provides information relative to outbreaks of livestock diseases that may have an impact on human health and coordinates with the California Integrated Waste Management Board (CIWMB) and rendering companies to support disposal of animal carcasses – Provides information on the available storage sites and staging areas for animal food and medical supplies and animal care personnel – Leads the administration of programs to detect, control and eradicate diseases, insects and vertebrate pests affecting plants and animals, protect human and animal food from contamination and assists local agricultural agencies and animal shelters with efforts to provide food, water, shelter and veterinary care to affected animals – Supports disposal of animal carcasses and manages the State Food Organization and provide for re-supply of food items

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL EXECUTIVE SUMMARY

California Highway Patrol	<ul style="list-style-type: none"> - Tracks radiological materials incident data - Develops radiological protection plans and procedures - Assists in establishing and managing medical operations at disaster support areas after the occurrence of a disaster - Assists in casualty evacuation from hospitals and casualty collection points - Assists in medical supply acquisition and distribution - Provides personnel and equipment to collect and transport the dead
Environmental Protection Agency	<ul style="list-style-type: none"> - Ensures that consistent, effective and coordinated compliance and enforcement actions to protect public health and the environment are taken - Assesses the effectiveness of statutes, regulations and programs, including emergency response programs, designed to protect children from environmental hazards through the work of Children's Environmental Health Center - Provides fact sheets, notices and other materials as necessary to advise and support members of the public returning to impacted areas
Department of Education	<ul style="list-style-type: none"> - Supports emergency medical services, when necessary
Department of Veterans Affairs	<ul style="list-style-type: none"> - Provides limited medical staffing and facilities
Air Resources Board	<ul style="list-style-type: none"> - Identifies medical consequences of air pollution incidents - Monitors air quality and issues bulletins related to public safety
Department of Pesticide Regulation	<ul style="list-style-type: none"> - Analyzes impacted areas for safe return of displaced populations
Department of Toxic Substances Control	<ul style="list-style-type: none"> - Provides contact information of local health agencies and hazardous materials (HAZMAT) teams - In coordination with the CDPH, provides limited technical and/or contractor support for the assessment, containment and mitigation of radiological hazards and provides environmental toxicologists for technical issues and communication
State Water Resources Control Board	<ul style="list-style-type: none"> - Provides technical environmental staff to evaluate potential impact to water quality from emergencies, assists the CDPH in advising water users of an emergency situation and provides critical information on water uses in areas that might be affected by hazardous releases
Department of Industrial Relations	<ul style="list-style-type: none"> - Provides the technical expertise of Industrial Hygienists and Safety Engineers and assures that emergency response workers are protected from potential exposures to hazardous materials and operations are in compliance with safety regulations
California Conservation Corps	<ul style="list-style-type: none"> - Provides personnel to support emergency medical services operations
Department of Forestry and Fire Protection	<ul style="list-style-type: none"> - Provides medical and other associated emergency response personnel, training and planning assistance
Department of General Services	<ul style="list-style-type: none"> - Is responsible for, in consultation with the CDPH and the EMSA, the development of procurement and transportation plans for obtaining and arranging delivery of disaster medical and health supplies and equipment
Board of Governors, California Community Colleges	<ul style="list-style-type: none"> - Coordinates education/college facilities to support emergency medical services and emergency welfare services - Directs districts and colleges to utilize facilities, transportation options, miscellaneous supplies and equipment during an emergency and supports emergency medical services and emergency welfare services

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL EXECUTIVE SUMMARY

The interplay of EF 8 and the Public Health and Medical public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. A complete list of Public and Private Sector Stakeholders can be found in the EF 8 Annex. Examples of Public and Private Sector Stakeholders include:

Public Sector Stakeholders

- State agencies with public health and medical responsibilities
- California Conference of Local Health Officers (CCLHO)
- County Health Executives Association of California (CHEAC)
- Emergency Medical Services Administrators Association of California (EMSAAC)
- California Conference of Directors of Environmental Health (CCDEH)
- Public Safety Agencies
- U.S. Department of Health and Human Services (HHS)

Private Sector Stakeholders

- Healthcare Facilities, e.g., Hospitals, Skilled Nursing Facilities, Clinics
- Private Ambulance Companies
- Non-Governmental Organizations, e.g., American Red Cross
- Suppliers of Pharmaceuticals, Medical Equipment and Supplies

Emergency Function Coordination Structure

The EF 8 Advisory Council is the governing body for the development, implementation and maintenance of EF 8. The membership of the EF 8 Advisory Council includes representatives of the departments, boards and offices within CHHS; Cal OES; CCLHO; CHEAC; EMSAAC; and HHS. The EF 8 Advisory Council identifies, prioritizes and approves projects to develop and support EF 8. The EF 8 Lead or designee chairs the EF 8 Advisory Council and serves as a point-of-contact for EF 8 development, implementation and maintenance activities.

The EF 8 Technical Committee focuses on operational issues. The EF 8 Technical Committee works on projects approved by the EF 8 Advisory Council, makes project recommendations to the EF 8 Advisory Council, and keeps the EF 8 Advisory Council informed of progress. EF 8 Task Groups work on specific projects assigned by the EF 8 Technical Committee.

The Medical and Health Coordination Center (MHCC) will function as a coordination center for the response activities of EF 8 stakeholders during emergencies. The EF 8 Lead has delegated authority from the CHHS Secretary to ensure the overall coordination of CHHS departments responding to the emergency through the MHCC and to support the CHHS Secretary's policy and strategic decision-making.

EMERGENCY FUNCTION 8 – PUBLIC HEALTH AND MEDICAL
EXECUTIVE SUMMARY

Emergency Function 9 Search and Rescue

**August 2013 EF 9 was Merged into
EF 4 Fire and Rescue
and
EF 13 Law Enforcement**

Emergency Function 10 Hazardous Materials Annex

EXECUTIVE SUMMARY

October 2013

California Environmental Protection Agency
Adam Palmer: adam.palmer@dtsc.ca.gov

EMERGENCY FUNCTION 10 – HAZARDOUS MATERIALS EXECUTIVE SUMMARY

INTRODUCTION

The California Hazardous Materials and Oil Emergency Function (EF 10) is an annex to the State of California Emergency Plan (SEP). The Annex defines the organization, scope, and coordination of oil and hazardous materials response and emergency management activities of the stakeholders and partners in a disaster or large scale incident. The California Hazardous Materials and Oil Emergency Function provides for a coordinated response from agencies and governmental entities with jurisdictional and regulatory authority to conduct all phases of emergency management in the response to and recovery from a release of oil or hazardous materials. The primary and supporting agencies named in the EF 10 will work together within their respective authorities to effectively and efficiently mitigate, as well as prepare for, respond to, and recover from emergencies involving the release of oil and/or hazardous materials.

Purpose and Scope

EF 10 - California Hazardous Materials and Oil Emergency Function provides coordination and support to actual or potential discharges and/or uncontrolled releases of oil or hazardous materials and takes appropriate actions to save lives, protect health and safety, protect property, and preserve the environment when activated. Appropriate action may include detecting, assessing, and stabilizing the release, analyzing and implementing cleanup, and removing, transporting, and disposing of solid waste debris. EF 10 also provides response recommendations and subject matter expertise to the California Office of Emergency Services (Cal OES) and to partners within the federal Emergency Support Function for Oil and Hazardous Materials Response (ESF-10) in all phases of emergency management to the release or potential release of oil and hazardous materials.

LEAD, PRIMARY AND SUPPORTING STAKEHOLDERS

The lead, primary, and supporting departments/agencies are the stakeholders for Emergency Function 10 – California Hazardous Materials and Oil. When coordinating during an EF 10 activation, each Primary and Supporting Agency retains its jurisdictional and regulatory authority. However, the structure of the EF 10 can be used to better coordinate resources, data, and personnel in support of emergency response and recovery efforts.

The **Lead Department/Agency** is responsible for the management or coordination function of EF 10 and is assigned to lead EF 10 based upon its authorities, resources, and capabilities in the SEP. The California Environmental Protection Agency (Cal/EPA) serves as the lead agency for EF 10 and is responsible for facilitating the development, maintenance, and implementation of EF 10 with input and assistance from all Cal/EPA Boards, Departments, and Offices (BDOs) as well as primary and supporting state, local, federal, and tribal agencies and other relevant stakeholders. As the Lead Agency for EF 10, Cal/EPA provides the leadership, ongoing communication, coordination, and oversight for EF 10 throughout all phases of emergency management.

EMERGENCY FUNCTION 10 – HAZARDOUS MATERIALS EXECUTIVE SUMMARY

Emergency Function Coordinator. During activation of EF 10, the Lead Agency will designate an EF 10 Coordinator whose duty it is to coordinate response activities and information sharing. The EF 10 Coordinator will also be responsible for assigning leads to operation-specific Task Forces within EF 10. These Task Forces will be comprised of representatives from each Agency or organization that has a primary role for specific response or recovery activities. The Coordinator will also facilitate the decision-making process by ensuring that all necessary information regarding the incident is communicated to requesting, responding, and supporting agencies.

The EF 10 **Primary Agencies** have jurisdictional authority and capability to mitigate, prepare for, respond to, and recover from oil and hazardous materials emergencies. The role of the Primary Agencies will be dependent upon the specific nature of the emergency including the type of material released, the scope of the response and recovery activities, and whether the incident affects the inland or coastal zone, state streets, highways, or state-owned buildings or grounds.

The EF 10 **Supporting Agencies** are those state entities with technical, policy, and subject matter expertise, and are generally requested by Primary agencies or the Lead Agency during an incident. Supporting Agencies may also have jurisdictional oversight role for the incident.

California State Department/Agency Roles	
Emergency Function Coordinator	
<ul style="list-style-type: none"> • Coordinates response and recovery activities and information sharing during an incident. • Facilitates the decision-making process between affected entities and responding agencies. 	
Department/Agency	Role
Lead Agency	
California Environmental Protection Agency	<ul style="list-style-type: none"> • Facilitates the development, maintenance, and implementation of EF 10. • Leads the multi-agency coordination effort and decision making process regarding the sharing and use of resources, data, and personnel under EF 10. • Provides damage reports, assessments, and situation reports to EF5 (Emergency Management). • Maintains close coordination between Cal OES and the primary and support agencies. • May share responsibility for analyzing current situational information and disseminating information to EF 10 agencies representatives, as well as, other Emergency Functions, or local authorities involved in the incident.
Primary Departments/Agencies	

EMERGENCY FUNCTION 10 – HAZARDOUS MATERIALS EXECUTIVE SUMMARY

Air Resources Board	<ul style="list-style-type: none"> ▪ Provides essential monitoring, assessment, and distribution of incident-specific air quality information to protect public health from acute unanticipated releases of airborne contaminants. ▪ Generates data about air quality impacts, including toxicant identity and concentration, potential exposure scenarios, and geographic dispersion
California Highway Patrol	<ul style="list-style-type: none"> ▪ Serves as lead for oil and hazardous material incidents that occur on state highways, county roads, and state-owned buildings and grounds. ▪ Is responsible for radiological monitoring on state highways. ▪ Functions as the Incident Commander (IC) for areas within its jurisdiction.
Department of Fish and Wildlife – Office of Oil Spill Prevention and Response	<ul style="list-style-type: none"> ▪ Serves as lead for oil spills affecting inland and coastal waterways, lakes and reservoirs. ▪ Acts as the trustee for resources for wildlife and responding to deleterious materials that can affect waterways.
Department of Pesticide Regulation	<ul style="list-style-type: none"> ▪ Responsibility (with County Ag Commissioners) to investigate any complaint or incident concerning pesticide exposure and may take regulatory and enforcement action. ▪ Can provide information regarding pesticide exposure assessment, exposure monitoring, evaluation, industrial hygiene and safety, and medical management and illness investigation; and sampling and analytical techniques for pesticides in different media (air, water, soil).
Office of Environmental Health Hazard Assessment	<ul style="list-style-type: none"> ▪ Provides essential toxicological risk assessment for exposures to hazardous material releases and oil spills. ▪ Assists in assessing exposure scenarios for decisions on sheltering-in-place, evacuation and reentry. ▪ Provides health-based recommendations on fishery closures during oil spills.
Department of Resources Recycling and Recovery (CalRecycle)	<ul style="list-style-type: none"> ▪ Responsible for protecting the public's health & safety and the environment through the proper management of solid waste (including waste tires, used oil, and household hazardous waste). ▪ Manages the oversight of household hazardous waste programs within California.
Department of Toxic Substance Control	<ul style="list-style-type: none"> ▪ Provides emergency response staff as well as contractors to oversee and mitigate releases of hazardous materials. ▪ Provides/ facilitates access to technical information regarding the safe handling or suitable disposal of hazardous materials.

EMERGENCY FUNCTION 10 – HAZARDOUS MATERIALS EXECUTIVE SUMMARY

Department of Transportation (Caltrans)	<ul style="list-style-type: none"> ■ In coordination with other response agencies, ensures the proper cleanup and restoration of highways. ■ Coordinates cleanup efforts between the responsible parties, public and private sectors. ■ Provides hazmat techs to assist in the identification and containment of hazardous materials.
State Water Resources Control Board, Regional Water Quality Control Board	<ul style="list-style-type: none"> ■ Provides emergency response staff and resources, including sampling and analytical services, to respond to releases of petroleum and hazardous materials that impact water quality. ■ Provides technical expertise and regulatory authority regarding impacts and cleanup of hazardous materials released to waters of the state, including providing critical information on water uses in areas that might be affected.
Supporting Departments/Agencies	
Bay Conservation & Development Commission California Coastal Commission California Conservation Corps California Energy Commission California National Guard/Civil Support Teams California Office of Emergency Services California State Parks Department of Conservation Department of Food and Agriculture	Department of Forestry and Fire Protection Department of General Services Department of Industrial Relations Department of Public Health Department of Water Resources Emergency Medical Services Authority Public Utilities Commission/Railroad Safety Division State Lands Commission

Ongoing coordination and preparedness efforts will include supporting state agencies and other stakeholders such as local governments, special districts, federal agencies, and tribal governments and other organizations with responsibility for hazardous materials preparedness or response.

CORE FUNCTIONS

EF 10 – California Hazardous Materials and Oil is established to mitigate, prepare for, respond to, and recover from threats to public health and safety, property or the environment, caused by actual or potential oil and hazardous material incidents. The scope of EF 10 includes the appropriate actions to prepare for, respond to, and recover from threats to public health and safety, property or the environment cause by actual or potential releases of hazardous materials or oil.

Core functions within EF 10 could be described as:

- **Hazardous Materials Release Detection, Assessment, or Mitigation.** These activities are conducted to determine the extent of a release of oil or hazardous material and prevent the spread of contamination or the threat to the public, property and the environment and

EMERGENCY FUNCTION 10 – HAZARDOUS MATERIALS EXECUTIVE SUMMARY

to minimize the damage from the release of oil or hazardous materials. Examples of specific actions include:

- Minimizing or containing a release
 - Detecting and assessing the extent of a release or contamination, including sampling and analysis and environmental monitoring
 - Stabilizing the release and preventing the spread of contamination or the threat to the public, property, and the environment
 - Implementing means to contain or slow the spread of the release or mitigate its effects
 - Setting or recommending evacuation, re-entry, clearance, and remediation levels.
- **Hazardous Waste or Debris Removal.** Environmental cleanup includes waste characterization, storage, treatment, and disposal of oil and hazardous materials, the disposal of debris contaminated with oil and hazardous materials, and the restoration of the environment. Cleanup efforts can also involve the removal, transportation, and disposal of solid waste debris. Examples of specific actions include:
 - Debris classification, monitoring, and disposal
 - Collecting, segregating, and disposal of household hazardous waste
 - Subject matter expertise for the characterization, segregation, and disposal options, for debris, household hazardous waste, and asbestos containing material.
- **Public Health Protection.** Efforts to protect impacted communities during and after a hazardous materials release emergency. Examples of specific actions include:
 - Air monitoring and plume modeling
 - Water and/or soil testing and monitoring
 - Pesticide drift assessment
 - Exposure assessment and risk assessment
 - Data interpretation, analysis and dissemination, and public message coordination
 - Setting or recommending evacuation, re-entry, clearance, and remediation levels.
- **Regulatory/Enforcement Assistance.** All efforts under EF 10 for a hazardous materials release emergency are in support of the local incident. Occasionally help is requested or needed with regulatory issues or enforcement actions especially to mitigate or recover from a hazardous materials incident. Examples of specific actions include:
 - Assisting local governments and special districts with permits, waivers, variances to expedite removal action
 - Assist local governments with emergency declarations based on public health threat
 - Coordinating regulatory and compliance activities in the recovery phase.

EMERGENCY FUNCTION COORDINATION STRUCTURE

EMERGENCY FUNCTION 10 – HAZARDOUS MATERIALS EXECUTIVE SUMMARY

The EF 10 Workgroup is a subcommittee of CalEPA's Emergency Response Management Committee (ERMAC). The Workgroup is responsible for maintenance, review, and proposing any revisions to the Annex. Members of the EF 10 Workgroup will meet at least annually to review the EF 10 Plan and propose any revisions or updates. Any suggested revisions will then be shared with the broader ERMAC and members of the Primary and Supporting State Agencies. Additionally, it is the hope of the EF 10 Workgroup that the EF 10 Plan be exercised at least annually to support the further development of coordination and collaboration around multi-agency response to major events in California.

FINAL DRAFT 10/30/2013

Emergency Function 11 Food and Agriculture Annex

EXECUTIVE SUMMARY

October 2013

California Department of Food and Agriculture

EMERGENCY FUNCTION 11 – FOOD AND AGRICULTURE

Introduction

Emergency Function (EF) 11 – Food and Agriculture supports and coordinates the State-level activities of its stakeholders in the mission to protect life and property within California. EF 11 stakeholders work together within their statutory and regulatory authorities to provide emergency management related to food and feed safety and agricultural diseases and pests. In addition, EF 11 supports the management of other types of emergencies by providing: authorities, expertise and resources relating to biological inspections, investigations and regulatory actions; laboratory services; and animal care. EF 11 is made up of stakeholders that include state and local departments as well as non-governmental organizations. State stakeholders within EF 11 work with federal departments and tribal agencies with complementary authorities.

Purpose and Scope

The purpose of the EF 11 – Food and Agriculture is to organize stakeholders with responsibilities for protecting food, feed, agriculture and animals into a coordinated response. EF 11 addresses emergencies involving food contamination, plant and animal agriculture, and animals. EF 11 describes emergency management activities established to ensure actions and resources are effectively and efficiently coordinated during all phases of emergency management: preparedness; response; recovery; and mitigation. During an emergency response, state departments and agencies retain their respective administrative authority, but coordinate within the EF 11 structure in order to uphold the mission of protecting life and property within the State of California.

Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for Emergency Function 11 – Food and Agriculture.

The **California Department of Food and Agriculture (CDFA)** is responsible for the management oversight of EF 11 and is assigned to lead EF 11 based upon its authorities, resources, and capabilities in the SEP. As the Lead Agency/Department for EF 11 the CDFA provides the leadership, ongoing communication, coordination, and oversight for EF 11 throughout all phases of emergency management.

The **Emergency Function Coordinator**, designated by the CDFA, facilitates consistency among EF stakeholders and can provide general information regarding the breadth of capabilities among EF 11 stakeholders. During an emergency response, the EF 11 Coordinator can serve as an information “broker” between the core functions and the State Operations Center (SOC). The EF 11 Coordinator provides information regarding the capabilities and activities of EF 11

EMERGENCY FUNCTION 11 – FOOD AND AGRICULTURE EXECUTIVE SUMMARY

primary and supporting agencies and helps direct questions and issues to the appropriate agency. The EF 11 Coordinator will sit in the CDFA’s Department Operations Center (DOC).

The EF 11 **Primary Agencies/Departments** are state agencies with significant authorities, functions or subject matter expertise that have access to the resources and capabilities for a particular core function within EF 11. The specific responsibilities of primary agencies may be articulated within the agencies’ administrative orders, agency plans, documents, or Standard Operating Procedures (SOP).

The EF **Supporting Agencies/Departments** are those state entities with specific capabilities or resources that support the primary agencies in executing the mission of EF 11. Local, state, and federal laboratory resources provide key support to EF 11. Those resources and are described in Attachment D to the EF 11 Annex. The specific responsibilities of supporting agencies may be articulated within the agencies’ administrative orders, agency plans, documents, or SOPs. Only key Supporting Agencies/Departments are listed below. A full list can be found in the annex.

Exhibit 1: Emergency Function Stakeholder Roles

California State Agency/Department Roles
Emergency Function Coordinator
<ul style="list-style-type: none">- Identifies subject matter experts within EF 11.- Coordinates with Lead Agency/Department counterpart at the SOC – including any delegated authorities to the Coordinator during the operational period.- Establishes communication with EF 11 stakeholders and Core Function Leads.- Participates (or coordinates with Lead Agency counterpart) in Action Planning, section and branch meetings scheduled during the operational period.- Actively coordinates with EF 11 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.- Acts as a conduit of information from the EF 11 stakeholders to the REOC/SOC on EF 11 stakeholder’s intelligence and resource capabilities.- Shares information and status updates with all EF 11 stakeholders.

EMERGENCY FUNCTION 11 – FOOD AND AGRICULTURE EXECUTIVE SUMMARY

California Department of Food and Agriculture

- Provides the overall coordination and administration of EF 11.
- Contributes authorities, expertise and resources to the EF 11 stakeholder response.
- Conducts inspections, tests, investigations and related emergency preparedness, response, and mitigation activities and assists with recovery.
- Operates laboratories to support inspection and investigations.
- Oversees the development of California Animal Response Emergency System (CARES) and is committed by a MOU to work with Cal OES to help maintain the system.

Primary Agencies/Departments

Agency/Department	Role
California Department of Public Health	<ul style="list-style-type: none"> · Determines the public health risk and impact, if any, of an animal disease emergency. · Provides public information regarding the public health effects of the disease outbreak or control measures and potential preventive strategies. · Deploys California Food Emergency Response Team for environmental investigations of food borne disease outbreaks.
Governor's Office of Emergency Services	<ul style="list-style-type: none"> · Assists the CDFA in obtaining a Governor's Proclamation of a State of Emergency, USDA Secretarial Disaster Designation, and SBA and Presidential Disaster Declaration, if deemed appropriate. · Assists the CDFA in obtaining resources from supporting state agencies.
California Environmental Protection Agency	<ul style="list-style-type: none"> · Provides recommendations as to the most appropriate method(s) for disposal of dead, destroyed, and affected animals. · Considers environmental impacts and make best practice recommendations for disinfectants used to clean vehicles, equipment, and facilities.
California Department of Fish and Wildlife	<ul style="list-style-type: none"> · Provides advice on risks to wildlife and methods to respond to and mitigate these risks. · Supports the law enforcement aspect within the restricted movement areas, if applicable and involving fish, wildlife or habitats.

Supporting Agencies/Departments

University of California, Davis School of Veterinary Medicine	<ul style="list-style-type: none"> · Makes cooperative extension personnel (livestock specialists and farm advisors) and faculty available to assist with animal disease emergency, food and feed contamination or plant emergency control and eradication. · Designs and/or conducts field studies during the course of the outbreak that will increase the body of knowledge surrounding the disease or condition.
California Division of Occupational Safety and Health	<ul style="list-style-type: none"> · Provides comprehensive on-site safety and health guidance for all personnel. · Provides guidance for personnel using decontamination chemicals that require the wearing of protective clothing and respiratory devices.
California Highway Patrol	<ul style="list-style-type: none"> · Secures the areas and affected facilities. · Provides traffic control, and restrict movement in and around the disease control zones to prevent the movement of animals and animal-related products in an effort to contain the disease.
California Department of Justice, Attorney General's Office	<ul style="list-style-type: none"> · Provides legal assistance to accomplish the overall mission of managing an animal disease emergency, food and feed contamination or plant emergency within or adjacent to the boundaries of the State of California, including lands owned by Tribal Governments. · Functions as the liaison between California and legal counsel representing Federal, local, and Tribal Government.

EMERGENCY FUNCTION 11 – FOOD AND AGRICULTURE EXECUTIVE SUMMARY

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. The interplay of EF 11 and the Food and Agriculture Public and Private Sector Stakeholders is a vital part of including whole community concepts into all phases of emergency management. In fact, non-governmental organizations possess a significant amount of expertise and resources. The need for statewide coordination among local agencies, the numerous non-governmental organizations, and the state and the federal agencies is essential to support this mission. Key Public and Private Sector Stakeholders include:

Public Sector Stakeholders

- Local Government
- Tribal Government
- Public Health and Environmental Health Agencies

Private Sector Stakeholders

- California Residents, Agricultural Workers, and Farmers
- Non-governmental Organizations
- Agri-businesses

Core Functions

Emergency Function (EF) 11 – Food and Agriculture is organized by core functions. A core function is an essential element of service or support that the emergency function’s stakeholders perform in order to collaboratively prepare for, respond to, mitigate against and recover from emergencies. Core functions are not exclusive to any single stakeholder within the emergency function, but rather require the combined efforts of the entire community of EF 11 stakeholders. Core functions give the stakeholders within EF 11 a way of organizing key capabilities that can be understood by other stakeholders and other emergency functions.

Exhibit 2: EF 11 Core Functions

Food and Agriculture	
Core Functions	Activities
<ul style="list-style-type: none"> - Plant Disease and Pest Infestation 	<ul style="list-style-type: none"> - Quarantine - Inspection - Investigation - Trace/Recall/Destroy - Detection

EMERGENCY FUNCTION 11 – FOOD AND AGRICULTURE EXECUTIVE SUMMARY

<ul style="list-style-type: none"> - Animal Disease 	<ul style="list-style-type: none"> - Quarantine - Inspection - Investigation - Trace/Recall/Destroy - Detection - Animal Care
<ul style="list-style-type: none"> - Food and Feed Contamination 	<ul style="list-style-type: none"> - Quarantine - Inspection - Investigation - Trace/Recall/Destroy - Detection
<ul style="list-style-type: none"> - California Animal Response Emergency System 	<ul style="list-style-type: none"> - Gather animal-related information and intelligence - Coordinates response to animal rescue, emergency care and shelter and general assistance for animals - Provides information on storage sites and staging areas for animal food and medical supplies, animal shelter and confinement areas, transportation resources, and animal care personnel

Emergency Function Coordination Structure

Because the scope of EF 11 requires two distinct sets of organizations, authorities, expertise and resources, the governance structure requires two governing bodies - one for food and agriculture emergencies, and another for animal care emergencies with CDFA as the lead for both. The governing body for food and agriculture emergencies is the California Food and Agriculture Defense Steering Committee. This committee and its three work groups operate by a consensus-seeking process on all EF 11 business and ongoing coordination. The three work groups, Animal Disease Emergencies, Food and Feed Contamination, and Plant Disease and Pest Infestations, operate collaboratively. Each group develops policies, plans, and procedures; develops recommendations for identifying and resolving issues; and represents organizations on the Steering Committee. The governance structure for California Animal Response Emergency System (CARES) is the CARES Steering Committee.

Emergency Function 12 Utilities Annex

EXECUTIVE SUMMARY

October 2013

California Natural Resources Agency

POC: Patrick Kemp

patrick.kemp@resources.ca.gov

California Utilities Emergency Association

POC: Don Boland

don.boland@caloes.ca.gov

EMERGENCY FUNCTION 12 – UTILITIES EXECUTIVE SUMMARY

Introduction

Emergency Function (EF) 12 – Utilities describes the alliance of discipline-specific stakeholders which possess common interests and share a level of responsibility to collaboratively provide emergency management expertise, support and services related to utility infrastructure system damage and outage response, as well as to restoration of service.

Purpose and Scope

The purpose of EF 12 is to describe the state-level concepts, activities, and responsibilities within EF 12 for mitigation, preparedness, response, and recovery. The annex represents an alliance of discipline-specific stakeholders that possess common interests and share a level of responsibility to provide Utilities support and services within the State of California.

As an agent of the State of California through a memorandum of understanding with Cal OES, the California Utilities Emergency Association (CUEA) provides emergency operations support for gas, electric, water, wastewater, telecommunications (including wireless) and petroleum pipeline utilities. The SEP designates the California Natural Resources Agency (CNRA) as the Lead Agency for EF 12. The EF 12 Annex addresses how CUEA, Cal OES, CNRA, and other governmental agencies work before, during and after an event to:

- Facilitate communications and cooperation between member utilities and public agencies, and with non-member utilities (where resources and priorities allow)
- Provide emergency response support wherever practical for electric, petroleum pipeline, telecommunications, gas, water and wastewater utilities
- Support utility emergency planning, mitigation, training, exercises and education among utilities stakeholders

Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for EF 12 – Utilities.

The **Lead Agency/Department** is responsible for the management or coordination function of EF 12 and is assigned to lead EF 12 based upon its authorities, resources, and capabilities in the SEP. As the Lead Agency/Department for EF 12, the CNRA provides the leadership guidance, ongoing communication, coordination, and oversight for EF 12 throughout all phases of emergency management.

The CUEA **Emergency Function Coordinator** facilitates the synchronization and coordination of activities among EF 12 stakeholders during emergency response. The EF 12 Coordinator serves as a conduit of information between the core functions and the State Operations Center (SOC). The EF 12 Coordinator provides information regarding the capabilities and activities of EF 12 Primary and Supporting Agencies/Departments and helps direct questions and issues to the appropriate agency.

EMERGENCY FUNCTION 12 – UTILITIES EXECUTIVE SUMMARY

Exhibit 1: Emergency Function Stakeholder Roles

California State Agency/Department Roles
Emergency Function Coordinator (CUEA)
<ul style="list-style-type: none">– Provide subject matter expertise and/or point-of-contact for all aspects of California utilities– Maintain communication with EF 12 Utilities stakeholders on activities– Ensure activities are carried out consistent with the Standard Emergency Management System (SEMS) structure
California Natural Resources Agency (CNRA)
<ul style="list-style-type: none">– Responsible for ensuring that the EF 12 organization is consistent with the intent of the SEP– Responsible for ensuring close coordination with Cal OES and the Governor's Office to maintain EF 12

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. The interplay of EF 12 and the Utilities public and private sector stakeholders is a vital part of including whole community concepts into all four phases of emergency management. The EF 12 Annex includes an extensive list of public and private sector stakeholders.

CUEA serves as a point-of-contact for critical infrastructure utilities to the Cal OES and other Governmental Agencies before, during and after an event. CUEA, via the Executive Director, actively participates in Senior Leadership and Executive level planning sessions and working groups. The Executive Director serves as the Cal OES Utilities Branch Liaison at the SOC or one of the Regional Operations Centers.

Core Functions

EF 12 consists of core functions, or essential elements of service or support that the emergency function's stakeholders perform in order to collaboratively prepare for, respond to, mitigate against and recover from emergencies. The core functions for EF 12 include:

- Utility Emergency Response and Restoration Support
- Mobilization and Transportation of Resources
- Construction Supervision and Inspection
- Engineering Services

Emergency Function Coordination Structure

EF 12 is coordinated by an alliance of stakeholders. The EF 12 Working Group is led by the CNRA and CUEA. The EF 12 Working Group is responsible for the review, updates, and general maintenance of the annex. The annex will be maintained to reflect inclusion of additional stakeholders, the expansion of resources and capabilities, or the revision of policies and procedures. Suggested revisions are shared with Cal OES and members of the Primary and Supporting Agencies/Departments. CUEA consists of an Executive Director, Board of Directors, and four stakeholder committees. Committee activities are listed below.

EMERGENCY FUNCTION 12 – UTILITIES
EXECUTIVE SUMMARY

CUEA Committees	
Committee	Activities
Energy and Pipeline	<ul style="list-style-type: none"> - Develop protocols for emergency response activities - Develop and maintain mutual assistance agreements among partner stakeholders - Conduct After Action Reports and share lessons learned - Develop and maintain emergency response personnel identification - Educate stakeholders on potential emergency management situations and contingencies
Telecommunications	<ul style="list-style-type: none"> - Conduct discussions of current and potential issues relating to emergency telecommunications - Conduct after action analysis of emergency response telecommunication issues
Training	<ul style="list-style-type: none"> - Coordinate stakeholder participation in state-wide emergency exercises - Review after action reports and develop improvements for future emergency response training among stakeholders - Create training web-based courses for access by stakeholders - Conduct and participate in emergency response exercises
Water/Waste Water	<ul style="list-style-type: none"> - Conduct coordination among stakeholders on water security, preparedness, and response activities - Provide education on stakeholder issues dealing with theft, protection of sensitive information and upgrades to security policies and technology - Conduct After Action Reviews and develop lessons learned from stakeholder emergency response and exercises

Emergency Function 13 Law Enforcement Annex

EXECUTIVE SUMMARY

October 2013

California Governor's Office of Emergency Services
Dennis Beene: dennis.beene@caloes.ca.gov

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT EXECUTIVE SUMMARY

Introduction

Emergency Function (EF) 13 – Law Enforcement supports and coordinates the state-level activities of its stakeholders in the mission to protect life and property. Law enforcement responsibilities in the State of California reside within the authorities of local government. City police departments are charged with responsibility for the maintenance of law and order and protection of life and property within the municipal geographic boundaries. In Operational Areas (OAs), the Sheriff coordinates law enforcement activities and resources. State-level law enforcement assistance is provided within the California Law Enforcement Mutual Aid System and is an extension of the concept of “neighbor helping neighbor.”

Purpose and Scope

The purpose of the Emergency Function 13 - Law Enforcement (EF 13) Annex is to describe the state-level coordination elements that are necessary to maintain order, ensure public safety, and coordinate the law enforcement mutual aid in the state of California.

The EF 13 stakeholders come together to form an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide law enforcement and coroner support and services within the California Law Enforcement Mutual Aid System, Search and Rescue Mutual Aid System, and the Coroners’ Mutual Aid System. EF 13 stakeholders coordinate state law enforcement personnel and equipment to support responsible law enforcement agencies, search and rescue, coroner activities and public safety.

Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for EF 13. The Cal OES, Law Enforcement Division, is responsible for the management or coordination function of EF 13 and is assigned to lead EF 13 based upon its authorities, resources, and capabilities in the SEP. Cal OES has ongoing responsibilities throughout the preparedness, mitigation, response, and recovery phases of emergency management. As the **Lead Agency/Department** for EF 13, Cal OES Law Enforcement Division provides the leadership, ongoing communication, coordination, and oversight for EF 13 throughout all phases of emergency management. The Law Enforcement Division also designates an Emergency Function Coordinator.

The **Emergency Function Coordinator** facilitates the synchronization and coordination of activities among EF 13 stakeholders during emergency response. The EF 13 Coordinator role is filled by the Law Enforcement Mutual Aid Coordinator, Search and Rescue Mutual Aid Coordinator, and the State Coroners’ Mutual Aid Coordinator. The EF 13 Coordinator(s) provides information regarding the capabilities and activities of the various EF 13 stakeholders throughout the state to the Law Enforcement Branch in the State Operations Center (SOC) and serves as the conduit of information between the Law Enforcement Branch and the EF 13

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT EXECUTIVE SUMMARY

stakeholders. The Law Enforcement Mutual Aid Coordinator, the Search and Rescue Coordinator, and the State Coroners’ Mutual Aid Coordinator sit in the Law Enforcement Branch, but may relocate to the Joint Field Office (JFO) if activated.

Exhibit 1: Emergency Function Coordinator Role

California State Agency/Department Roles	
Emergency Function Coordinator	
–	Identifies subject matter experts within EF 13
–	Coordinates with the Law Enforcement Branch at the SOC, including any delegated authorities to the coordinator during the operational period
–	Establishes communication with EF 13 stakeholders and Core Function Leads
–	Participates (or coordinates with the Law Enforcement Branch) in action planning and section and branch meetings scheduled during the operational period
–	Acts as a conduit of information from the EF stakeholders to the REOC/SOC on EF 13 stakeholders' intelligence and resource capabilities
–	Shares information and status updates with all EF stakeholders
–	Provides or coordinates the provision of law enforcement support to State agencies, local jurisdictions, tribal governments, volunteer organizations, and Non-Governmental Organizations(NGOs) requiring assistance in performance of their emergency response and recovery missions

The EF 13 **Primary Agencies/Departments** have significant functions or subject matter expertise and have access to the resources and capabilities for a particular core function within EF 13. The responsibilities of the EF 13 stakeholder agencies are translated into a core function grouping and are listed in Exhibit 2.

The EF **Supporting Agencies/Departments** are those state entities with specific capabilities or resources that support the primary agencies in executing the mission of EF 13.

Exhibit 2: Emergency Function Stakeholder Responsibilities

Core Function	Capability	Responsibilities
Cal OES – Law Enforcement Division		
Law Enforcement	Mutual Aid Response Coordination and Administrative Interaction	<ul style="list-style-type: none"> – Provides general and specialized State law enforcement resources to support local, State, Tribal, territorial, insular area, law enforcement departments and agencies overwhelmed by emergencies or acts of terrorism. – Track law enforcement mutual aid resources responding from outside the requesting Operational or Regional Area jurisdiction. – Provide representation to appropriate emergency facilities (i.e., REOC and SOC). – Protect critical infrastructure during prevention activities or emergency response, when requested.

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT EXECUTIVE SUMMARY

Core Function	Capability	Responsibilities
Cal OES – Law Enforcement Division		
Law Enforcement	Maintain the Law Enforcement Mutual Aid System	<ul style="list-style-type: none"> – Coordinate planning and operations between primary and support agencies. – Determine the role, if any, of private sector/NGOs in the overall public safety and security response. – Assist State law enforcement and government officials in determining the methodology by which law enforcement officers will be granted State law enforcement authority during EF 13 responses. – Manage the development of pre-scripted resource requests to address known and anticipated emergency response public safety and security short falls.
Law Enforcement	Coordinate Equipment and Equipment Loans	<ul style="list-style-type: none"> – Manage California Law Enforcement Mutual Aid Radio System (CLEMARS). – Manage the inventory of specialized resources for short-term loan to local and state law enforcement agencies.
Security	Coordinate security issues within the LE community through the LE Mutual Aid System	<ul style="list-style-type: none"> – Coordinate the protection of emergency responders. – Coordinate the safety and security for state employees and state property. – Coordinate the National Security Special Events (NSSE) and Special Event Response Levels (SERL) processes between the federal officials and local law enforcement officials. – Protect sensitive data and information for the Law Enforcement Mutual Aid System.
Mass Fatality	Coordinate and Maintain the Coroners Mutual Aid System	<ul style="list-style-type: none"> – Act as the state point-of-contact for all Coroners' mutual aid requests and coordination. – Assign mission numbers to track Coroners' Mutual Aid resources tasked to provide mutual aid support to impacted jurisdictions. – Act as the point-of-contact for the coordination of inter-regional coroner mutual aid. – Oversee the state agency resource mutual aid application. – Coordinate the out-of-state resources that are provided through the Emergency Management Assistance Compact (EMAC). – Determine the most appropriate use of federal mass fatality resources in CA. – Develop and conduct exercises to validate the Coroners Mutual Aid Plan and enhance the mass fatality response in CA.

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT EXECUTIVE SUMMARY

Cal OES – Law Enforcement Division		
Core Function	Capability	Responsibilities
SAR State-level Response Coordination	<ul style="list-style-type: none"> – Maintain a 24 hour SAR Coordination Response Posture – Coordinate the SAR mutual aid within the State of California 	<ul style="list-style-type: none"> – Coordinate search and rescue (SAR) capabilities in emergencies requiring a coordinated state response (typically wilderness environments) – Coordinate planning and operations between Primary and Supporting Agencies/Departments – Act as the state point-of-contact for all SAR mutual aid requests and coordination – Coordinate the DSW deployment and SAR support – Report status of SAR resources to SOC and EF 13 stakeholders – Act as the point-of-contact for the coordination of inter-regional SAR mutual aid – Oversee the state agency resource mutual aid application – Provide personnel in appropriate technical disciplines (e.g., its Technical Rescue Team or Swift water Rescue Teams) – Provide representation to appropriate emergency facilities (i.e., REOC and SOC) – Develop and conduct exercises to validate the SAR Mutual Aid Annex and enhance the SAR response in CA
SAR Resource Coordination	<ul style="list-style-type: none"> – Coordinate Special Resources – Coordinate On-Site SAR Management – Coordinate Radio Communications and Mine Rescue Equipment Caches – Maintain a Vendor Contact List 	<ul style="list-style-type: none"> – Coordinate resolution of conflicting operational demands for SAR response resources – Provide general and specialized SAR resources to support local, state, tribal, territorial, insular area, law enforcement departments and agencies overwhelmed by SAR operations – Provide temporary use of facilities for mobilization centers and staging areas for aeronautical search and rescue assets – Track SAR mutual aid resources responding from outside the requesting Operational or Regional Area jurisdiction – Coordinate the use of the California Law Enforcement Mutual Aid Radio System (CLEMARS) and SAR Mutual Aid Radio System (SARMARS) for SAR operations – Assign mission numbers to track SAR Mutual Aid resources tasked to provide mutual aid support to impacted jurisdictions

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT EXECUTIVE SUMMARY

Cal OES – Law Enforcement Division		
Core Function	Capability	Responsibilities
Coordinate Interstate Requests	<ul style="list-style-type: none"> – Coordinate with AFRCC and other Federal Agencies – Coordinate with Neighboring States – Coordinate SAR Teams Deployment 	<ul style="list-style-type: none"> – Coordinate the out-of-state resources that are provided through the Emergency Management Assistance Compact (EMAC) or through ESF 9 – Determine the most appropriate use of federal SAR resources in CA – Oversee the SAR Team deployments to other states and validate the SAR credentials
Supporting Agencies/Departments		
Agency/Department	Responsibilities	
California Highway Patrol (CHP)	<ul style="list-style-type: none"> – Provide personnel to support search and rescue efforts. Specifically, provide aerial surveillance, rescue, and direction finding capabilities – Provide resources to support search and rescue efforts. Specifically, radio communications relay, aerial medical evacuation, helicopters and other aircraft are specially equipped to conduct airborne SAR and to facilitate SAR ground activities 	
California Department of Corrections	<ul style="list-style-type: none"> – Provide personnel to support search and rescue efforts. Specifically, group crews for grid searches – Provide resources to support search and rescue efforts. Specifically, field kitchens 	
California National Guard	<ul style="list-style-type: none"> – Provide personnel to support search and rescue efforts. Specifically, group crews for grid searches – Provide resources to support search and rescue efforts. Specifically, helicopter transport, aerial medical evacuation, air support, special optical equipment, and base camp logistics 	
California Department of Forestry and Fire Protection	<ul style="list-style-type: none"> – Provide personnel to support search and rescue efforts – Provide resources to support search and rescue efforts. Specifically, four wheeled drive vehicles, helicopters, ground crews (grid searchers), hand held radios (FIREMARS frequency), and field kitchens 	
California Department of Transportation	<ul style="list-style-type: none"> – Provide resources to support search and rescue efforts. Specifically vehicles for transportation, snow removal equipment, and other heavy equipment 	

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT EXECUTIVE SUMMARY

Primary Agencies/Departments Evacuation Support	
Agency/Department	Role
Governor's Office of Emergency Services	<ul style="list-style-type: none"> - Provide support to and facilitate evacuation planning process - Facilitate communications and coordination
California Department of Transportation	<ul style="list-style-type: none"> - Monitor and report status of and damage to the transportation system and infrastructure to assist in support of local and regional mass evacuations. - Identify potential regional evacuation routes (maps) - Provide automated route information - Provide AM radio locations, both fixed and improvised - Ensure signs for fixed and improvised locations
Supporting Agencies/Departments/Federal Assistance	
California Health and Human Services Agency	<ul style="list-style-type: none"> - Provide patient movement operations and evacuation planning

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. The interplay of EF 16 and the Evacuation Public and Private Sector Stakeholders is a vital part of including whole community concepts into all four phases of emergency management. Key Public and Private Sector Stakeholders include:

Public Sector Stakeholders

- American Red Cross
- Salvation Army
- Voluntary Organization Active in Disaster (VOAD)
- Community Emergency Response Teams (CERTs)
- Utility Agencies and companies

Private Sector Stakeholders

- California Residents
- At-Risk Individuals
- Individuals with Access and Functional Needs
- Elderly
- Businesses
- Non-Governmental Organizations

As described in the SEP, EF 13 will also involve other stakeholders. The interplay of the EF 13 Lead Agency/Department and the Public and Private Sector Stakeholders is a vital part of

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT EXECUTIVE SUMMARY

including the whole community concept into the emergency functions. For the purposes of EF 13, public and private sector stakeholders may be a part of the California Law Enforcement Mutual Aid System, The Search and Rescue Mutual Aid System, or the Coroner's Mutual Aid Plan, but do not have specific responsibilities within EF 13. The Public and Private Sector Stakeholders collaborate within those systems for law enforcement, search and rescue, and mass fatality coordination. Key Public and Private Sector Stakeholders include:

Public Sector Stakeholders

- Local government
- Local Search and Rescue Teams
- Local Coroners and Medical Examiners
- Tribal government
- Law Enforcement Departments and Agencies

Private Sector Stakeholders

- American Red Cross
- California Dental Identification Team
- Several Professional Associations associated with mass fatalities

Core Functions

The organization of EF 13 is structured by core functions that give the EF 13 stakeholders a way of organizing key activities/capabilities that can be understood by other stakeholders and other emergency functions. Core functions are not exclusive to any single stakeholder within EF 13, but rather require the combined efforts of the entire community of stakeholders. Within each core function, the capabilities (also described as categories of service and support) are used to group together the activities that are critical to the performance of the core function. The activities describe the elements of work that are completed in order to achieve the service or support capability. Resources, standards, and conditions will be connected to each activity.

During response operations, the core functions give the EF 13 stakeholders a way of organizing key collaboration topics at the various levels of an emergency response (local, OA, regional, state, and federal). The core functions for EF 13 include:

- **Law Enforcement** – Provides direct support to local law enforcement to mitigate the effects of an escalated incident, civil disturbance, or natural/manmade disaster and may be required to support quarantine operations.
- **Security** - Coordinates the augmentation of local government security by filling critical gaps that have, or may, result in the interruption of essential services, cause public danger and suffering, risks to lives and property, public disorder, or destruction of critical assets, until follow-on support can be attained.
- **Mass Fatality** – Coordinates the augmentation of Coroner/Medical Examiner support for mass fatalities within the State of California.

EMERGENCY FUNCTION 13 – LAW ENFORCEMENT
EXECUTIVE SUMMARY

- **Search and Rescue (SAR) (Appendix A)** – Support or coordinate the following activities:
 - o SAR state level Response Coordination
 - o SAR Resource Coordination
 - o Coordinate Interstate requests
- **Evacuation Support (Appendix B)** – Supports the following evacuation activities:
 - o Supporting local law enforcement emergency evacuation operations
 - o Supporting local and regional traffic control and evacuation route coordination
 - o Supporting local and regional emergency medical patient movement and evacuation
 - o Supporting public information regarding evacuation routes, safety considerations

Emergency Function 14 Recovery Annex

EXECUTIVE SUMMARY

October 2013

California Governor's Office of Emergency Services
Charles Rabamad: charles.rabamad@caloes.ca.gov

EMERGENCY FUNCTION 14 – RECOVERY EXECUTIVE SUMMARY

Introduction

Emergency Function (EF) 14 – Recovery supports and coordinates the state-level activities of its stakeholders in the mission to achieve recovery success within California. The EF 14 stakeholders work together within their statutory and regulatory authorities to effectively and efficiently coordinate recovery operations. The EF 14 stakeholders also provide recommendations and subject matter expertise to the California Governor’s Office of Emergency Services (Cal OES) associated with EF 14 within the preparedness, mitigation, response, and recovery phases. The EF 14 Annex is an annex to the State of California Emergency Plan (SEP).

Purpose and Scope

The EF 14 Annex defines the actions and roles necessary to initiate a coordinated recovery operation that identifies opportunities, fosters partnerships, and optimizes resources of all stakeholders to facilitate state, tribal, and local recovery. This annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management services related to recovery during all phases of emergency management. The EF 14 Annex provides a “road map” of state-level activities for the implementation of EF 14 concepts, activities, and responsibilities.

During an emergency response, state agencies/departments retain their respective administrative authorities but coordinate within the EF 14 organizational structure to uphold their mission within the State of California. EF 14 stakeholders may be convened for major disaster events. They may be convened for widespread, large, and catastrophic events but also when an emergency or disaster event has a significant impact on a single community or region. The impact of the emergency or disaster and the need to collaboratively leverage local, tribal, state, and federal assets and resources into a larger than normal collective recovery effort will lead to EF 14 stakeholder activity and, as determined necessary, the activation of a state disaster recovery coordination structure.

EF 14, in alignment with the California Disaster Recovery Framework (CDRF), which is under development, is organized by six Recovery Support Functions (RSFs) and the recovery core capabilities: public information and organizational coordination (leadership). The RSFs outline roles and responsibilities of stakeholders and anticipate and identify the significant functions or categories of support required to facilitate the integration and coordination of resources during disaster recovery. EF 14 stakeholders will partner with EF 15 - Public Information to execute the public information core capability to deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally or linguistically appropriate methods. The EF 14 operational coordination (leadership) capability is addressed by the EF 14 Coordinator and the State Disaster Recovery Coordinator (SDRC) positions. The six RSFs and associated missions are:

Community Planning and Capacity Building

EMERGENCY FUNCTION 14 – RECOVERY EXECUTIVE SUMMARY

Mission: Support and build the recovery capacities and community planning resources needed to effectively plan for, manage, and implement disaster recovery activities.

Economic

Mission: Sustain and/or rebuild businesses and employment and develop economic opportunities that result in sustainable and economically resilient communities following a major disaster event.

Health and Social Services

Mission: Restore the public health, healthcare, and social services networks to support the health and well-being of affected individuals and communities as well as to promote community resilience following a major disaster event.

Housing

Mission: Address housing issues and coordinate and facilitate the rehabilitation and reconstruction of destroyed and damaged housing as well as develop other new accessible, permanent housing options, whenever feasible, following a major disaster event.

Infrastructure Systems

Missions: Support infrastructure owners and operators in their efforts to achieve recovery goals relating to the public engineering of California's infrastructure systems following a major disaster event.

Natural and Cultural Resources

Mission: Support long-term environmental and cultural resource recovery needs following a major disaster event.

Public and Private Sector Stakeholders

Recovery is a locally driven endeavor; however, communities differ in their preparation to plan for or enact recovery operations. The State has a role in supporting whatever the local posture of recovery may be. State support may range from minimal support (e.g., facilitating recovery grants) to very active and engaged support (e.g., staff on the ground working with the community to stand up and execute the recovery operation). Because the community is in the lead role, EF 14 stakeholders must evaluate the type of support that is likely needed based on the community's capability and preparedness to execute the needed roles. The interplay of EF 14 and the Public and Private Sector Stakeholders is a vital part of including the whole community concept into EF 14.

Public Sector Stakeholders

- The Governor
- Operational areas
- Local government
- Special districts
- Tribal government
- Other states
- Federal government
- International governments

EMERGENCY FUNCTION 14 – RECOVERY EXECUTIVE SUMMARY

An inventory of relevant regional and/or local plans can be found in the complete EF 14 Annex, Attachment G.

Private Sector Stakeholders

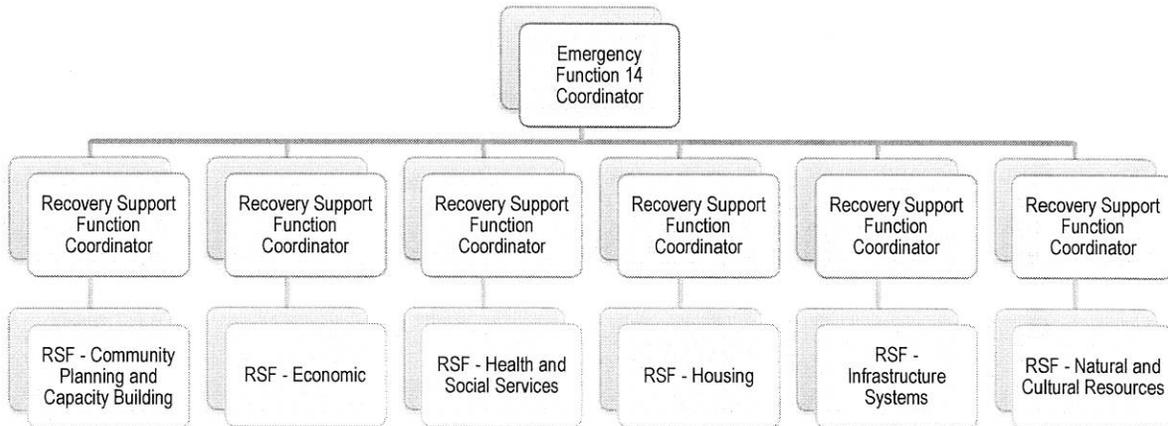
- California's residents to include at risk and individuals with access and functional needs
- Businesses
- Nongovernmental organizations (NGOs) including Voluntary Organizations Active in Disasters, Nonprofit organizations with Community Development or Planning Missions, and Community Foundations
- Farmers, Ranchers, and Aquaculturists

Potentially relevant private sector businesses and NGO stakeholders are listed by RSF in the complete annex.

Lead, Primary, and Supporting Agencies/Departments

An established recovery organization that is operating at the same time as response activities will facilitate the transition out of response and short-term recovery activities into a well-positioned, organized reconstruction and redevelopment (interim and long-term recovery) phase. EF 14 will be organized by RSFs to facilitate this transition. During the early recovery phase, the EF 14 coordinator and RSF coordinators will work closely with the other 17 EFs to share information about impacts, actions taken and assistance provided, and working relationships at all levels.

Diagram 1: Emergency Function Coordination



Each RSF consists of a set of stakeholders that perform the roles of Lead, Primary, and Supporting Agencies/Departments.

The **Lead Agency/Department** is responsible for emergency function oversight and is assigned to lead the EF based upon its authorities, resources, and capabilities in the SEP. For all EF 14 RSFs, the Lead Agency/Department is Cal OES. The Lead Agency/Department has ongoing

EMERGENCY FUNCTION 14 – RECOVERY EXECUTIVE SUMMARY

responsibilities throughout the preparedness, mitigation, response, and recovery phases of emergency management. Cal OES will designate an **EF 14 Coordinator**.

During an emergency response, the EF 14 Coordinator serves as an information “broker” for EF 14 in the State Operations Center (SOC). The EF 14 Coordinator provides information regarding the capabilities and activities of EF 14 and RSF Primary and Supporting Agencies/Departments and helps direct questions and issues to the appropriate agency. The EF 14 Coordinator will track the short-term recovery activities of other EFs to lay the groundwork for the transition to the state disaster recovery coordination structure. The EF 14 Coordinator will sit in the SOC. The EF 14 Coordinator may become an Advisor or Deputy to whomever is appointed to be the SDRC.

The EF 14 RSF Primary Agencies/Departments have significant authorities or subject matter expertise and have access to the resources and capabilities for a particular function within each RSF. Each RSF may have multiple primary agencies/departments, depending on the disaster type, specific disaster designations, and RSF recovery needs. The EF 14 RSF Supporting Agencies/Departments are those state entities with specific capabilities or resources that support the Primary Agencies/Departments in executing the mission of each RSF. Each RSF may have multiple supporting agencies/departments. The Lead Agency/Department, designation of EF 14 Coordinator, Primary Agencies/Departments, and RSF-specific Supporting Agencies/Departments are listed in the exhibit below. A full list of agency responsibilities can be found in the complete annex.

Exhibit 1: Emergency Function Stakeholder Roles

California State Agency/Department Roles		
California Governor’s Office of Emergency Services		
– EF Coordinator is designated by Cal OES		
Primary Agencies/Departments for each RSF		
– Disaster-specific designations based on the disaster type and RSF recovery needs		
Supporting Agencies/Departments - Community Planning and Capacity Building RSF		
– Department of Community Services and Development	– Seismic Safety Commission	– Board of Governors, California Community Colleges
– Labor and Workforce Development Agency	– Cal Volunteers	
– Employment Development Department	– Office of Planning and Research	
Supporting Agencies/Departments - Economic RSF		
	– Board of Equalization	– California Coastal Commission
– Department of Business Oversight		
– Department of Insurance	– Department of Consumer Affairs	– Seismic Safety Commission
– Business, Consumer Services and Housing Agency	– Department of Food and Agriculture	– Department of Education
– California Agricultural Labor Relations Board	– Governor’s Office of Business and Economic Development	

EMERGENCY FUNCTION 14 – RECOVERY EXECUTIVE SUMMARY

California State Agency/Department Roles		
– Franchise Tax Board	– Office of Planning and Research	
Supporting Agencies/Departments – Health and Human Services RSF		
– California Health and Human Services Agency (CHHSA)	– CHHSA, Department of Health Care Services	– California Conservation Corps
– Department of Managed Health Care	– CHHSA, Office of Statewide Health Planning and Development	– Department of Industrial Relations
– CHHSA, Department of Social Services	– Department of Education	– California Environmental Protection Agency
– CHHSA, Department of Aging	– CHHSA, Department of State Hospitals	– California Department of Food and Agriculture
– CHHSA, Department of Developmental Services	– Board of Governors, California Community Collages	– Department of Veterans Affairs
– CHHSA, Department of Public Health	– Department of Rehabilitation	
Supporting Agencies/Departments – Housing RSF		
– Department of Housing and Community Development	– CHHSA, Department of Alcohol and Drug Programs	– Department of General Services
– Bureau of Real Estate	– CHHSA, Department of the Aging	– Department of Veterans' Affairs
– California Housing and Finance Agency (CALHFA)	– CHHSA, Department of Community Services and Development	– Natural Resources Agency, California State Lands Commission
– Department of Transportation	– CHHSA, Department of Developmental Services	Department of Social Services
– Department of Insurance	– CHHSA, Department of Rehabilitation	Department of Consumer Affairs, Contractors State License Board
Supporting Agencies/Departments – Infrastructure Systems RSF		
– Transportation Agency	– Department of Parks and Receptions	– Seismic Safety Commission
– Public Utilities Commission	– Department of Transportation	Department of General Services
– California Energy Commission	– State Water Resources Control Board	Department of Water Resources
Supporting Agencies/Departments – Natural and Cultural Resources RSF		
– Natural Resources Agency	– Department of Fish and Wildlife	– Natural Resources Agency, California State Lands Commission
– Department of Forestry and Fire Protection	– Department of Parks and Recreation	– California Environmental Protection Agency

EMERGENCY FUNCTION 14 – RECOVERY
EXECUTIVE SUMMARY

California State Agency/Department Roles	
– California Coastal Commission	– Department of Water Resources

Core Functions

Core functions are general starting points for disaster-specific discussions unique to the RSF and supportive of supplemental disaster annexes, where available. These include overarching strategies, state program objectives, and support opportunities anticipated to be required after an emergency or disaster event. Core functions, activities, and suggested tasks are identified within each RSF that support the execution of recovery operations. Core function suggestions below are based on previous disaster needs. However, each disaster should result in its own set of disaster-specific topics.

Exhibit 2: EF 14 Core Functions

Core Functions	
Community Planning and Capacity Building RSF	Economic RSF
<ul style="list-style-type: none"> – Community planning (capability, resources staff, and financial) – Stakeholder engagement – Post-disaster revenue declines; budget shortfalls – Recovery/community development toolkits – Post-disaster abandonment and blight abatement – Resilience and sustainable improvements opportunities (Land use, Zoning, Floodplain management, Energy efficiency, Mitigation, Economic development) – Gaps in resource/service for underserved population – Technology/Geographic Information System (GIS) data management 	<ul style="list-style-type: none"> – Sector impacts (Tourist Destination, Industrial or Specific Industry) – Ports – Utilities – Transportation – Technology – Agriculture (Retaining major job source within community) – Small business – Access to capital – Insurance issues – Inter-State coordination – Economic development – Zoning
Health and Human Services RSF	Housing RSF
<ul style="list-style-type: none"> – Access to services (Displaced persons, At-risk populations, Access and functional needs populations, Underserved areas or populations, Individuals not displaced but with impacted infrastructure, children, seniors, and the elderly) – Provider and network access to capital (repair/restoration and mitigation) – Pest control – Food safety – Long-term disaster impacts – Behavioral issues (e.g., depression, domestic violence, and substance abuse) 	<ul style="list-style-type: none"> – Housing needs evaluation – Inventory of existing housing options – Evaluation of capability and resources available to address needs – Evaluation of alternatives and considerations – Identification of barriers to repair or access to permanent housing – Identification of gaps and overlaps in housing assistance programs – Discussion of policy or programmatic changes required to maximize the use of resources
Infrastructure Systems RSF	Natural and Cultural Resources RSF
<ul style="list-style-type: none"> – Infrastructure systems status evaluation – Restoration prioritization 	<ul style="list-style-type: none"> – Inventory of impacted resources – Identification of experts needed

EMERGENCY FUNCTION 14 – RECOVERY EXECUTIVE SUMMARY

Core Functions

- | | |
|---|--|
| <ul style="list-style-type: none">- Mitigation, hardening, and increased resilience strategy implementation- Addressing regulatory issues that impact the speed of restoration or implementation of mitigation- Inventory of available funding and funding gaps- Leveraging funding to avoid duplication of effort | <ul style="list-style-type: none">- Identification of compliance requirements- Inventory of funding available for the protection of resources |
|---|--|

Emergency Function Governance Structure

EF 14 is governed by a working group that consists of representative members of the Lead, Primary, and Supporting Agencies/Departments. The EF 14 Working Group will be led by Cal OES. The EF 14 Working Group is responsible for the review, updates, and general maintenance of the EF 14 Annex. The annex will be maintained to reflect inclusion of additional stakeholders, the expansion of resources and capabilities, and the revision of policies, plans, and procedures. Suggested revisions will be shared with Cal OES and members of the Primary and Supporting Agencies/Departments.

Emergency Function 15 Public Information Annex

EXECUTIVE SUMMARY

October 2013

California Governor's Office of Emergency Services
Kelly Huston: kelly.huston@caloes.ca.gov

EMERGENCY FUNCTION 15 – PUBLIC INFORMATION

Introduction

Emergency Function (EF) 15 – Public Information is composed of an alliance of discipline-specific subject matter experts (herein referred to as stakeholders) who work together to provide timely, accurate, and coordinated information within the State of California. The EF 15 stakeholders have common interests and share a level of responsibility to provide public information with the mission to protect life and property within California. The EF 15 stakeholders embrace the “whole community” by coordinating and sharing information with the media, faith-based and nongovernmental organizations (NGOs), the private sector, the local populace, and individuals with limited English proficiency. This audience includes individuals with disabilities and others with access and functional needs.

During response, the Office of Crisis Communications and Media Relations stands up the State Joint Information Center (S-JIC). Other EF 15 stakeholders may also stand up their agency’s Joint Information Center (JIC). If more than one JIC is activated, the EF 15 stakeholders collectively form the Joint Information System (JIS) to coordinate and communicate information on an emergency in which local governments have requested State assistance for preparing and disseminating information.

Purpose and Scope

The purpose of the EF 15 Annex is to describe the state-level coordination elements that are necessary to provide accurate, coordinated, timely, and accessible information to the public. The EF 15 Primary Agency/Department coordinates the State-level emergency public information activities that support the local, state, federal, and tribal entities’ public information activities. Each EF 15 stakeholder coordinates and communicates within their agency, but also with all agencies within their respective areas of operation. The EF 15 stakeholders also provide recommendations and subject matter expertise to the Governor’s Office of Emergency Services (Cal OES) associated with EF 15 to address public information preparedness, response, and recovery planning and operational activities.

Lead, Primary, and Supporting Agencies/Departments

The Lead, Primary, and Supporting Agencies/Departments are the stakeholders for EF 15. The **Lead Agency/Department** for EF 15 is the Cal OES Office of Crisis Communications and Media Relations. Cal OES is assigned to lead EF 15 based upon its authorities, resources, and capabilities in the State of California Emergency Plan (SEP) and has ongoing responsibilities throughout the preparedness, mitigation, response, and recovery phases of emergency management.

EMERGENCY FUNCTION 15 – PUBLIC INFORMATION EXECUTIVE SUMMARY

The **EF Coordinator** is designated by the Cal OES Office of Crisis Communications and Media Relations, but is generally the Lead Public Information Officer (PIO) of the State Joint Information Center (S-JIC). The EF 15 Coordinator facilitates the synchronization and harmonization of activities for the S-JIC, the establishment of the Joint Information System (JIS) and/or Virtual Joint Information Center, and the coordination with the EF 15 Supporting Agencies/Departments. During an emergency response, the EF 15 Coordinator serves as the conduit of information between the JIS and the State Operations Center (SOC).

The **EF Supporting Agencies/Departments** are those agencies/departments that participate in the JIS. These Supporting Agencies/Departments coordinate and communicate within their agency, but also with all agencies within their respective areas of operation. These Agencies/Departments possess specific capabilities or resources that support the primary agency in executing the mission of EF 15. A full list can be found in the complete Annex.

Exhibit 1: Emergency Function Stakeholder Roles

California State Agency/Department Roles	
Cal OES Office of Crisis Communications and Media Relations Lead PIO	
<ul style="list-style-type: none"> - Lead Cal OES in support of public information prior to, during and following a disaster - Oversee the actions that will be taken to provide continuous and accessible public information about the disaster, secondary effects, and recovery activities - Establish the S-JIC and JIS - Actively coordinate with EF 15 stakeholders at other locations on emergency response activities, consistent messaging, and technical assistance - Act as a conduit of information from the EF 15 stakeholders to the REOC/SOC on EF 15 stakeholder's messaging, staff support, and other public information resource capabilities - Prepare "public information options packages" for resource coordination that is coordinated with the EF 15 stakeholders for the SOC on behalf of EF 15 when tasked. - Coordinate in the Joint Field Office (JFO) with the Emergency Support Function (ESF) #15 counterparts if needed for consistent, coordinated messaging 	
Cal OES Office of Crisis Communications and Media Relations	
<ul style="list-style-type: none"> - Coordinate with EF 15 Supporting agencies/departments for state-level public information messaging, messaging support, mitigation activities, and preparedness activities - Provide overall direction to S-JIC Core Function Leads and S-JIC Units - Establish S-JIC objectives, tic-toc timeline, and priorities for an Operational Period based on overall objectives established by SOC Director and coordinate S-JIC action planning meetings 	
Supporting Agencies/Departments	
Agency/Department	Role
Environmental Protection Agency	<ul style="list-style-type: none"> - Provide fact sheets, notices, and other materials as necessary to advise and support members of the public returning to impacted areas. - Monitor air quality and issue bulletins related to public safety. - Support public information and outreach concerning pesticide issues.

EMERGENCY FUNCTION 15 – PUBLIC INFORMATION EXECUTIVE SUMMARY

California State Agency/Department Roles	
California Department of Transportation	<ul style="list-style-type: none"> - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center. - Provides updated information regarding transportation route availability, debris management efforts, assessments of transportation infrastructure and recovery efforts.
California Highway Patrol	<ul style="list-style-type: none"> - Support public information and outreach concerning traffic route information, evacuation and re-entry issues. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.
California Department of Public Health	<ul style="list-style-type: none"> - Provide public health crisis communication and emergency public information assistance. - Collects and analyzes data and reports information for public health emergency planning and response. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.
Department of Water Resources	<ul style="list-style-type: none"> - Provides notification regarding potential recreation areas for potential shelter location and usability during an emergency. - Assist with development of public information regarding historical preservation, National Environmental Protection Act (NEPA), California Environmental Quality Act, and information on historical resources through the California Historic Resources Information System. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.
Department of Food and Agriculture	<ul style="list-style-type: none"> - Coordinates public information regarding the California Animal Response in Emergency System, transportation resources and animal care personnel for affected animals/livestock. - Provides data analysis, evaluation and reports on agricultural sector damage and resultant economic loss data. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.
Department of Toxic Substances Control	<ul style="list-style-type: none"> - Provides public information support with air quality hazardous plumes, subject matter experts in hazardous materials incidents, environmental toxicologists for technical issues and public information. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.

EMERGENCY FUNCTION 15 – PUBLIC INFORMATION EXECUTIVE SUMMARY

California State Agency/Department Roles	
Labor and Workforce Development Agency	<ul style="list-style-type: none"> - Provides public information support regarding personal protective equipment selection and use, technical expertise in chemical and hazardous materials assessments. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.
California Department of Forestry and Fire Protection (Cal FIRE)	<ul style="list-style-type: none"> - Provide public information regarding fire red flag weather warnings, homeowner protection, accident investigation and law enforcement activities, fact sheets, maps and fire safety. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.
California Volunteers	<ul style="list-style-type: none"> - Provide public information regarding volunteer activities related to disaster response, coordination of monetary and in-kind donations during emergencies. - Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Joint Information Center.
Government Operations Agency	<ul style="list-style-type: none"> - Provide informational publications to support recovery operations. - Ensure that informational publications related to recovery efforts are available. - Provide information related to contractors and engineers through the various licensing boards. - Provide periodic call center functions and support to Cal OES during extreme weather conditions, an emergency event, or disaster response operations to provide public information to the residents of California when such measures are needed and requested by Cal OES.
Natural Resources Agency	<ul style="list-style-type: none"> - Coordinate with local governments and state agencies to provide public outreach on fish and game topics.
California Department of Insurance	<ul style="list-style-type: none"> - Develop and release information to the news media about the emergency or disaster as it pertains to insurance issues, personnel involved in the operation, the legislature, public officials, other appropriate agencies and organizations and residents impacted by the emergency.

As described in the SEP, EF 15 will also involve other stakeholders. The interplay of the EF 15 Primary Agencies/Departments and the Public and Private Sector Stakeholders is a vital part of including the whole community concept into the emergency functions. For the purposes of EF 15, Public and Private Sector Stakeholders may be a part of the JIS but do not have specific responsibilities within EF 15. The Public and Private Sector Stakeholders collaborate within the JIS on public information messaging.

Core Functions

The organization of EF 15 is structured by core functions that give the EF 15 stakeholders a way of organizing key activities/capabilities that can be understood by other stakeholders and other emergency functions. Core functions are not exclusive to any single stakeholder within EF 15,

EMERGENCY FUNCTION 15 – PUBLIC INFORMATION EXECUTIVE SUMMARY

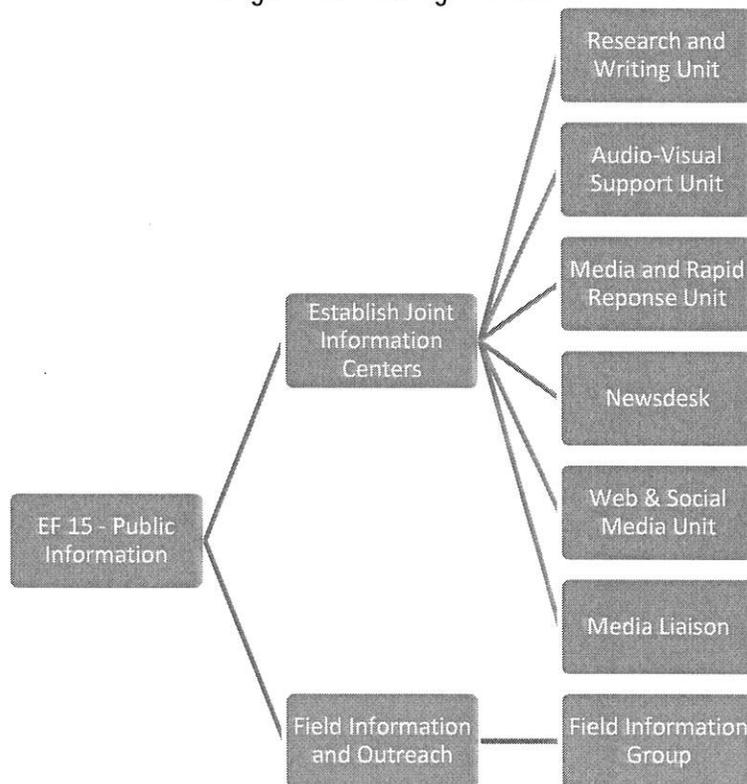
but rather require the combined efforts of the entire community of stakeholders. Within each core function, the capabilities (also described as categories of service and support) are used to

group together the activities that are critical to the performance of the core function. The activities describe the elements of work that are completed in order to achieve the service or support capability. Resources, standards, and conditions will be connected to each activity.

During response operations, the core functions give the JIS and the EF 15 stakeholders a way of organizing key collaboration topics at the various levels (S-JIC to JIS). The core functions for EF 15 include:

- Establish Joint Information Centers
- Field Information and Outreach
- Intergovernmental Affairs

Diagram 1: EF 15 Organization



Emergency Function Coordination Structure

EF 15 is coordinated by the Office of Crisis Communications and Media Relations within the Cal OES. As needed, the Lead PIO and State JIC Manager may convene the stakeholders within EF 15 to discuss common public information topics, messaging collaboration, and other items

EMERGENCY FUNCTION 15 – PUBLIC INFORMATION EXECUTIVE SUMMARY

related to the EF 15 core function activities, tasks, or resources. This information exchange will likely happen during the initial JIS conference calls or through the Virtual Joint Information Center. The S-JIC functions as the coordination structure for EF 15 when the S-JIC is activated.

Emergency Function 16 Evacuation

August 2013

**EF 16 was Merged into
EF 13 Law Enforcement**

**California Governor's Office of Emergency
Services**

**Emergency Function 17
Volunteer and Donations
Management Annex**

Executive Summary

December 2013

California Volunteers

Sharron Leao

Sharron.leao@californiavolunteers.ca.gov

Sheri Blankenheim

Sharon.Blankenheim@californiavolunteers.ca.gov

Executive Summary

Introduction

The **California Volunteer and Donations Management Emergency Function (EF 17)** supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response. CaliforniaVolunteers is the Lead Agency for EF 17. In addition to local, state, tribal and federal government stakeholders, EF 17 stakeholders include nonprofits, faith communities, private enterprise, foundations, professional and trade associations, and other non-governmental organizations (NGOs). The coordinated efforts of EF 17 stakeholders contribute to successful emergency management and re-building communities impacted by disaster.

Purpose and Scope

EF 17 stakeholders will provide consultation and coordination assistance with the following in all four phases of emergency management:

- Spontaneous Unaffiliated Volunteers
- Affiliated Volunteers
- Monetary Donations
- In-Kind Donations
- NGO Coordination

The scope of EF 17 is collaboration and coordination for Volunteer and Donations Management at the Cal OES regional and state levels. Operational Areas and local governments are responsible for the management of volunteers and donations within their jurisdictions but when overwhelmed or requiring specialized expertise can request assistance from the Cal OES regional and state levels through SEMS.

Goals

The goals for the EF 17 organization include the following:

- Identify and engage the state's emergency Volunteer Management stakeholders to effectively and efficiently integrate volunteer and NGO resources into the emergency management system.
- Identify, coordinate, and engage the state's emergency Donations Management stakeholders to effectively and efficiently integrate monetary and in-kind donations during times of emergency.
- Integrate and align the state's Volunteer and Donations Management emergency activities within SEMS.
- Implement the state's emergency Volunteer and Donations Management collaboration and coordination capabilities.

Lead Agency and Supporting Stakeholders

The Lead Agency, CaliforniaVolunteers, is responsible for the coordination function of EF 17 and is assigned in the State of California Emergency Plan (SEP) to lead EF 17 based upon its authorities, resources, and capabilities.

During activation of EF 17, CaliforniaVolunteers will designate an EF 17 Coordinator to help ensure resources and capabilities are identified and communicated to Cal OES to support emergency response and recovery. The EF 17 Coordinator will also support emergency management activities by ensuring that all necessary information regarding the incident is communicated to EF 17 Stakeholders and Cal OES.

The table below identifies the responsibilities of the Lead Agency, EF 17 Coordinator, and the supporting state agencies involved in EF 17:

CALIFORNIA STATE DEPARTMENT/AGENCY ROLES
EMERGENCY FUNCTION 17 COORDINATOR
<ul style="list-style-type: none"> • Identify subject matter experts within the EF 17 stakeholder organization. • Coordinate with Agency Representative counterpart(s) and other EF Coordinators at the REOC/SOC/JFO. • Establish communication with EF 17 stakeholders. • Provide technical and subject matter expertise regarding Volunteer and Donations Management and NGO coordination. • Actively coordinate with EF 17 stakeholders regarding response and recovery activities, consistent messaging, and the provision of technical assistance regarding volunteer and donations management. • Act as a conduit of information from the EF 17 stakeholders to the REOC/SOC/JFO regarding EF 17 stakeholders' intelligence and resource capabilities. • Provide EF 17 Situation Reports to the REOC/SOC/JFO Planning and Intelligence Section and EF 17 stakeholders. • Participate in Action Planning, Advance Planning, Section and Branch meetings, providing EF 17 perspectives, issues, and intelligence when assigned to the REOC, SOC or JFO
LEAD AGENCY: CALIFORNIAVOLUNTEERS
<ul style="list-style-type: none"> • Foster participation and jurisdictional commitment among EF 17 stakeholders; • Provide guidance and direction to the EF 17 Advisory Council, Working Group, and Task Groups; • Review proposals and/or recommendations submitted by the EF 17 Advisory Council and Working Group for consistency with EF 17's purpose; • Provide administrative support to the EF 17 Advisory Council, Working Group, and Task Groups which may include: maintaining rosters of the EF 17 Advisory Council, Working Group, and Task Groups; preparing meeting agendas and minutes; preparing status reports; managing document control; supporting travel arrangements and other administrative and technical needs; • Collaborate with Cal OES regarding the role of the Lead Agency with respect to EF 17; • Assign a CaliforniaVolunteers Agency Representative and/or EF 17 Coordinator to the REOC/SOC/JFO when needed. • Collaborate with other EF Lead Agencies as necessary to support EF 17 success.

EMERGENCY FUNCTION 17 Volunteer and Donations Management Executive Summary

SUPPORTING STATE AGENCIES*	
Agency/Department	Role
Department of Housing and Community Development (HCD)	<ul style="list-style-type: none"> HCD provides information lists related to community-based organizations that can provide outreach and safety-net services.
Department of Community Services and Development (CSD)	<ul style="list-style-type: none"> CSD provides information lists related to community-based organizations that can provide outreach and safety-net services.
Department of Public Health (CDPH)	<ul style="list-style-type: none"> CDPH provides technical advice and assists with coordinating donated pharmaceuticals, vaccines and medical supplies.
Department of Social Services (CDSS)	<ul style="list-style-type: none"> CDSS coordinates available state agency resources to support organizations providing mass care and shelter
Emergency Medical Services Authority (EMSA)	<ul style="list-style-type: none"> EMSA manages the Disaster Healthcare Volunteer program. This program allows for pre-registration, license verification and deployment and management of volunteer licensed medical and health professionals.
California Office of Emergency Services (Cal OES)	<ul style="list-style-type: none"> Manages the donations of goods and services through the Aidmatrix Program (or successor donations management tools). Staffs and carries out the duties of the State Voluntary Agency Liaison.
Office of Planning and Research (OPR)/CaliforniaVolunteers	<ul style="list-style-type: none"> Supports family services agencies and works with Cal OES related to VOAD personnel to assist in response activities.

The table above reflects information contained in the 2009 State of California Emergency Plan

Public and Private Sector Partners

The State of California Emergency Plan promotes the inclusion of private/nonprofit stakeholders in the four phases of emergency management. The following are examples of important EF 17 stakeholders:

- Voluntary Organizations Active in Disaster (state and local)
- National Service Organizations
- Non-Governmental Organizations (direct service providers)
- Private Sector
- Nonprofit Sector
- Independent Living Centers
- Philanthropic Foundations
- Faith Communities
- Voluntary Agencies
- Volunteer Centers

Core Functions

Emergency Function 17 – Volunteer and Donations Management is organized by core functions. A core function is an essential element of service or support that the Emergency Function’s stakeholders perform in order to collaboratively prepare for, respond to, mitigate against, and recover from emergencies. Core functions are not exclusive to any single stakeholder within the Emergency Function; rather, they require the combined efforts of the entire community of EF 17 stakeholders. Core functions give the stakeholders within EF 17 a way of organizing key capabilities that can be understood by other stakeholders and other Emergency Functions. As referenced below “Stakeholders” are defined as the entire community of EF 17 Stakeholders to include the Advisory Council, Working Group and Stakeholder Community.

EF 17 Volunteer and Donations Management		
Core Function	Capability	Activities
Spontaneous Unaffiliated Volunteers	<ul style="list-style-type: none"> • Provide information and intelligence • Provide technical assistance on Spontaneous Volunteer Coordination 	<ul style="list-style-type: none"> • Stakeholders to provide information and intelligence on spontaneous unaffiliated volunteer activities. • Coordinate with stakeholders to identify EVC locations and trained staff. • Stakeholders convened as a task group to provide technical assistance as needed. • Stakeholders to help develop, distribute, and monitor public information on appropriate ways to volunteer.
Affiliated Volunteers	<ul style="list-style-type: none"> • Provide information and intelligence • Provide technical assistance on Affiliated Volunteer Coordination 	<ul style="list-style-type: none"> • Stakeholders to provide information and intelligence on affiliated volunteer activities. • Coordinate with stakeholders to identify pools of affiliated volunteers.

EF 17 Volunteer and Donations Management		
Core Function	Capability	Activities
		<ul style="list-style-type: none"> • Use the Disaster Volunteer Network to identify volunteer organizations with specific capabilities. • Stakeholders convened as a task group to provide technical assistance as needed.
Monetary Donations	<ul style="list-style-type: none"> • Provide information and intelligence • Provide technical assistance on monetary donations. 	<ul style="list-style-type: none"> • Stakeholders to provide information and intelligence on monetary donations activities. • Monitor Operational Area Situation Reports for monetary donations issues. • Monitor public information and social media for solicitation of monetary donations. • Stakeholders convened as a task group to provide technical assistance as needed. • Stakeholders to help develop, distribute, and monitor public information on appropriate donations actions.
In-kind Donations	<ul style="list-style-type: none"> • Provide information and intelligence • Provide technical assistance in-kind donations. 	<ul style="list-style-type: none"> • Stakeholders to provide information and intelligence on in-kind donations activities. • Monitor Operational Area Situation Reports for in-kind donations issues. • Stakeholders convened as a task group to provide technical assistance as needed. • Stakeholders to help develop, distribute, and monitor public information on appropriate donations actions.

EF 17 Volunteer and Donations Management

Core Function	Capability	Activities
Nongovernmental Organization Coordination	<ul style="list-style-type: none"> • Provide information and intelligence • Identify NGOs responding into the disaster area from out of state. 	<ul style="list-style-type: none"> • Stakeholders to provide information and intelligence on NGO activities. • Coordinate with NGOs within the state that have a relationship with NGOs responding into the state. • Stakeholders convened as a task group to provide technical assistance as needed. • Stakeholders to help develop, distribute, and monitor public information on appropriate donations actions.

Emergency Function Coordination Structure

The EF 17 Advisory Council is the executive level organization that represents EF stakeholders. The mission of the Advisory Council is to oversee the development, implementation, and maintenance of EF 17 in coordination with the Lead Agency, CaliforniaVolunteers. The Advisory Council represents stakeholders active in California, including supporting state agencies, federal partners, tribal governments, people with disabilities and other access and functional needs, and representatives from the private sector and NGO/nonprofit sectors including Nor Cal and So Cal VOADs. CaliforniaVolunteers and an Advisory Council member elected by the Advisory Council annually will share the responsibility to co-chair the Advisory Council. New Advisory Council membership categories may be added via nomination by the Advisory Council and approval by the Lead Agency. However, the EF 17 Working Group will serve as the Advisory Group to the Lead Agency until the EF is fully developed.

Advisory Council members will serve a three-year term on a staggered schedule. Half of the members' terms will expire in year two; the remaining members' terms will expire in year three. Members are eligible for reappointment. The EF 17 Working Group conducts activities to enhance collaboration among EF stakeholders. Working Group membership includes representatives from federal and state agencies, local governments, people with disabilities and other access and functional needs, private sector and NGO/nonprofit sectors, volunteer organizations, faith communities, and others that play a critical role in supporting the management of volunteers and donations during an emergency. It also includes subject matter experts from the broad and diverse stakeholder groups that support the discipline of volunteer and donations management.

The Working Group will undertake projects prioritized by the EF 17 Advisory Council and reflected in the Plan of Work. CaliforniaVolunteers will chair the Working Group and membership will include EF 17 stakeholder representatives who can contribute the time and expertise necessary to develop the operational structure and processes in support of EF 17. New members may be added by the Lead Agency or via nomination by the Working Group and approval by the Lead Agency. Members will serve a three-year term on a staggered schedule. Half of the members' terms will expire in year two; the remaining members' terms will expire in year three.

Task Groups will be formed as needed to provide subject matter expertise, develop specific policies and procedures, and/or conduct work relevant to EF 17 priorities. The EF 17 Working Group is responsible for recommending the formation of Task Groups that may be established on either a standing or ad hoc basis, depending on the nature and duration of the assigned project(s). Examples of Task Groups include a *Spontaneous Unaffiliated Volunteer Coordination Task Group*, *Communications Task Group*, and *NGO Coordination Task Group*.

Emergency Function 18 Cyber Security Annex

Is currently in development.

October 2013

California Department of Technology
Michele Robinson: Michele.robinson@state.ca.gov