**ADMINISTRATIVE ORDER TEMPLATE “A”**

*(STATE AGENCY NAME)*

**AUTHORITY**

* California Emergency Services Act
* Governor’s letter to Agency Secretaries dated 9/12/00
* Executive Order W-9-91 dated 5-29-91
* California State Emergency Plan

**PURPOSE**

This Administrative Order:

1. Summarizes and expands upon the emergency preparedness, response, recovery, and mitigation functions of the State Agency established in the California State Emergency Plan.

2. Provides for the assignment of functions to State Agencies to be performed before, during, and after an emergency and for the coordination and direction of the emergency actions of such agencies.

3. Guides the Director of the California Governor’s Office of Emergency Services  
(Cal OES) and the State Agency Director in coordinating priority tasks and programs the State Agency will perform with respect to emergency preparedness, response, recovery, and mitigation.

**GENERAL**

4. As a supporting document to the California State Emergency Plan, this Administrative Order is in effect at all times in all political subdivisions of the State.

**ROLE OF THE CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES**

5. Cal OES coordinates the State’s disaster preparedness, response, recovery, and mitigation activities, assisted by State Agencies under the authority of the California Emergency Services Act, Executive Order W-9-91, California Disaster and Civil Defense Master Mutual Aid Agreement, and the California State Emergency Plan.

6. Upon direction of the Governor, the Director of Cal OES may assign to a State Agency any activity concerned with the mitigation of an emergency of a nature related to the existing powers and duties of such agency, and it shall thereupon become the duty of such agency to undertake and carry out such activity on behalf of the State.

7. Cal OES, acting for the Governor, reserves the right to redirect resources based on an assessment of the totality of circumstances.

**ROLE OF STATE AGENCIES**

8. For purposes of the Administrative Order, State Agency means any department, division, independent establishment, or agency of the executive branch of state government.

9. State Agencies carry out assigned activities related to mitigating the effects of an emergency or disaster in full cooperation with each other, Cal OES, and other political subdivisions providing assistance.

10.Cal OES may, upon direction of the Governor, assign a State Agency to perform a service outside its normal statutory responsibility during a State of Emergency or State of War Emergency.

11.State Agencies may be requested to provide support under specific emergency or disaster situations even if the support task is not assigned in the California State Emergency Plan.

12.As a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement, State government and all its departments and agencies, and the various political subdivisions of the State, render mutual aid to affected jurisdictions when requested.

13.All public employees are Disaster Service Workers and, as such, may be called upon to respond in a duly proclaimed emergency.

**STATE AGENCY RESPONSIBILITIES**

**The (NAME OF STATE AGENCY) shall:**

14.Use the Standardized Emergency Management System (SEMS) to coordinate multiple jurisdiction or multiple agency emergency and disaster operations. This requires State Agencies to plan, train, exercise, and respond using SEMS.

15.Accomplish the assigned objectives of the California State Emergency Plan and the emergency operations activities associated with its jurisdictional authorities.

**CONTINUITY OF GOVERNMENT**

16.Establish a program for continuity of leadership and government authority to include the following:

* Succession to essential positions required to maintain decision authority.
* Pre-delegation of emergency authorities to key officials.
* Emergency action steps provided in emergency plans and emergency action plans.
* Department Operations Centers and alternate emergency operations centers.

**CONTINUITY OF BUSINESS**

17.Take all necessary and appropriate steps to continue essential services during an emergency.

18.Take appropriate measures to protect personnel, equipment, supplies, facilities, and vital public records against natural, man-made, and technological hazards.

19.Redirect all other resources, when tasked or as necessary and appropriate, to effectively mitigate any emergency or disaster.

20.Determine State Agency resources required to continue essential services, and develop the ability to track and allocate resources necessary to provide emergency response and recovery activities.

21.Coordinate development and integration of all appropriate emergency operational plans with the State Agency’s emergency plan.

**PREPAREDNESS**

22.Designate in advance, and when requested by Cal OES, provide primary and alternate representatives for interagency emergency planning, notification, operations, recovery, mitigation, and public information.

23.In coordination with Cal OES, develop and maintain plans and procedures to carry out emergency response and recovery responsibilities.

24.Develop and submit agency emergency plans to Cal OES for review and approval.

25.Document the hazards, risks, and hazard mitigation measures in agency emergency management plans; upon request, provide hazard-related information to   
Cal OES to ensure effective coordination and decision making in an emergency.

26.Coordinate plans, procedures, preparations, and training with affected federal, state, regional, local, quasi-public, and private entities.

27.Enter into working agreements as necessary with these entities, in coordination with Cal OES, to promote effective emergency response and recovery.

28.Work cooperatively with other lead and support agencies, as identified in the California State Emergency Plan, and in coordination with Cal OES, to prepare plans and procedures to carry out that function in an emergency.

29.Ensure all personnel assigned specific responsibilities in support of this Administrative Order, the State Agency Emergency Plan, and the California State Emergency Plan are adequately trained and prepared to assume those responsibilities.

30.Train personnel assigned emergency response and recovery functions at all organizational levels, conduct exercises, and participate in local, state, and federal agency exercises, including those conducted by Cal OES.

31.Establish alerting and mobilization procedures.

32.Name a public information representative to coordinate Emergency Public Information plans and procedures with the Cal OES Office of Crisis Communications and Media Relations.

33.In the event of a threat of war or enemy-caused emergency or disaster, review the State Agency’s readiness and take appropriate actions.

***State agency-specific preparedness activities***

[Identify the potential emergency activities the State Agency may be capable of performing during emergency operations based upon its roles and responsibilities, jurisdictional authorities, capabilities, and resources.]

**RESPONSE**

34.Implement the applicable portions of State Agency emergency plans.

35.Alert personnel and mobilize resources in affected areas.

36.Upon request, provide trained personnel, equipment, and essential incident-related information to Cal OES to support response operations.

37.Coordinate emergency response with federal, state, local, and other agencies.

38.Establish liaison with allied governmental and private sector agencies in or adjacent to the disaster area as needed.

39.Provide public information support to Cal OES headquarters, regional offices, or local jurisdictions as required during state emergency or disaster response operations.

40.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.

41.Record and report to Cal OES any costs incurred in carrying out emergency operations, in accordance with pre-established procedures.

42.A State Agency designated as lead in the California State Emergency Plan for an emergency function or response and recovery activity is responsible for the overall management and coordination of that particular function or activity.

43.A State Agency designated as a support agency for an emergency function in the California State Emergency Plan is responsible for providing support to the lead agency in carrying out that particular function.

***State agency-specific response activities***

[Identify the potential emergency activities the State Agency may be capable of performing during emergency operations based upon its roles and responsibilities, jurisdictional authorities, capabilities, and resources.]

**RECOVERY**

44.Upon request, provide personnel and equipment to Cal OES to support recovery operations.

45.During recovery from a declared disaster, participate in the Public Assistance process, as appropriate.

46.Coordinate with Cal OES to identify sensitive, environmental, and historic sites that should receive priority consideration.

47.Provide public information support as required to assist in recovery operations.

48.Develop and implement procedures to resume normal departmental activities.

49.Following involvement in a disaster, submit after-action reports detailing agency activities to Cal OES consistent with the Standardized Emergency Management System.

50.Document response and recovery activities to include times, locations, type of activity, and cost estimates expended for labor and equipment.

51.In the event a declaration of a State of Emergency or Local Emergency results in an economic disaster as defined in Government Code, Section 8696.5 be prepared to take actions to provide continuity of effort conducive to long-range economic recovery.

***State agency-specific recovery activities***

[Identify the potential emergency activities the State Agency may be capable of performing during emergency operations based upon its roles and responsibilities, jurisdictional authorities, capabilities, and resources.]

**MITIGATION**

52.Identify, document, and when practical, implement those activities that potentially could reduce or lessen the impact of an emergency.

53.Establish hazard mitigation as an integral element in operations and program delivery as appropriate.

54.During a Presidential declaration of a major disaster, participate in the Hazard Mitigation Planning process.

***State agency-specific mitigation activities***

[Identify the potential emergency activities the State Agency may be capable of performing during emergency operations based upon its roles and responsibilities, jurisdictional authorities, capabilities, and resources.]

**APPROVAL**

55.This Administrative Order supersedes the State Agency Administrative Order dated \_\_\_\_\_\_\_\_\_\_\_\_. The provisions hereof shall become effective on the date of signature below.

Signature: State Agency Director

NAME, TITLE

DEPARTMENT

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

Signature: State Agency Secretary

NAME, TITLE

AGENCY

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NANCY WARD, DIRECTOR  
California Governor’s Office of Emergency Services

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