**ADMINISTRATIVE ORDER TEMPLATE “B”***(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. 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.

2. Guides the Director of the 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**

3. 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**

4. 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.

5. 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.

**ROLE OF STATE AGENCIES**

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

7. 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.

8. 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.

9. 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.

10. 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:**

11.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.

**CONTINUITY OF GOVERNMENT**

12. 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.**

**CONTINUITY OF BUSINESS**

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

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

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

**PREPAREDNESS**

16.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.

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

18.Ensure that 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.

***State agency-specific preparedness***

[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**

19.Implement the applicable portions of Agency emergency plans.

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

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

22.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.

***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**

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

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

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

26.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**

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

28.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**

29.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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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