



**SANTA BARBARA
OPERATIONAL AREA**

**SEMS MULTI-HAZARD
FUNCTIONAL PLAN**

June 2003

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Note: Items identified with a (LEPG-#) reference the Local Emergency Preparedness Guide and may be retained in the plan as a cross-walk for review purposes

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PART ONE, SECTION ONE

BASIC PLAN

PURPOSE

The Basic Plan addresses the Santa Barbara Operational Area's planned response to emergencies associated with natural disasters and technological incidents—including both peacetime and wartime nuclear defense operations. It provides an overview of operational concepts, identifies components of the County's emergency management organization within the Standardized Emergency Management System (SEMS), and describes the overall responsibilities of the federal, state and county entities for protecting life and property and assuring the overall well-being of the population.

AUTHORITIES AND REFERENCES

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Two—Authorities and References**, page 18.

PREPAREDNESS ELEMENTS

In view of the County's susceptibility and vulnerability to natural disasters and technological incidents, continuing emphasis will be placed on: emergency planning; training of full-time, auxiliary and reserve personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis will also be placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations (see **Part One, Section Three—Hazard Mitigation**, page 20).

CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies.

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see **Part One, Section Four—Mutual Aid**, page 24).

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

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises and public

education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare department Standard Operating Procedures (SOPs) / Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Department personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

Increased Readiness

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

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

Response Phase

Pre-Emergency

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

- Slow-rise flood
- Nuclear power plant incident
- Tsunami watch / warning
- Hazardous materials incident
- Possible dam failure
- Approaching wildland fire

Actions accomplished during this phase may be concentrated on the movement of people from identified hazard areas to safer, lower risk areas and on providing food, lodging, and shelter for the people in the reception areas. The following would be applicable:

- Warning threatened elements of the population and initiating movement operations as necessary.
- Advising agencies to activate resources; advising the State OES Mutual Aid Region of emergencies; and preparing for the receipt and application of mutual aid.
- If it is determined that state and possible federal aid will be needed, a LOCAL EMERGENCY will be proclaimed as prescribed by local ordinance and a formal request will be submitted through State OES requesting that the Governor proclaim a STATE OF EMERGENCY or GOVERNOR'S CONCURRENCE.
- Should the possible or expected emergency not develop, all alerted agencies would be promptly notified.

- As provided in the California Emergency Plan, state agencies will provide assistance to threatened or stricken areas. State agency representatives will establish liaison with their local counterparts to relay information and mutual aid requests. The State OES Regional Manager will coordinate intra-regional mutual aid and state assistance as necessary.

Emergency Response

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

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

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

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

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

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the State's Regional Emergency Operating Center (REOC). Fire and law enforcement agencies will request or render mutual aid directly through established channels. The appropriate local official must authorize any action, which involves financial outlay by the jurisdiction, or a request for military assistance. If required, State OES may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Depending on the severity of the emergency, a Local Emergency may be proclaimed and the State OES Director may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the State OES Director.

State OES will activate the State Operations Center (SOC) in Sacramento to support State OES Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State REOC in Los Alamitos, or an alternate location, will support the Santa Barbara Operational Area.

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

Sustained Emergency

As early lifesaving and property-protecting actions continue, attention can be given to other priority activities. Emphasis should be on actions to help displaced persons and the securing of dangerous areas. Activity during this phase includes: more definitive medical treatment, operation of mass care facilities, registration of displaced persons, reuniting of family members and detailed damage assessment.

Recovery Phase

As soon as possible, the State OES Director, operating through the designated SCO, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Details, policies and procedures for rehabilitation and recovery activities are provided in the State Disaster Assistance Procedural Manual (published and issued separately). Disaster Application Centers (DACs) may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.

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

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

Mitigation Phase

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the Operational Area and are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)

- Structural measures
- Tax levee or abatements
- Public information and community relations
- Land use planning
- Professional training

Peacetime Emergencies

The type and magnitude of the emergency will dictate the County's partial or total response to natural disasters or technological incidents. Generally, response to a major peacetime emergency situation will progress from local, to county, to state, to federal involvement.

For planning purposes, State OES has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources. (Note: These levels do not directly correlate with the four classifications of nuclear power emergencies.)

Level One—Decentralized Coordination and Direction

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

Level Two—Centralized Coordination and Decentralized Direction

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

Level Three—Centralized Coordination and Direction

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

Specific operational concepts, to include the emergency response actions of the various elements of SEMS, are reflected in Part Two of this Plan.

National Security Emergencies

National security emergencies may range from minor inconveniences such as food and petroleum shortages to a worst-case scenario involving an attack on the United States utilizing nuclear, chemical or biological weapons. Protective measures to be employed in the event of a threatened or actual attack on the United States include:

- In-place protection
- Spontaneous evacuation by an informed citizenry may be considered a viable option within the context of this plan

HAZARD IDENTIFICATION AND ANALYSIS

A hazard analysis has indicated that Santa Barbara County may be at risk to certain incidents and to national security emergencies. These hazards are identified in Part One, Section Five – Threat Assessment, page 31, which also provides general and specific information on their possible impact on the jurisdiction.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) (LEPG-6)

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies assigned specific emergency functions. SEMS has been adopted by the Santa Barbara Operational Area for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding

agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

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

Fully activated, the SEMS consists of five levels: field response, local government, operational areas (countywide), OES Mutual Aid Regions, and state government.

Field Response Level

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

Local Government Level

Local governments include cities, counties, school and special districts. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint power authority established under Section 6500 et seq. of the Code.

Cities manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function and complexity. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for

emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in Part Two, Management System.

Operational Area

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

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

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. The County of Santa Barbara is the lead agency for the operational area composed of the cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara City, Santa Maria and Solvang. All local governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

In compliance with SEMS, on September 19, 1995, the Santa Barbara County Board of Supervisors reaffirmed its commitment to assume responsibility for operational area coordination through a formal resolution establishing the Santa Barbara County Operational Area. **(LEPG-6)**

Activation of the Operational Area during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

A city within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.

Two or more cities within the operational area have proclaimed a local emergency.

The county and one or more cities have proclaimed a local emergency.

A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).

A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.

The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.

The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.

Coordination and communications should be established between activated local government EOCs and the Operational Area. Santa Barbara Operational Area will establish communication with impacted cities in order to coordinate response activities with the Operational Area EOC.

Santa Barbara Operational Area will use Multi-agency Command (MACS) concept when developing response and recovery operations. When possible, the Operational Area will include jurisdictional representatives in planning for jurisdictional support. **(LEPG-6)**

Regional

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

State OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which State OES maintains day-to-day contact with emergency services organizations at local, county and private sector organizations. Santa Barbara Operational Area is located in the Southern Region and coordinates with the State OES office in Los Alamitos.

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

State

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

FEDERAL EMERGENCY MANAGEMENT

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters and national security emergencies.

CONTINUITY OF GOVERNMENT

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

government to reconstitute itself in the event incumbents are unable to serve. Part Two, Management Section provides complete details on the Continuity of Government Program in California.

PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in **Part Two, Management Section**.

TRAINING AND EXERCISES

Training and exercises are essential at all levels of government to make emergency operations personnel operationally ready. All emergency plans should include provision for training.

The objective is to train and educate public officials, emergency response personnel and the public. The best method for training staff to manage emergency operations is through exercises.

Exercises are conducted on a regular basis to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. There are several forms of exercises:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- Functional exercises are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications or public information.
- Full-scale exercises simulate an actual emergency. They typically involve complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

FEDERAL ALERTING AND WARNING SYSTEMS

EAS - Emergency Alert System (previously the Emergency Broadcast System): The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One Presidential Messages (carried live)
- Priority Two EAS Operational (Local) Area Programming
- Priority Three State Programming
- Priority Four National Programming and News

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the California Law Enforcement Radio System (CLERS) VHF/UHF radio relay stations.

Emergency information is broadcast directly from the Santa Barbara County Operational Area. A decoder is available to alert that an emergency broadcast is about to be transmitted to eliminate the need for constant monitoring of the Sheriff's frequency or broadcast stations.

Examples of emergencies identified by Santa Barbara Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents and hazardous material accidents. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of Santa Barbara County.

EAS activation can be authorized by any one of the following parties:

- The County's Director of Emergency Services or his designee
- County OES Manager or designee
- Authorized public official of the incorporated cities of Santa Barbara County
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

The Director of Emergency Services in Santa Barbara County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. Any jurisdiction may make separate programming arrangements with any broadcast station independent of the EAS.

NAWAS - National Warning System: NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning

points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

• **Tests**

NAWAS is tested three times daily at unscheduled times. The state warning point, OES, acknowledges the test for California. If OES does not respond, the alternate, California Highway Patrol (CHP), will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

STATE ALERTING AND WARNING SYSTEMS

CALWAS - California Warning System:

CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. The State OES headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The CHP headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System [CLETS]).

CESFRS - California Emergency Services Fire Radio System:

CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three white channels are designated by the FCC as "Intersystem" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

CESRS - California Emergency Services Radio System:

CESRS serves as an emergency communications system for OES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the State of California through the OES. See the "California Emergency Services Radio System, Plan and Licensing Guide," July 1990, written by OES Telecommunications Division for more information.

CLEMARS - California Law Enforcement Mutual Aid Radio System:

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the OES.

CLETS - California Law Enforcement Telecommunications System:

CLETS is a high-speed message switching system, which became operational in 1970. CLETS provides law enforcement and criminal justice agency access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment, which link them to their county termination point. A number of agencies have Message Switching Computer (MSC) systems and Computer Aided Dispatch (CAD) systems, which directly connect to CLETS. Many of these systems have Mobile Data Terminals (MDTs), which allow an officer in the field to inquire directly into various systems. The CLETS terminal in Santa Barbara County is located at the Sheriff's Department, 4434 Calle Real, Santa Barbara, CA.

OASIS - Operational Area Satellite Information System:

The OASIS project, funded the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications under system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system that allows virtually uninterrupted communication between state, regional and operational area level EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub.

The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A High Frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with State OES and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

RIMS – Response Information Management System:

California's Response Information Management System (RIMS) is an internet-based system used to coordinate and manage the State's response to disasters and emergencies. RIMS automates the State's Standardized Emergency Management System (SEMS). RIMS was developed by OES in 1995 and now over 2,000 internal and external clients access RIMS via the Internet.

RIMS is available to all cities, special districts and state agencies within California that have a computer with access to the Internet. Web access to RIMS is controlled by user id's and passwords. Web browser clients and Internet access are standard and supported in nearly every government agency, and those agencies which don't have access now soon will. RIMS user base has expanded from 137 agencies to 2500 by developing the internet-based system.

The RIMS applications have been converted to Web accessible format and new, more powerful Lotus Domino Web servers have been installed at each of OES' Regional

Emergency Operations Centers. In addition, high-speed Internet access has been added at each OES Region to handle the increased RIMS user traffic.

Clients will still be able to dial in directly to their OES Region using regular phone lines or OASIS (only Operational Areas (OA's) for backup access. Instead of dialing directly into a Notes server, users will dial into OES just like accessing an Internet Provider. Clients will be able to simultaneously access both RIMS and other OES Lotus Notes applications if they have a notes client. Even though they will be using Web browsers directly to OES for RIMS, they will not be able to get beyond RIMS with their Web browsers.

The Standardized Emergency Management System (SEMS) hierarchy protocol will be maintained. RIMS will ensure that city and special district reports and resource requests are visible to their OA's. The OA's will forward these local reports and requests to OES Region or State levels as needed. City and special district reports will also be sorted and grouped by OA to facilitate access, prioritization and processing. OES will continue to see OA summary reports, as done previously.

OA's will also control access by their cities and special districts to RIMS. Any city or special district wishing to use RIMS will need to request access through their OA. The cities and special districts will have to provide for this access at their own expense and have OA authority.

PART ONE, SECTION TWO

AUTHORITIES AND REFERENCES (LEPG-4)

GENERAL

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

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

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan. The 1990 California Emergency Plan is generally compatible with SEMS but will be updated.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services. These references are contained in Part Three—Legal Documents.

EMERGENCY PROCLAMATIONS

(LEPG-28) (See Part Three—Legal Documents)

Local Emergency

A Local Emergency may be proclaimed by the Santa Barbara County Board of Supervisors as specified by Chapter 12, Section 6 of the Santa Barbara County Code adopted by the County Board of Supervisors. A Local Emergency proclaimed by the Emergency Services Director or designee must be ratified by the Board of Supervisors within seven days. The governing body shall review, at its regularly scheduled meetings until the Local Emergency is terminated. In no event shall a review take place more than 21 days after the previous review. However, if the governing body meets weekly, it shall review the need for continuing the Local Emergency at least every fourteen days, until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the county, caused by natural or man-made situations.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful orders
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents
- He is requested to do so by local authorities
- He finds that local authority is inadequate to cope with the emergency

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary

State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act

AUTHORITIES

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

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Federal Disaster Relief Act of 1974 (Public Law 93-288)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting)
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).

State

- SEMS Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (Government Code Section 8607(a). SEMS Guidelines.
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- "Good Samaritan" Liability (see Part Three—Legal Documents).
- California Emergency Plan
- California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).
- California Hazardous Materials Incident Contingency Plan, OES 1991
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials.
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency (see Part Three—Legal Documents).
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency (see Part Three—Legal Documents).
- California Master Mutual Aid Agreement (see Part Three—Legal Documents).

Local

Emergency Services Ordinance No. 3014, adopted February 21, 1978 by the County Board of Supervisors

The Master Mutual Aid Agreement adopted December 4, 1950

Resolution No. 95-429, September 19, 1995, adopting the SEMS Multi-Hazard Functional Plan

REFERENCES (LEPG-41)

See Part Three of this Plan.

PART ONE, SECTION THREE

HAZARD MITIGATION

PURPOSE

This section establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidential declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

AUTHORITIES AND REFERENCES

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in Part One, Section Two Authorities and References, page 16.

GENERAL

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Section 409 of Public Law 93-288 requires, as a condition to receiving federal disaster aid that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery, and even those opportunities can be limited by the absence of advance planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation includes such activities as:

- Improving structures and facilities at risk
- Identifying hazard-prone areas and developing standards for prohibited or restricted use
- Recovery and relief from loss, including insurance
- Providing hazard warning and protecting the population

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The HMGP is authorized by Section 404. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss

or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

The HMGP fund is based upon a 15 percent share of the Federal Emergency Management Agency (FEMA) estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75 percent of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. HMGP funds cannot be used as the sole match for other federally funded programs.

Section 404 funding may not be used to fund any mitigation project that might be eligible under Public Assistance or other federal programs, although it might be used to complement or enhance mitigation funded under Individual or Public Assistance. By regulation Section 404 funding is the funding of last resort.

IMPLEMENTATION

Following each Presidentially declared Emergency or Major Disaster, the Regional Director of FEMA and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence
- Review and update as necessary disaster mitigation portions of emergency plans

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team, which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards; and
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from DSRs and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan, which is submitted, to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies; and
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

CONCEPT OF OPERATIONS

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect public health and safety, or to protect property, before requesting assistance from state or federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster or Emergency. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The federal/state hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified.

The hazard mitigation survey team shall make recommendations on any needs for new mapping or remapping of high hazard areas.

RESPONSIBILITIES

A set procedure has been established for hazard mitigation following a disaster, to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall leadership with respect to the general administration of Section 409 to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance.

A representative of State OES will be appointed by the Governor and will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement. The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.

Local Government Responsibilities

The key responsibilities of local governments are to:

- Participate in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards
- Appoint a Local Hazard Mitigation Officer, if appropriate
- Participate on Hazard Mitigation Survey Teams and Inter-Agency Hazard Mitigation Teams, as appropriate
- Participate in the development and implementation of Section 409 plans or plan updates, as appropriate
- Coordinate and monitor the implementation of local hazard mitigation measures

PART ONE, SECTION FOUR

MUTUAL AID (LEPG-7)

INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (**see Part Three—Legal Documents**), as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical and public works and through the Emergency Management Mutual Aid (EMMA).

MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1, Mutual Aid System Flow Chart**, page 28.

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

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

MUTUAL AID REGIONS

The Governor establishes mutual aid regions under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The County of Santa Barbara is within Region I that is divided into two Regions for Law Enforcement Mutual Aid—Regions I and Region IA. Each mutual aid region consists of designated counties. Region I is in the OES Southern Administrative Region. **See Chart 3, State Mutual Aid Region Map**, page 30.

MUTUAL AID COORDINATORS

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

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2, Mutual Aid Coordinators Flow Chart**, page 29.

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

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

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

PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES

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

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid

agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

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

- **Emergency Facilities used for Mutual Aid**

Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers and incident facilities. Each type of facility is described briefly below.

Marshaling Area: Defined in the Federal Response Plan as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center: Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities/Staging Areas: Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

- **Policies and Procedures**

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:

- Subject to state or federal control
- Subject to military control
- Located outside the requesting jurisdiction
- Allocated on a priority basis

Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

Requests for and coordination of mutual aid support will normally be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:

- Number of personnel needed
 - Type and amount of equipment
 - Reporting time and location
 - Authority to whom they are to report
 - Access routes
 - Estimated duration of operations
- **References**

Mutual aid assistance may be provided under one or more of the following authorities:

 - California Fire and Rescue Emergency Plan
 - California Law Enforcement Mutual Aid Plan
 - Local Mutual Aid Agreement
 - Federal Disaster Relief Act of 1974 (Public Law 93-288) (Provides federal support to state and local disaster activities.)
- **Authorities and References**

Mutual aid assistance may be provided under one or more of the following authorities:

 - California Master Mutual Aid Agreement
 - California Fire and Rescue Emergency Plan
 - California Law Enforcement Mutual Aid Plan
 - Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)—provides federal support to state and local disaster activities

Chart 1

MUTUAL AID SYSTEM FLOW CHART
Mutual Aid System Concept:
General Flow of Requests and Resources

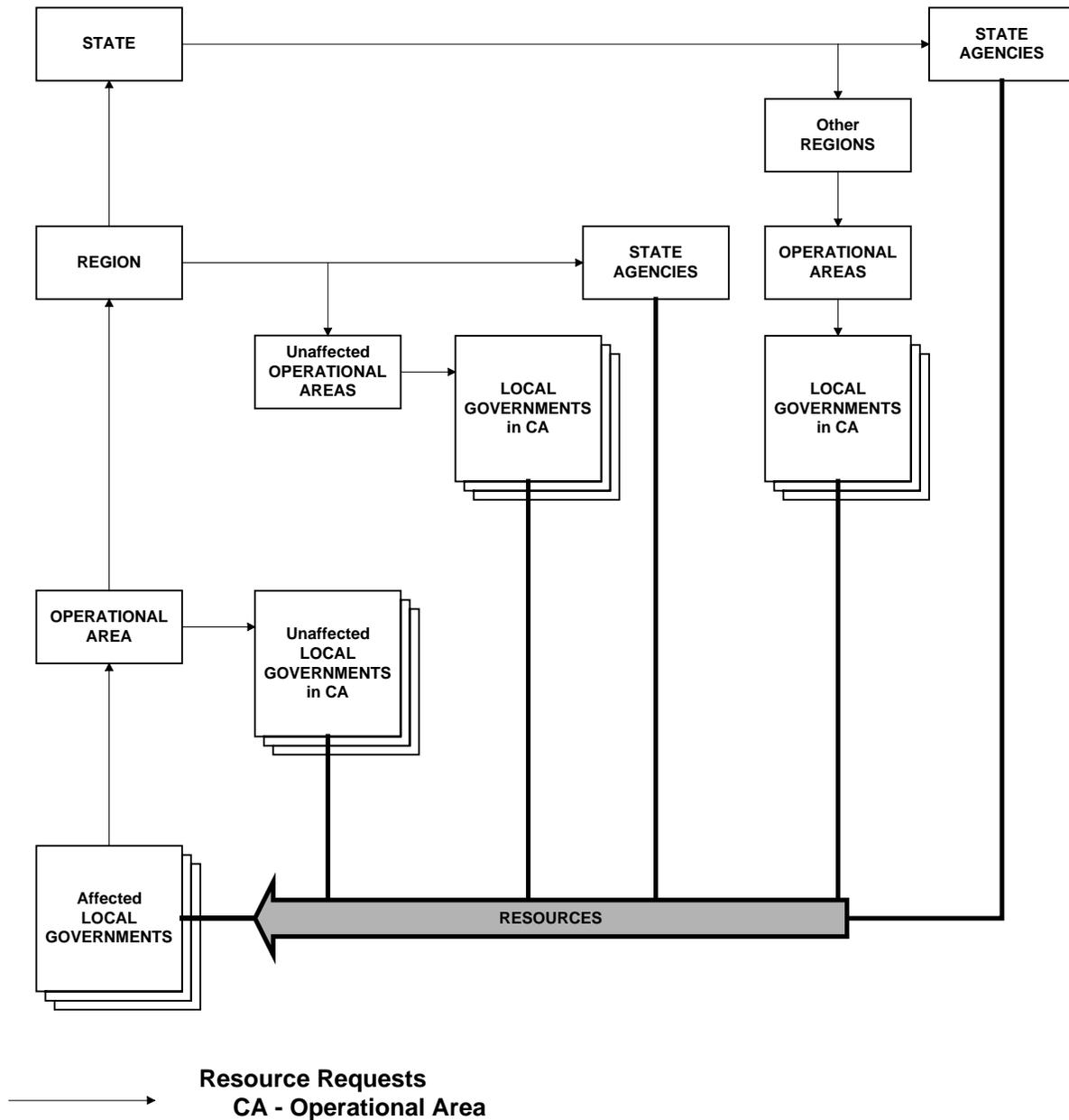


Chart 2

MUTUAL AID COORDINATORS FLOW CHART

Discipline-specific Mutual Aid Systems

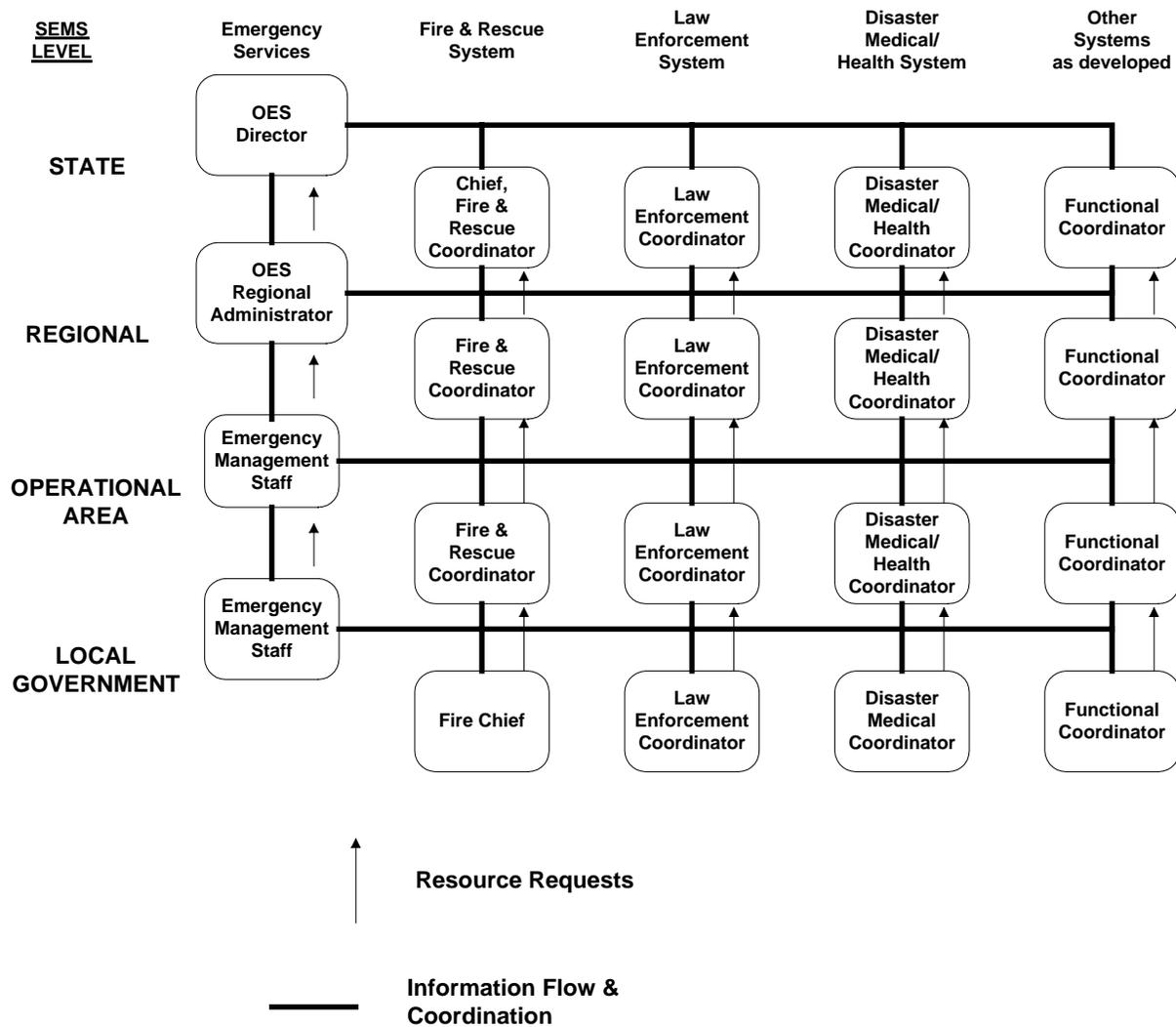


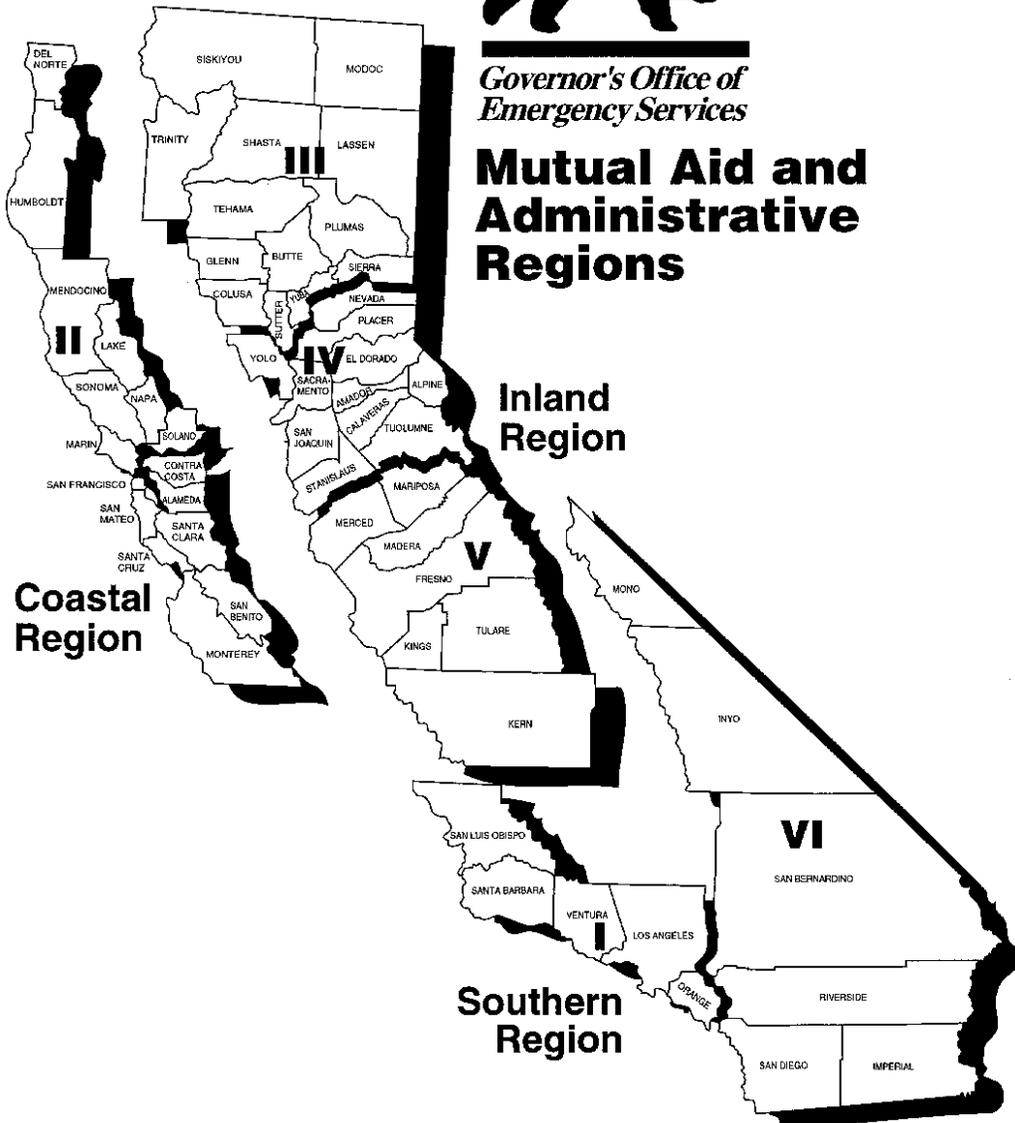
CHART 3

STATE MUTUAL AID REGION MAP



*Governor's Office of
Emergency Services*

Mutual Aid and Administrative Regions



PART ONE, SECTION FIVE (LEPG-9 & 11)

THREAT SUMMARY FOR THE SANTA BARBARA OPERATIONAL AREA

The Santa Barbara Operational Area recognizes that the planning process must address each hazard that threatens Santa Barbara County. There are three broad categories of hazards: natural, technological or man-made and national security.

The Santa Barbara Operational Area is located within Region I, Southern Administrative Region of State Office of Emergency Services. It is located at 4671 Liberty Avenue, Los Alamitos, CA 90730-5158. Santa Barbara County has a residential population of 405,000 and is bordered on the South by Ventura County, the North by San Luis Obispo, and to the East by Kern County. The County consists of 2,774 square miles with one-third of the County located in the Los Padres National Forest.

The County has eight incorporated cities: Santa Barbara City, Santa Maria, Goleta, Lompoc, Carpinteria, Guadalupe, Solvang, and Buellton. The largest cities in the County and their respective populations are Santa Barbara City, the County Seat, at 91,200; Santa Maria at 70,800; Lompoc at 42,300; and Goleta at 69,000. The unincorporated area, with a population of 170,000, is comprised of several communities. The largest employment categories in the County include services wholesale and retail trades, public administration, education, and manufacturing. The mild climate, picturesque coastline, and numerous parks and beaches make the County a popular tourist and recreational area.

The City of Santa Barbara is widely known as a beautiful and prosperous community. The physical setting of the City has shaped its past and will have important implications for its future. Sheltered from severe weather by the Channel Islands, which lie parallel to the coast, the City has matured in a basin located at the approximate center of a narrow east-west trending coastal shelf, with the Santa Ynez Mountains to the north and sandy beaches and coastal bluffs to the south. Encompassing 10,741 acres, the predominant land use within the City is residential.

Santa Barbara County has had 11 disaster declarations, 10 for winter storm flooding and one for a wildfire. Flood insurance maps were last updated in June 1997. The County has a rating of 8 in the Community Rating System under the National Flood Insurance Program (NFIP), and the flood plain management staff and programs are considered to be excellent. There are 2,462 buildings in the special flood hazard area. Santa Barbara County is a Seismic Zone 4 earthquake area and has one of the highest earthquake risks in the State, equivalent to Oakland on the Hayward fault. The County has a significant urban/wildfire interface and forest fire hazard.

This Section of the Basic Plan (Part One) consists of a series of threat assessments, which describe the risks and the anticipated nature of the situation.

- An earthquake could impact either segments of or the total population.

-
- The County does have industry and is therefore affected by stationary hazardous materials users. However, many major highways and rail lines traverse or pass near the County and transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the County.
 - The cities of Lompoc, Santa Barbara and Carpinteria are subject to dam failure, with portions of Santa Maria, Buellton, and Solvang also subject to dam failure.
 - Portions of the County may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.) The County has historically been vulnerable to storm surge inundation associated with tropical storms.
 - A transportation incident such as a major air crash, train derailment or trucking incident could impact areas within the County.
 - A civil unrest incident could impact areas within a City or the entire County
 - An act of terrorism could impact areas of the County

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Depending on the event, there may be a requirement for sheltering in place or evacuating to a designated reception center or shelter within the jurisdiction or outside the jurisdiction's boundaries.

During the response phase, the Santa Barbara County Operational Area is the coordination and communication point. Access to the Santa Barbara County Operational Area EOC is the County Employee University, 267 Camino del Remedio, Santa Barbara, CA 93110. The alternate Operational Area EOC is the County Fire Department Headquarters at 4410 Cathedral Oaks Road, Santa Barbara, CA 93110. The Operational Area also has access to the County OES Mobile Command Unit, which can be placed in any location deemed accessible by the Safety Officer.

The following threat assessments identify and summarize the hazards that could impact Santa Barbara County.

PART ONE, SECTION FIVE THREAT ASSESSMENT 1-A,

MAJOR EARTHQUAKE

GENERAL

The County of Santa Barbara has numerous faults that are located both on- and offshore. These faults have been relatively inactive in recent historic times, but potentially can produce a major earthquake greater than the one that caused considerable destruction throughout the County of Santa Barbara in 1812. Another source of earthquake damage in this area is the southern portion of the San Andrea's Fault (see Figures 1, Faults In California Northwest Region, page 40).

A large magnitude (Richter) earthquake will occur in the near future and could result in some areas of Santa Barbara County receiving a shaking intensity of approximately 10 on the Modified Mercalli Intensity Scale (See Attachment A, page 42). The intensity of this anticipated earthquake could cause devastation beyond anything recently experienced in this area and would require total integrated planning and response from both the public and private sectors in order to minimize deaths, injuries, and property destruction. Extensive search and rescue operations would be required to assist trapped or injured persons. Injured or displaced persons would require emergency medical care, food and temporary shelter. Identification and burial of many dead would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to saving lives. Many families would be separated particularly if the earthquake should occur during working hours, and a personal inquiry or locator system could be essential to maintaining morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, to and from the disaster area and by the disruption of public utilities and services.

The economic impact on Santa Barbara County from a major earthquake would be considerable in terms of loss of employment and loss of tax base. Also, a major earthquake could cause serious damage and/or outage of computer facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community. In turn, this could affect the ability of local government, business and the population to make payments and purchases.

SPECIAL SITUATION

Horizontal movement will probably occur along a 240-mile segment of the San Andreas Fault. There would be extensive shock waves felt throughout Central and Southern California. Numerous aftershocks following the initial earthquake would compound the damage caused by the first event. Although the San Andreas fault is outside of Santa Barbara County, the effect of the shock would be felt throughout the area. Damage in these areas with a high water table could be compounded by soil liquefaction. (See Figure 2, Earthquake Hazard of the Santa Barbara Fold Belt, page 41)

In addition to the San Andreas Fault, local faults can and have been the source of major or severe earthquakes (see Figure 4, page X). The Mesa Fault was implicated in the 1925 Santa Barbara Earthquake (magnitude 6.3). The Arguello Fault is thought to have caused the 1812 earthquake (estimated magnitude 8.0). The moderate but locally damaging Goleta Earthquake (1978, magnitude 5.1) was caused by an unnamed offshore fault.

The Santa Ynez Fault has not moved in historic times but can potentially produce a Magnitude 7 to 8 earthquake. Unrecognized faults may exist that will be discovered after the event.

CASUALTIES

Current studies predict the total number of deaths and hospitalized injuries only for the Los Angeles area. Extrapolation of these figures to Santa Barbara County would be scientifically unsound.

However, some generalities might apply. The number of casualties would vary with the time of day, the smallest number occurring when people are in their homes and the largest number occurring when people are at or in route to work or school.

The potential hazards that Santa Barbara County may face in an earthquake include the following:

LONG-TERM HOMELESS

In the South Coast area, many homes would be uninhabitable because of structural damage and utility outage. This number includes 200-300 uninhabitable homes within Santa Barbara City. The immediate physical, emotional, social impact on the populace would be varied and complex. In the hardest hit areas, there could be numerous dead and injured. Many would have their homes destroyed; others would be driven from their homes through structural damage, lack of water, lack of power, leaking gas, etc. If the quake were to occur during the daytime, there would be considerable emotional stress caused by the separation of family members. Even in areas of moderate or minor damage, there would be shortages of electrical power and water. There is a high probability that phone service would be unavailable and that the initial lack of information to be disseminated by the news media would increase the confusion and feeling of panic.

DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS, AND FACILITIES

Highways

U.S. 101

Highway 101 could be blocked by slides at the Rincon and Gaviota Pass areas. Considerable damage to road surfaces, overpasses and bridges would be expected in all areas of liquefaction.

Highway 154

San Marcos Pass could be blocked by slides at several locations.

Highway 150

Highway 150 to Ojai could be impassable because of numerous slides.

Airports

Santa Barbara

The City of Santa Barbara operates the Santa Barbara Airport. It would be seriously affected due to its location in an area that is subject to liquefaction because of the deep soil and a high water table. It is questionable whether the airport would be used for any major logistical re-supply except by helicopter.

Santa Ynez Airport

The Santa Ynez Airport is county owned and operated by the Santa Ynez Airport Authority. They can handle small general aviation aircraft.

Lompoc Airport

The Lompoc Airport is city owned and operated. They can handle small general aviation aircraft. There is presently no fueling capability.

Santa Maria Airport

The Santa Maria Airport is city owned and operated. They can handle small general aviation aircraft.

Railroad

Railroad service would be disrupted by surface ruptures, landslides, rockfalls, failures of overpasses, and slides at the end of tunnels. It is doubtful that rail service to Santa Barbara County could be restored in less than 8 to 10 days.

Marine

The City of Santa Barbara operates the harbor facilities. Santa Barbara Harbor would suffer considerable damage to slips and vessels. Depending on the earthquake intensity, the Harbor or local ramp areas could be capable of receiving limited quantities of re-supply by ships.

Communications

Telephone Systems

Any surviving telephone service would be overloaded by calls from both inside and outside the area.

Radio Systems

Public Safety (Fire, Police, Public Works, and Emergency Services) radio systems would survive to varying extents and function within the local area. Microwave channels would probably be disrupted.

COMMERCIAL BROADCASTERS

Lack of emergency power would restrict the operation of television and radio stations. The scarcity of fuels, and the unavailability of re-supply would limit the operational time of emergency generators. Necessary repair parts would be difficult to find and even more difficult to transport to the place of need.

WATER SUPPLY AND WASTE DISPOSAL

An earthquake with a shaking intensity of 8.0 could seriously disrupt the water distribution system, if not shut down completely. Considerable difficulties would be expected in transporting water from any of the local dams to the Carpinteria area of distribution. The local wells might stop functioning and would be totally inadequate for the required water supply.

The wastewater treatment plants would probably suffer some damage and could be inoperative. Lack of electrical power would also cause plant shutdown. Collection lines throughout the area could be impaired causing significant contamination problems.

ELECTRICAL POWER

A short term and a potentially long-term effect of an earthquake would be major outages and power reductions in most areas of the South Coast. Those lines that remain intact might be rendered temporarily out of service with each aftershock. The major long-term impact would be on distant power sources, both due to the reduction in transmission capacities and the probable shortage of generator fuel.

NATURAL GAS

Damage to natural gas facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires are a probability and should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage.

PETROLEUM FUELS

The availability of petroleum fuels in the processing plants in the area is unlikely. Oil and gas processing facilities in Santa Barbara County transport product offsite for refining into commercial products. Extremely serious consequences could result due to the inability to re-supply fuels by land transport.

LIQUEFACTION

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

Emergency response actions associated with the above situations are presented in the Standard Operating Procedures (SOP) at the County's Office of Emergency Services.

ATTACHMENT A

MODIFIED MERCALLI INTENSITY SCALE

- I Not felt. Marginal and long-period effects of large earthquakes.
- II Felt by persons at rest, on upper floors, or favorably placed.
- III Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
- IV Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frames creak.
- V Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
- VI Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
- VII Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also unbraced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds; water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
- VIII Steering of motor cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
- IX General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. (General damage to foundations.) Frame structures, if not bolted, shifted off foundations. Frames cracked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alluvial areas, sand and mud ejected, earthquake fountains, sand craters.

- X** Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
- XI** Rails bent greatly. Underground pipelines completely out of service.
- XII** Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Definition of Masonry A, B, C, D:

Masonry A: Good workmanship, mortar, and design; reinforced, especially laterally, and bound together by using steel, concrete, etc.; designed to resist lateral forces.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally

Figure 1

FAULTS IN CALIFORNIA NORTHWEST REGION

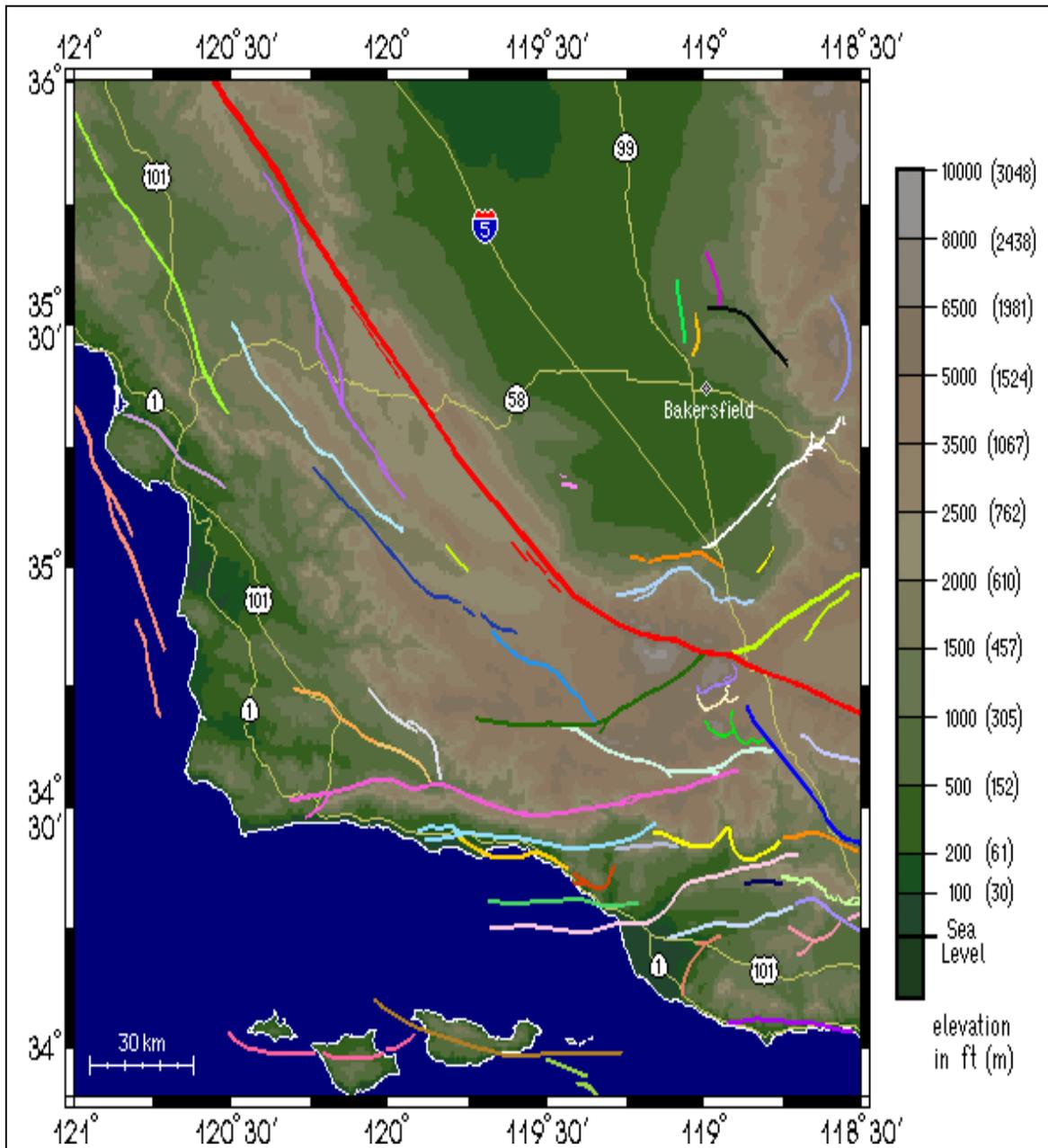
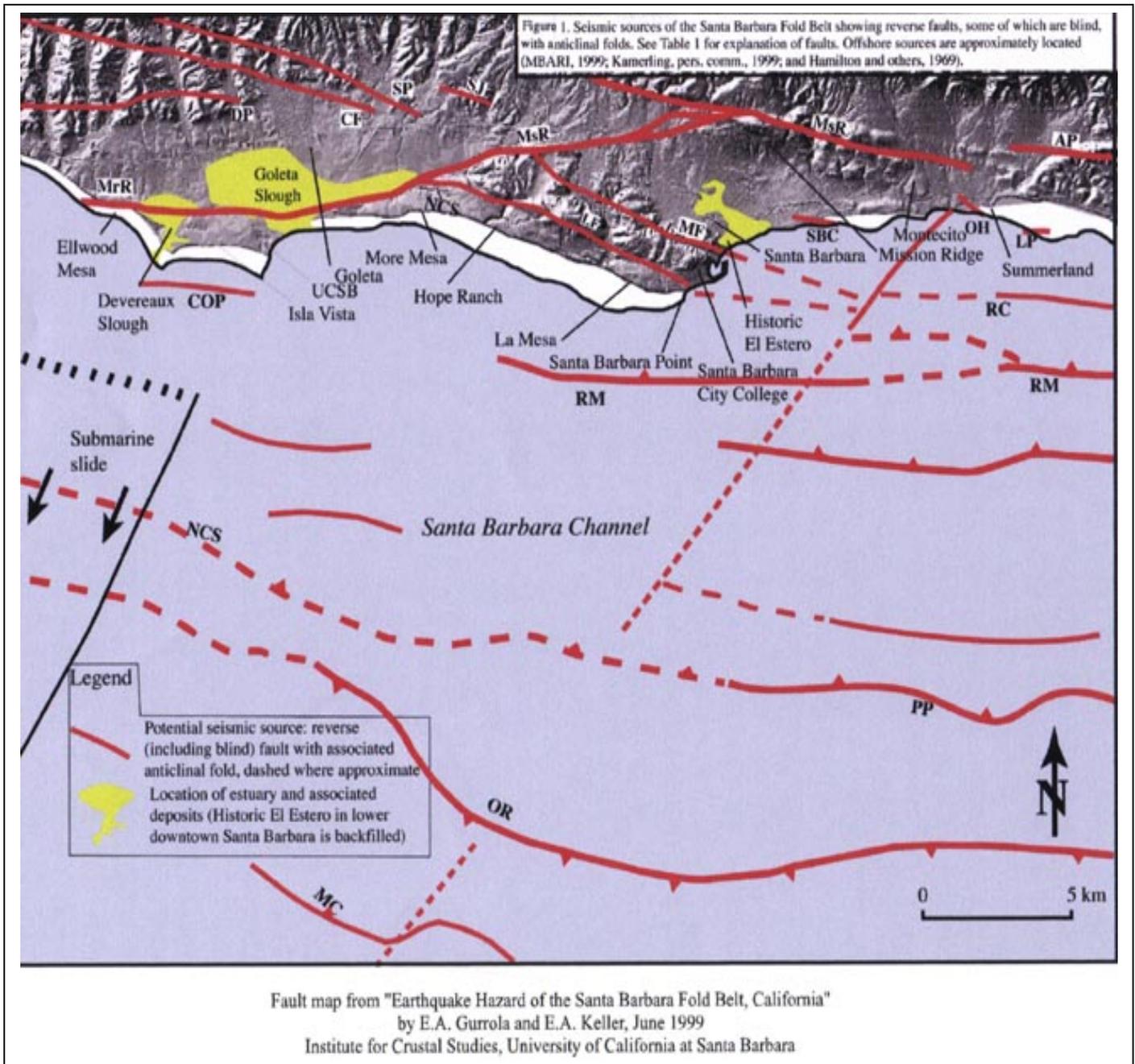


Figure 2
EARTHQUAKE HAZARDS OF THE SANTA BARBARA FOLD BELT



PART ONE, SECTION FIVE THREAT ASSESSMENT 1-B

MAJOR EARTHQUAKE: PREDICTION RESPONSE

In California, the State OES is the designated recipient of earthquake assessments from the scientific community. The OES relies upon the California Earthquake Prediction Evaluation Council to advise it on the scientific credibility and validity of earthquake predictions and to assess the circumstances surrounding seismic activity that may be precursory to a damaging earthquake.

For operational purposes, a scientifically based earthquake prediction shall include the expected time, place, magnitude and probability of occurrence.

Conclusions and consequent advice to the State OES by the California Earthquake Prediction Evaluation Council may trigger massive complex, expensive, emotional and politically sensitive governmental, private and international measures to mitigate the expected effects of the predicted event.

All Santa Barbara Operational Area jurisdictions have specific emergency procedures documented in their SEMS Multi-Hazard Functional Plan and/or copy of the State's Short Term Earthquake Prediction Response Plan. Any additional activity within a jurisdiction based upon the prediction or other State action is to be undertaken at the discretion of the jurisdiction.

GENERAL SITUATION

The California Earthquake Prediction Evaluation Council (CEPEC) role grew out of a recognized need to deal with earthquake and volcanic predictions from a variety of sources that were given widespread attention. State OES needed an independent expert review group to evaluate these predictions in order to advise the Governor on what actions should be recommended or taken.

Established under provisions of the Government Code, operating guidelines are in existence to assist the California Earthquake Prediction Evaluation Council in fulfilling its responsibilities and are included as Section III of the State's Short Term Earthquake Prediction Response Plan.

SPECIAL SITUATION

The State's Short Term Earthquake Prediction Response Plan is one element of the State earthquake-planning program and has been developed to meet the following objectives:

- Procure and allocate essential resources (personnel and material) to support emergency operations.
- To describe an overall concept of operations for the State and to identify State agency internal readiness actions and State actions to support local jurisdictions.
- To incorporate responses associated with factors of probability, magnitude, time frame and risk.
- To identify actions that could realistically be accomplished within a few hours to a few days.

- To be consistent with other State emergency plans and current planning concepts.

The State plan is applicable to State agencies with emergency response assignments and to State agencies that maintain personnel and facilities within the area of risk. Of particular importance to the State plan are those departments and agencies of the state that:

- Have emergency public safety functions associated with their activities.
- Have personnel and equipment resources potentially at risk in the immediate area of the prediction.
- Maintain facilities, which if damaged could threaten the public safety (e.g., dams).
- Perform emergency public safety or other functions for local governments under contract within the affected area.
- Maintain field offices within cities and counties that are used by the general public and where State response actions will be observable.

Glossary of Prediction Terminology

Long Term Earthquake Potential

No specific time window. May refer to decades, centuries or millennia.

Long Term Prediction

A prediction of an earthquake that is expected to occur within a few years up to a few decades.

Intermediate Term Prediction

A prediction of an earthquake that is expected to occur within a period of a few weeks to a few years.

Short Term Prediction

A prediction of an earthquake that is expected to occur within a few hours to a few weeks. The short term prediction can be divided as follows:

- Imminent Alert Up to three days.
- Alert Three days to a few weeks.

Probability

The following terms and percentages are suggested:

General Predictions		Parkfield	
Slight	10% or Less	Level C	2.8% to 11%
Moderate	11% to 49%	Level B	11% to 37%
High	50% to 100%	Level A	37% or more

Earthquake Advisory

Advisories are not formal predictions, but are issued following earthquakes in which there is concern about subsequent damaging earthquakes. They are statements by State OES regarding scientific assessments that within a specified period, usually 3 - 5 days, there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the advisory.

The basis for advisories is existing knowledge of the seismic history and potential of the area under consideration.

Concept of State Operations

Information about the earthquake prediction will be provided in a timely manner to the Director of State OES through the CEPEC. Upon receipt from CEPEC of a validated prediction of a damaging earthquake, the Director of State OES or designee will notify the Governor's office.

The Director of state OES has the authority for the implementation of the State Short Term Earthquake Prediction Response Plan. Timing decisions associated with the implementation and decisions regarding the level of implementation of the plan will be at the discretion of the Director or designee, unless otherwise determined by the Governor. The Director may decide not to implement the plan if the probability and consequence factors are so low that a response is not warranted.

For responding to a validated earthquake prediction, three conditions of readiness have been established and have been designated as follows:

- Earthquake Prediction Readiness Condition One.
- Earthquake Prediction Readiness Condition Two.
- Earthquake Prediction Readiness Condition Three.

Condition Three represents the highest level of readiness. For State agencies, a number of recommended actions are associated with each of the conditions.

The Director of State OES will determine the appropriate Readiness Condition to implement based on an evaluation of the probability of occurrence and the consequences to the State that might result if the earthquake should occur.

If the situation warrants, the Director of State OES may recommend the Governor issue a warning and proclaim a State of Emergency in the area at risk. If the Governor agrees, the Director of State OES will then assist the Governor in the direction and coordination of the response of State departments and agencies.

State Notification Process

State OES will notify State departments and agencies and local governments of all validated earthquake predictions through a telephone and radio fan-out process. The method of contact will vary depending upon the availability of communications. Systems to be used may include, but not be limited to the CALWAS, CLETS the State Relay Network and commercial telephone services.

Information on the prediction will be disseminated in the form of an earthquake advisory. Earthquake advisories will include information on the location, magnitude, time frame, probability of occurrence and other pertinent information. The Earthquake Prediction Readiness Condition will be given as a part of the advisory to indicate what actions should be taken.

State Agency Response

Upon notification of plan implementation from State OES, State departments and agencies will take those actions associated with the readiness condition and implement any additional

internal departmental plans and procedures, which are appropriate for the level of implementation, directed by state OES.

The response actions, which are described within this plan for State agencies, may be classified under the following categories:

- Dissemination of information and warnings.
- Acceleration of normal preparedness and mitigation measures.
- Increasing readiness to respond.
- Implementing emergency protective and mitigative actions.
- Initiating emergency response actions.

State agencies will support local government prediction response operations by providing personnel and equipment in support of aid requests as directed by the State OES Director.

State Public Information and Warning Dissemination

The policy of State OES is to disclose available information on earthquake predictions to local governments and State agencies as rapidly as possible. State OES will provide earthquake prediction advisories to State agencies and the Santa Barbara Operational Area on a nearly simultaneous basis. It is the responsibility of state OES to provide information to members of the Santa Barbara Operational Area, other local agencies and to coordinate information released to the general public on actions to be taken.

State OES also will provide information about the prediction to the media. OES will provide advisories to the Santa Barbara Operational Area prior to any public announcements. OES also will coordinate with the Santa Barbara Operational Area and with the U.S. Geological Survey concerning State level public information activities.

Santa Barbara Operational Area

When notified of a short term earthquake prediction or of possible precursory activity, the operational area has the responsibility to bring its resources to an appropriate readiness state; to inspect and prepare those facilities and systems which are essential to conduct emergency operations and to advise and provide guidance to the public on precautions and actions appropriate to the prediction.

Sometimes information may be received through the media or other sources about an earthquake prediction or precursory activity which may impact the operational area before receiving official notification from State OES. Each jurisdiction member within the operational area should be prepared to take appropriate actions they determine to be required in such circumstances.

Notification

Under state plan conditions, the state Warning Center in Sacramento will notify Public Safety Dispatch, Santa Barbara County Sheriff's Department of validated earthquake predictions, including changes in the level of Parkfield Alert. This may be by the CALWAS, CLETS, State Relay Network or commercial telephone services.

Notification is to include information on the location, magnitude, time frame, probability of occurrence and other pertinent information and the earthquake prediction readiness condition in effect at the State level.

Dispatch in turn will notify the Office of Emergency Services Staff Duty Officer. Notification by telephone to the Office of Emergency Services also is given by Region I Headquarters.

The County Fire/OES Duty Officer will request Sheriff's Public Safety Dispatch notify all emergency service agencies, i.e., emergency medical, fire and law enforcement within the operational area of earthquake predictions Readiness Condition Two or Three or a change in Parkfield status from Level C to Level B or A.

Concurrently, County Fire/OES will notify Santa Barbara Operational Area Emergency Services Council members and Coordinators, as well as appropriate County staff designated in the County Emergency Directory, for earthquake predictions Readiness Conditions One, Two or Three or a change in Parkfield status from Level C to Level B or A. It also includes notification of other governmental or private organizations with whom the operational area has a working relationship or safety related responsibilities, i.e., schools via the County Superintendent of Schools, the Santa Barbara County Chapter of American Red Cross, hospitals via the Emergency Medical Services Agency, Amateur Radio Emergency Service, etc.

Notification Procedure

Sheriff Dispatch

- County Fire / OES Staff Duty Officer
- Advise that no further action is required, or to begin applicable notifications as determined by Director, County Fire / OES

Staff Duty Officer

Director - Office of Emergency Services

Determine:

- Need to notify all emergency service agencies, i.e., fire, law, medical.
- Need to notify other county staff.
- Need to notify County Administrator.
- Extent of other notifications and means of notification.
- Whether EOC should be activated.

Sheriff Dispatch

Advise that no further action is required, or to begin applicable notifications as determined by Director, county Fire/OES

Public Information Officer

Provide briefing based upon discussions with Director.

OES Coordinator

Provide briefing request notification to Emergency Services Coordinators.

Other County Fire/OES Staff

Provide briefing and if necessary request county Fire/OES staff to report to work at designated locations.

Emergency response action associated with the above situations are presented in the Standard Operating Procedures (SOP).

PART ONE, SECTION THREAT ASSESSMENT 2, PART ONE

HAZARDOUS MATERIAL INCIDENT

GENERAL SITUATION

Hazardous materials are any substance or combination of substances, which because of quantity, concentration, or characteristics may cause or significantly contribute to an increase in death or serious injury, or pose substantial hazards to humans and/or the environment. The production and use of these hazardous materials is a part of our society over which local governments have little control.

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

The increasing volume and variety of hazardous materials that are generated, stored, or transported within Santa Barbara County is a problem of great concern to public officials and the community. A major hazmat accident and/or spill could endanger the health and safety of untold numbers of men, women and children who may be within a mile of the accident scene. A number of trains cross through the County hauling various types of hazardous and explosive materials. Several fixed site industrial firms require potentially hazardous materials to operate their businesses. In addition, there are numerous underground pipelines that carry flammable and hazardous liquids. Finally, commercial airliners fly over the County that significantly increases the potential disaster threat.

SPECIAL SITUATION

The threat of a major hazardous material incident in Santa Barbara County exists from four different sources. These are commercial vehicle, rail and air transportation, pipeline, fixed facility, and clandestine dumping.

TRANSPORTATION

Highways:

U. S. 101

U. S. 101 is the primary truck route from Los Angeles to coastal central California. Materials shipped include rocket fuel, explosives, compressed and

liquefied gasses, petroleum products, agricultural chemicals, industrial chemicals, and hazardous wastes.

Highway 154

Highway 154 is not a regular truck route but does carry traffic to the Santa Ynez Valley. Agricultural chemicals and liquefied petroleum gas are the primary problem. Hazardous wastes are banned on this road by state law but illegal operations are always possible.

Railroad

The coast route of the Southern Pacific Railroad passes through the cities of Carpinteria and Santa Barbara. This line carries several northbound and southbound freight trains daily. Materials shipped include explosives, compressed and liquefied gasses, petroleum products, agricultural chemicals, industrial chemicals, military ordinance, radioactive materials, and hazardous wastes.

Industrial Zones

The industries in the county are engaged in light manufacturing or assembly. Solvents, etching agents, and stored fuel are the primary problem. Some areas are constructed on a filled estero and are therefore subject to liquefaction during an earthquake. The City of Santa Barbara's Sewage Treatment plant is located in such an area.

Airports

The Santa Barbara Airport area contains electronic component manufactures, aircraft repair shops, and specialized research facilities. Solvents, etching agents, stored fuel, and radioactive material may be encountered.

HAZARDOUS MATERIALS PLANNING AND COORDINATION

Emergency Response Actions

Emergency response coordination is mandated by the Health and Safety Code under Standards for Area Plans (6.95 HSC 25503). These Standards include provisions for pre-emergency planning and coordination among emergency responders within the jurisdiction of the administering agency. This authority is vested in OES which is the agency responsible for the development and implementation of the Santa Barbara County Hazardous Materials Emergency Response Plan (Area Plan). In addition, the cities within Santa Barbara County should have hazardous materials response information in their emergency plans, which include emergency response actions. In Santa Barbara County, County Fire – OES has the responsibility for emergency planning for hazardous materials incidents and for the coordination among hazardous materials emergency response agencies. The County Fire - Protection Services Division is the administering agency for the Business Plan program.

Agriculture Commissioner, Emergency Medical Services, County Fire-Protection Services Division, Public Works, Sheriff-Coroner, Fire Service, CHP, CalTrans, Fish and Game, and the University of California, Santa Barbara. OES is responsible for implementation of the Area Plan through exercises (table top, functional and full scale) and training.

Clandestine Dumping

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

The Santa Barbara County Area Plan is composed of the following topics listed below:

EMERGENCY RESPONSE INFORMATION

<u>Chapter</u>	<u>Subject</u>
2.0	HAZARDOUS MATERIALS INCIDENT RESPONSE CHECK LISTS
3.0	INFORMATION DIRECTORY

SUPPLEMENTAL INFORMATION

<u>Chapter</u>	<u>Subject</u>
4.0	AGENCY RESPONSIBILITIES
5.0	INCIDENT COMMAND SYSTEM
6.0	CALIFORNIA HAZARDOUS MATERIALS INCIDENT REPORTING SYSTEM
7.0	CHEMTREC IDENTIFICATION
8.0	DECLARATION OF EMERGENCIES
9.0	PUBLIC INFORMATION
10.0	EVACUATION PROCEDURES
11.0	CLEANUP FUNDING
12.0	MUTUAL AID
13.0	EMERGENCY MEDICAL RESOURCES
14.0	INCIDENT DOCUMENTATION
15.0	TRAINING
16.0	SUPPLIES AND EQUIPMENT
17.0	COMMUNICATIONS
18.0	BUSINESS PLANS

PART ONE, SECTION FIVE THREAT ASSESSMENT 3-A

FLOODING IMMINENT / ACTUAL FLOODING

GENERAL SITUATION

Flooding has been a major problem throughout the history of Santa Barbara County. The County has several hydrologic basins that have different types of problems. The South Coast area, east of Santa Barbara City, which includes Montecito and Carpinteria, has historically been subject to severe flash flooding with boulder-laden flows roaring out of the canyons and causing extensive damage. The flooding problem in Montecito has been reduced with the completion of the Carpinteria Valley Watershed Project, but some threat still exists in the Montecito area. Mission Creek poses the major flood threat to Santa Barbara City. It is viewed as the most serious remaining flood threat to an urban area in Santa Barbara County. Floods occur frequently in the lower portions of the Santa Barbara City. Flooding occurs in the upper portions less frequently, but with more severe action by boulders.

SPECIAL SITUATION

Goleta Valley is subject to flooding from overflow of streams, especially in the airport area, south of Hollister Avenue. Cachuma Dam is a major reservoir on the Santa Ynez River, but has no planned flood storage. It provides an incidental benefit on small floods, but little effect on large events. The river is well confined through the Santa Ynez Valley itself. The major damage in this area is bank erosion and farmland inundation.

In Lompoc Valley, there is an extensive flood plain of the Santa Ynez River. No urban areas are affected by this flood plain except for some facilities at south Vandenberg Air Force Base. The flood plain is extensive, and during flooding, people living in the flood plain need to be evacuated. The flood warning system is in effect on the Santa Ynez River.

The watershed to the north is the Los Alamos or San Antonio watershed. Santa Antonio Creek does overflow, and has a flood potential for the community of Los Alamos, as well as farmlands to the west.

The Santa Maria watershed includes the Sisquoc and Cuyama Rivers, which come together near the town of Gary to form the Santa Maria River. The Santa Maria Valley was formerly a flood plain, but is now protected by an Army Corps of Engineers levee. This area should be safe from major river flooding as long as the levee remains intact.

Relatively minor flooding from local runoff and sheet flow is a problem in parts of the Santa Maria Valley.

The Cuyama River flows through the Cuyama Valley in the northeastern portion of Santa Barbara County and may flood farmlands. However, no urban areas in that area are subject to flooding.

Emergency response actions associated with the above situations are presented in the Standard Operating Procedures (SOP).

FLOOD MAPS

Maps that identify high hazard areas such as flood plains along with their respective evacuation routes and location of public shelters are on file with the Santa Barbara Operational Area Office of Emergency Services, County Flood Control and the Santa Barbara City Public Library.

PART ONE, SECTION FIVE THREAT ASSESSMENT 3-B

FLOODING: DAM FAILURE (LEPG-10)

GENERAL SITUATION

Dam inundation is defined as the flooding, which occurs as the result of structural failure of a dam. Dam failure can result from a number of natural or manmade causes. Structural failure caused by seismic activity can cause inundation by the action of a seismically induced wave which overtops the dam without causing dam failure. This action is referred to as a seiche. Other sources of dam failure are erosion of the face or foundation, improper sitting, rapidly rising floodwaters, structural/design flaws, landslides flowing into a reservoir, or terrorist actions.

There are three general types of dams: earth and rockfill, concrete arch or hydraulic fill, and concrete gravity. Each type of dam has different failure characteristics. The earth-rockfill dam will fail gradually due to erosion of the beach; a flood wave will build gradually to a peak and then decline until the reservoir is empty. A concrete gravity dam will fail somewhere in between instantaneous and gradual, with a corresponding buildup of flood wave.

In addition to the above characteristics, warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time (the time it takes the flood wave to reach specific points in its inundation), or the ability to notify persons downstream and their ability to evacuate. The existence and frequency of updating and exercising an evacuation plan that is site-specific assists in warning and evacuation functions.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric generating facilities and transmission lines could also impact life support systems in communities outside the immediate hazard areas.

A catastrophic dam failure, depending on the size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the State and Federal governments.

Evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of the deceased would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the dam failure should occur during working hours, and a personal injury or locator system would be essential. These and other emergency operations could be seriously hampered by the loss of communications, damage to transportation routes and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. These efforts would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

SPECIAL SITUATION

There are nine major dams in Santa Barbara County with known populations in their respective inundation areas. They are Alisal Creek, Bradbury, Dos Pueblos, Gibraltar, Glen Anne, Juncal, Ortega, Rancho Del Ciervo, and Twitchell.

Of prime concern is the failure of Bradbury Dam, owned by the U.S. Bureau of Reclamation. The floodwaters from this dam would affect Cachuma Village, Solvang, Buellton, Lompoc City, Lompoc Valley and south Vandenberg Air Force Base. The remaining dams, if failures should occur, could inundate portions of populated cities, town, and communities, as well as forest and agricultural lands, roads, and highways.

General information, maps or potential inundation area, and proposed evacuation routes for dams are included in a separate publication, the Dam Plan for the County of Santa Barbara.

Emergency response actions associated with the above situations are presented in the Standard Operating Procedures (SOP).

PART ONE, SECTION FIVE THREAT ASSESSMENT 4-A

TRANSPORTATION

GENERAL SITUATION

Transportation incidents other than those involving hazardous materials can cause great loss of property or life. This section is concerned with all other aspects of transportation incidents.

The greatest loss of life can occur when commercial passenger carriers such as trains, airliners, or buses are involved. However multiple vehicle automobile accidents can also result in a large number of injuries and fatalities. Mass casualty incidents quickly exhaust local resources and require mutual aid in order to transport and give emergency care to the victims. In those incidents involving multiple fatalities, psychological stress among the responders either at the scene or after the event can impair operations.

Highway accidents can have an impact on the community beyond those problems caused by the immediate casualties. Commerce and personal business depends on functioning transportation routes. Restoration of traffic flow through bypassing the incident site should be accomplished as soon as it is feasible.

SPECIAL SITUATION

Santa Barbara County is located in a transportation corridor. The Southern Pacific Railroad and U.S. Highway 101 carry a large volume of through-traffic daily. In addition the highway carries local traffic with volume varying with the time of day. The Santa Barbara Airport can accommodate aircraft as large as a DC-10. Scheduled airlines, private airplanes, and helicopters use various airport facilities. More information on airports is in Threat Assessment 4-B, page 57.

Highways

U.S. 101 is the primary highway route from Los Angeles to coastal central California. It carries truck freight, private cars, and passenger buses.

Highway 154 is not a regular truck route but does carry automobile and tour-bus traffic to the Santa Ynez Valley.

Railroad

The coast route of the Southern Pacific Railroad passes through the county. This line carries several northbound and southbound freight trains every day. Passenger service is currently limited to one northbound and one southbound train daily. However, several hundred people may occupy those trains. A derailment occurred during the 1978 earthquake. In 1991, a major hazardous materials incident resulted in Ventura County from the Seaclyff Incident. This derailment had major impacts to Santa Barbara County. Grade crossings exist throughout the County and could be sites for accidents.

Aircraft

In addition to flights in and out of the municipal airports, commercial and private air traffic passes over the County. Military aircraft utilizing Vandenberg and Edwards Air Force Bases can fly over the area.

Emergency response actions associated with the above situations may be found in each government entity's emergency plan.

PART ONE, SECTION FIVE THREAT ASSESSMENT 4-B

TRANSPORTATION: MAJOR AIR CRASH

GENERAL SITUATION

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

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

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

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

SPECIFIC SITUATION

Santa Barbara City handles the greatest amount of air traffic. Other airports in Santa Barbara County are the Santa Ynez Airport, Lompoc Airport, and Santa Maria Airport. Vandenberg Air Force Base also has some air traffic.

Emergency response actions associated with the above situations may be found in each government entity's emergency plan.

PART ONE, SECTION FIVE THREAT ASSESSMENT 5

WILDFIRE

GENERAL SITUATION

Santa Barbara County has several climatic zones. Carpinteria and the City of Santa Barbara are located in a Mediterranean zone characterized by cool winters and warm, dry summers. Hillsides are covered with chaparral, an easily ignited fuel. Once ignited, such a fire spreads rapidly and can destroy thousands of acres of watershed before being brought under control.

The Orcutt area and the cities of Guadalupe and Santa Maria are located in valleys surrounded by vast agriculture areas. There is no real threat.

The Santa Ynez Valley could experience some threat if grass and woodlands were ignited.

Annually, the County experiences fires that often burn "out of control" and can damage the watershed and structures.

Each government entity has developed emergency response actions associated with wildfire disasters.

PART ONE, SECTION FIVE THREAT ASSESSMENT 6

DIABLO CANYON NUCLEAR POWER PLANT EMERGENCY

Emergency response action plans are not specifically required for Santa Barbara County for a nuclear power emergency at the Diablo Canyon Power Plant. Santa Barbara County is beyond the Diablo Canyon Emergency Planning Zone. However, the Santa Barbara Operational Area is committed to a support role in the event of an emergency in San Luis Obispo County involving Diablo Canyon since the Santa Barbara Operational Area may become a support/host area for evacuees. The presumption is based on the evacuation patterns following the north-south transportation grid within the areas involved.

GENERAL SITUATION

The Diablo Canyon Nuclear Power Plant, operated by the Pacific Gas and Electric Company (PG&E), is located on the San Luis Obispo County coast approximately twelve miles west of the City of San Luis Obispo and thirty miles northwest of the City of Santa Maria. (See Figure 1, Region Map for Diablo Canyon Power Plant, currently being updated by San Luis Obispo County, page 65). The plant consists of two nuclear power generating units. Both units are operational. Each unit is a pressurized water-type reactor having an electric power generating capacity in excess of 1,000 megawatts.

The plant is designed to use slightly enriched uranium dioxide (UO₂) as a fuel. This fuel poses no major concern in its unirradiated form since it is of very low radioactivity. However, after being in the core during operation of the reactor (fission process), the fuel becomes extremely radioactive from the fission by-products. These highly radioactive by-products, if released to the environment, are the main concern in a nuclear power plant accident.

When any nuclear power plant is operated, the potential for a radiological accident exists. The principal deterrent to an accident is prevention through conservative design, construction and operation, which assures that the integrity of the reactor system is maintained. Protective systems are installed and are automatically activated to counteract the resulting effects when any part of the reactor system fails. Emergency planning is necessary to assure public safety in the unlikely event that reactor safety systems fail.

(Refer to the Final Safety Analysis Report for the Diablo Canyon Power Plant, Units 1 and 2, for technical aspects of the plant.)

The Santa Barbara Operational Area and Cities of Santa Maria and Guadalupe have a support role in the event of a nuclear power emergency at Diablo Canyon Power Plant.

PLANNING BASIS

Emergency planning requirements for nuclear power plants are based on guidance from the Nuclear Regulatory Commission (NRC), Federal Emergency Management Agency (FEMA) and State Office of Emergency Services (OES).

EMERGENCY PLANNING ZONES

The State OES has established a planning area for the Diablo Canyon Power Plant that is larger than that required by the NRC and FEMA. The Santa Barbara Operational Area has adopted the official state emergency planning zones. These emergency planning zones are described below.

- **Federal Emergency Planning Zones:** The NRC and FEMA define a 10 mile radius for the plume Exposure Planning Zone (EPZ) (Figure 2, NRC and FEMA Planning Zones for Diablo Canyon Power Plant, currently being updated by San Luis Obispo County, page 66) and a 50 mile radius limit for the Ingestion Pathway Zone (IPZ). Santa Barbara County is well beyond the 10 mile EPZ for plume exposure. However, the 50-mile IPZ does include portions of northern Santa Barbara County.
- **State Emergency Planning Zones:** The State has defined two planning zones to facilitate emergency planning. They are the Basic Emergency Planning Zone (BEPZ) and the Public Education Zone (PEZ). (See Figure 3, Basic Emergency Planning Zone and Public Education Zone for Diablo Canyon Plant, page 67) The State's zone is based on the Study of Postulated Accidents at California Nuclear Power Plants, State of California Office of Emergency Services, July 1980. The BEPZ covers an area approximately 15 miles to the north and east and 18 miles to the south and east of the Diablo Canyon Power Plant. The BEPZ lies entirely within San Luis Obispo County and is the area where protective actions are most likely to be necessary.

The PEZ extends across the San Luis Obispo County and borders into Santa Barbara County. It includes the cities of Santa Maria and Guadalupe, as well as the Orcutt area. Residents living in the PEZ receive public education materials. Protective actions for the public in the PEZ are not likely to be necessary.

EXPOSURE PATHWAYS

There are two exposure pathways to consider in planning for radiological emergencies.

- **Plume Exposure Pathway:** The principal exposure pathways that must be considered are:
 - a. Whole body external exposure from gamma and beta radiation from the plume or deposited material
 - b. Internal exposure from inhalation of radioactive materials from the plume and deposited material.

In the Plume Exposure Pathway, sheltering and/or evacuation would be the protective actions most likely recommended by San Luis Obispo County authorities to limit or reduce radiation exposure to the public. Protective actions would be generally recommended for the BEPZ.

Federal guidance recommends the plume exposure pathway extends to a radius of 10 miles. The BEPZ for Diablo Canyon Power Plant extends beyond this 10-mile federal zone, extending to about 15 miles north and east and 18 miles south and east. The planning effort for this zone involves identification of major exposure pathways from contaminated food and water and the associated control and interdiction points and methods.

- Ingestion Exposure Pathway: The principal exposure pathway would be from the ingestion of contaminated foods and water. The State Department of Health Services has the lead role in IPZ planning and implementation. IPZ is detailed later in this section.

METEOROLOGY

The predominant wind direction for Central California is off the Pacific Ocean from the northwest. (See Figure 4, Wind Rose Chart, currently being updated by San Luis Obispo County, page 68) Meteorological and dispersion data can be found in Volume II, Site Characteristics of the Final Safety Analysis Report for Diablo Canyon Nuclear Power Plant, Units I and II.

PROTECTIVE ACTIONS

Protective actions are advised in the event that it is necessary to avoid or reduce a projected dose of radiation. A projected dose is an estimate of the potential radiation dose to affected individuals. Generally, protective actions will be either evacuation or sheltering in place. According to federal and state guidance, protective actions would most likely be recommended in the BEPZ that lies entirely within San Luis Obispo County

Protective actions for Santa Barbara County are not anticipated during the plume phase of an incident. However, Santa Barbara County could be directly affected by protective actions taken in San Luis Obispo County including evacuation, and ingestion pathway exposure, covering food supplies, interdiction and decontamination.

- **Evacuation**: Santa Barbara County could be affected by a directed evacuation of the public in San Luis Obispo County where evacuees are directed south along U.S. 101 or State Route 1. (See Figure 5, Evacuation Routes, maps currently being updated by San Luis Obispo County, page 69) Evacuees entering Santa Barbara County will affect traffic flow and will need lodging or congregate care and shelter. Contaminated individuals and automobiles could also affect Santa Barbara County. Santa Barbara County could also be directed by a non-directed (spontaneous) evacuation from both San Luis Obispo and Santa Barbara County.
- **Covering stored feed supplies**: As an ingestion pathway consideration, the State Department of Health Services (DHS) may recommend covering of stored livestock feed to avoid contamination. A portion of northern Santa Barbara County could be affected since it lies within the IPZ.
- **Interdiction**: As an ingestion pathway consideration, the State DHS has the authority to prevent the sale, distribution or consumption of contaminated water and food items. Once confiscated, the food may be decontaminated or embargoes allowed to decay or be destroyed. A portion of northern Santa Barbara County could be affected since it lies within the IPZ.
- **Decontamination**: Decontamination is the reduction or removal of radioactive material from a structure, area, object or person. Decontamination may be accomplished by: 1) treating the surface to remove or decrease contamination, 2) letting the material stand so that radioactivity is decreased through decay, 3) covering the contamination to shield or attenuate the radiation emitted. Decontamination may be required for Santa Barbara County personnel responding to support sites in this county or for supplies or equipment transported into Santa Barbara County.

EVACUATION ROUTES

The predetermined evacuation routes leading from San Luis Obispo County into Santa Barbara County are U.S. 101 and State Route 1. (See Figure 5, Evacuation Routes, maps currently being updated by San Luis Obispo County, page 69)

CLASSIFICATION OF EMERGENCIES

Federal guidelines in NUREG 0654/FEMA REP-1 group emergency conditions at nuclear power plants into four categories. The categories from least to most severe are the following: Unusual Event, Alert, Site Area Emergency and General Emergency.

UNUSUAL EVENT

This classification is abnormal events that have occurred or are occurring which indicate a potential degradation of the level of safety of the plant, or which attract a significant public interest. No release of radioactive materials is expected. Thus, no environmental monitoring or protective actions are necessary unless further degradation of facilities' safety occurs. These events do not constitute emergency conditions in themselves, but could escalate to more severe conditions if appropriate action at the plant is not taken.

The primary purpose of this notification is to notify a San Luis Obispo County official of abnormal conditions at the facility that may create significant public interest. Due to the fact that unusual events do not constitute emergency conditions themselves, Santa Barbara County will not be notified at this emergency classification.

ALERT

This classification is characterized by events that are occurring or have occurred that involve actual or potential substantial degradation of the level of plant safety.

An alert classification constitutes the lowest level where offsite emergency response may be required (except medical, fire or law enforcement assistance at the site). An alert classification requires that plant and offsite emergency personnel be available to respond if the situation becomes more serious. Offsite agencies, including Santa Barbara County will be notified of alert classifications.

Any releases of radioactivity would be limited to small fractions of the Environmental Protection Agency's (EPA) Protective Action Guidelines exposure levels. At the alert classification, confirmatory environmental monitoring will be performed. Any protective actions recommended to the public by San Luis Obispo County would be precautionary.

SITE AREA EMERGENCY

This classification is characterized by events involving actual or likely major failures of plant safety systems.

Most events within the site area emergency classification constitute actual or probable releases of radioactive material to the environment. Any releases would not be expected to exceed EPA Protective Action Guidelines exposure levels except near the site boundary (within an 800-meter radius of the plant).

San Luis Obispo County may recommend precautionary protective actions at this classification (e.g., evacuation of the public within a 6 mile radius of the plant, closure of parks and beaches within the BEPZ).

A site area emergency notification ensures that response centers are activated and staffed; monitoring teams are dispatched and personnel are available for protective measures should they become necessary to disseminate public information. Offsite agencies including Santa Barbara County will be notified of site area emergency classifications.

GENERAL EMERGENCY

This classification is characterized where events are occurring or have occurred which involve actual or imminent substantial core degradation or melting, with potential loss of containment integrity and subsequent release of substantial quantities of radioactive material to the environment. All events within this classification constitute actual or imminent release of radioactive materials to the environment.

Offsite doses are expected to exceed EPA Protective Action Guidelines. State and federal guidance require protective actions within the Low Population Zone (within a 6-mile radius of the plant). Other protective actions within the plume exposure pathway would be recommended as necessary.

A general emergency notification ensures that response centers are activated and staffed; monitoring teams are dispatched, predetermined protective measures are initiated, and public information is disseminated. Offsite agencies including Santa Barbara County will be notified of general emergency classifications.

Figure 1
**Regional Map for Diablo
Canyon Power Plant**

Maps currently being updated by San Luis Obispo County

Figure 2
NRC and FEMA Planning Zones for
Diablo Canyon Power Plant

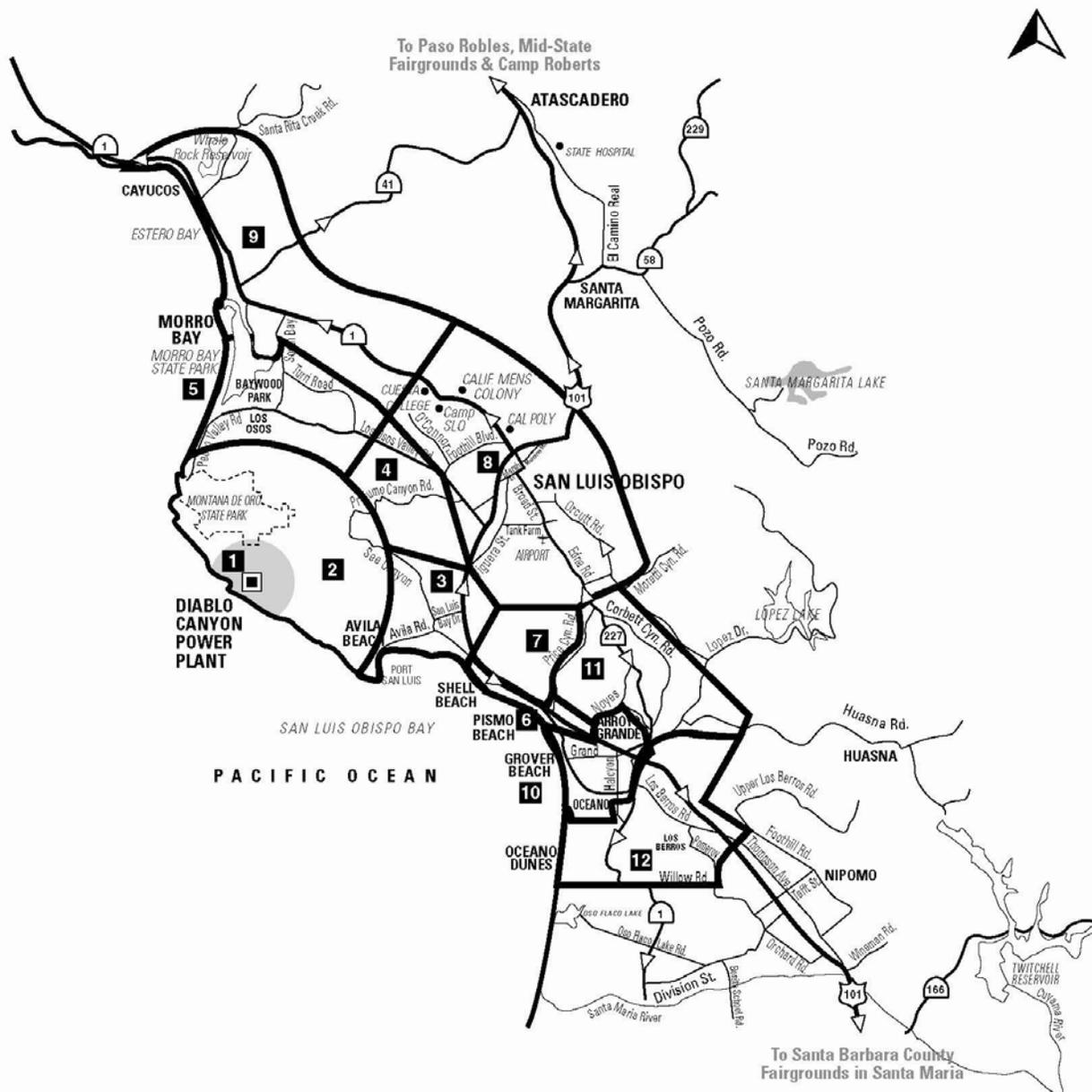


Figure 3
Basic Emergency Planning Zone and
Public Education Zone for Diablo Canyon Plant

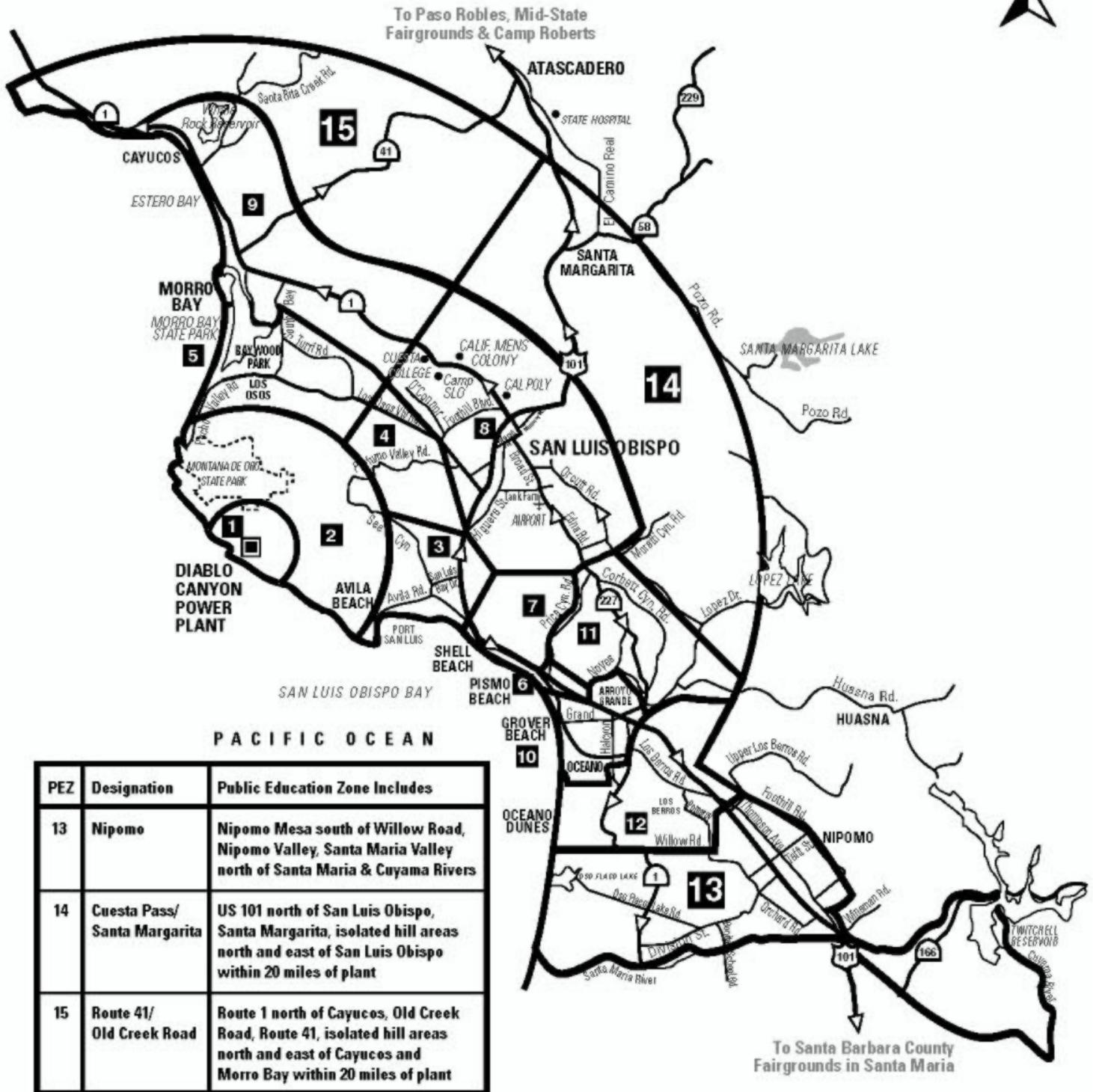


Figure 4
Wind Rose Chart

Maps currently being updated by San Luis Obispo County

Figure 5
Evacuation Routes



PART ONE, SECTION FIVE THREAT ASSESSMENT 7

TERRORISM

GENERAL SITUATION

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

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

SPECIFIC SITUATIONS

To conduct a threat assessment for a particular City, the planner must consider a great variety of situations:

What groups might exist or operate within the County:

- Right wing groups
- Ethnic groups with ties to international terrorists
- Anti-abortion extremists

What are the obvious structural targets:

- government
- religious
- racial or of a specific national origin
- business
- public infrastructure

What are the significant dates to a particular terrorist group:

- September 11, 2001 (Trades Center / Pentagon Bombing)
- April 19th (Waco, Oklahoma Bombing, etc.)
- dates significant to religious or racial groups

What are the potential personal targets:

- government officials
- religious or ethnic leaders
- business persons

visiting dignitaries
leaders of radical groups

What special events are held that might be a terrorist target:

conventions or meetings
newsworthy trials
religious or ethnic festivals

EMERGENCY READINESS STAGES

Due to the fact that a terrorist attack is generally sudden and without any prior warning, there are no stages of Emergency Readiness. A copy of the Santa Barbara County Terrorism plan is in each County Department and in the Office of Emergency Services.

Emergency response actions associated with the above situations are presented in the Santa Barbara County Terrorism Plan (being developed).

PART ONE, SECTION FIVE THREAT ASSESSMENT 8

LANDSLIDES

GENERAL SITUATION

Landslides occur when masses of rock or soil detach from their base and move down a slope. The rate of movement can range from an imperceptible slow creep that continues for a period of years to a debris flow that can travel at speeds exceeding 100 miles per hour.

The probability of a slide is higher in areas where the bedding plane of the bedrock lies parallel to the slope of the land. Slides may occur when surfaces are lubricated with water and separated by hydrostatic pressure. Weakened or unstable slopes may move during an earthquake.

Slow creep is a nuisance that cracks pavements and disrupts utilities. Rapid movement of large masses of rock and soil is a life-threatening emergency.

SPECIAL SITUATION

In Santa Barbara County landslides have occurred most often on those slopes that are underlain by rocks of the Monterey and Rincon formations. These rocks weather to form clay soils that can slide when they are saturated with water. Rockslides have occurred in the Monterey Shale along the sea cliffs.

Emergency response actions associated with the above situations are presented in the emergency plans of each government entity.

PART ONE, SECTION FIVE THREAT ASSESSMENT 9

TSUNAMI

GENERAL SITUATION

Tsunami is the internationally recognized word for great sea waves, commonly called tidal waves. The term tidal wave is misleading, as the giant waves are not related to the tides. They are generally generated by earthquakes of great magnitude and by volcanic eruptions.

The Tsunami is a series of ocean waves of extremely long length and period. In the deep ocean, their length from crest to crest may be a hundred (100) miles or more, and their height from trough to crest only a few feet. They cannot be felt aboard ships in deep water, and they cannot be seen from the air.

Tsunamis may reach speeds of 600 miles per hour in the deep ocean. As it enters the shoaling water of coastlines in its path, the velocity decreases and the wave height increases. For example, a Tsunami traveling 600 mph in 30,000 ft. of water may decrease in velocity to 30 mph in 60 ft. of water near shore, but the height of the wave may increase from 2 ft. to 30 ft. respectively.

The arrival of a Tsunami is often (but not always) preceded by a gradual recession of coastal waters, when the trough precedes the initial crest; or by a rise in water level of about one-half the amplitude of the subsequent recession.

This is frequently a warning that more severe Tsunami waves are approaching. It is a warning to be heeded, for tsunami waves can crest to heights of more than 100 feet, and strike with devastating force.

SPECIAL SITUATIONS

The Cities of Santa Barbara and Carpinteria are located on or near several offshore geological faults which have been active in the past, and can subject the entire area to seismic action at any time. The more prominent of these are the Mesa Fault, the Santa Ynez Fault in the mountains, and the Santa Rosa Fault and other unnamed faults in the offshore area of the Channel Islands.

These cities are open to Tsunami action from the Pacific Ocean area, particularly the vicinity of the Aleutian Islands, Kurile Islands, etc., which are normally very active. There is no recent Tsunami history in Santa Barbara generated from other areas of the Pacific Ocean, but there was substantial tidal action in Santa Monica, Port Hueneme, and Crescent City, California, from an earthquake off the coast of Chile on May 22, 1960. The maximum rise or fall in the 1960 Tsunami at the above cities was 9.1 ft., 8.8 ft. and 10.9 ft., respectively.

A Tsunami is reported to have occurred at Santa Barbara on December 21, 1812, but no accurate figures are available on the actual height of the wave. Probably the most accurate study available is that made by Marine Advisors, Inc., of La Jolla, California, for the Southern California Edison Company on the occasion of the building of the San Onofre Nuclear

Generating Station. Their studies indicated that a quoted 35 foot wave in Santa Barbara on December 21, 1812, was probably no greater than 15 to 20 ft. at the most.

The Channel Islands lie approximately 30 miles offshore from the County of Santa Barbara, and run parallel to the coastline. The islands would most likely have insignificant shielding protection for coastal areas from Tsunamis most commonly generated in the Pacific Ocean, although this would depend on many variables. The majority of the seismic action is generally generated northwest of Santa Barbara in the Aleutian Islands and in the vicinity of Japan, or southwest of Santa Barbara in the vicinity of Mexico, and Central or South America.

The Santa Barbara region shares about the same degree of seismic hazard that characterizes most of California.

TSUNAMI WARNING SYSTEM

Seismic waves traveling through the earth trigger alarms on instruments at Coast and Geodetic Survey observatories located at Guam, Mariana Islands; Tucson, Arizona; Fairbanks and Sitka, Alaska and Honolulu, Hawaii. Readings from the stations are forwarded to the center of the system at the Honolulu Observatory. United States Seismological stations participating in the program other than the Coast and Geodetic Survey stations listed above are the University of California at Berkeley and the California Institute of Technology at Pasadena.

The Honolulu Observatory contacts tide stations near the epicenter requesting information as to whether or not a tidal disturbance has been observed. At the same time, they normally issue an advisory message to the Pacific Coastal areas. In the event that the tide stations report that no Tsunami action registered on their gauges, the advisory message is canceled. If a disturbance is registered, a warning issued. The warning will include the time of occurrence of the earthquake, its location, the statement that a Tsunami has definitely been generated, and the expected arrival times at various points in the Pacific.

Advisory messages and warnings are transmitted to the City and County OES through GNAWS, the CELTS net, and through the emergency services microwave/computer communications net.

Emergency response actions associated with the above situations are presented in the Santa Barbara County Tsunami Plan (being developed).

PART ONE, SECTION SIX HAZARD SPECIFIC

NUCLEAR

INTRODUCTION

This Section replaces the Santa Barbara Operational Area's Support Plan for Nuclear Power Plant Emergencies (Annex N), which was adopted in 1989. Nuclear planning functions can now be found in:

The Basic Plan, Part One Section Five of the SEMS Multi-Hazard Functional Plan (Hazard Assessment 6: Diablo Canyon Nuclear Power Plant Emergency); and The Santa Barbara County Standard Operating Procedures for Diablo Nuclear Power Plant (e.g., decontamination and monitoring, reception center, congregate care, American Red Cross, and ingestion pathway zone) on file at the County Office of Emergency Services, 4410 Cathedral Oaks Road, Santa Barbara, California.

This Section covers support operations within Santa Barbara County for response to an incident at the Diablo Canyon Power Plant. The planning emphasis within Santa Barbara County is based on assisting evacuees through radiological monitoring and decontamination, congregate care operations, ingestion pathway zone (IPZ) monitoring, traffic management and public information.

Santa Barbara County acts in a support role to San Luis Obispo County where the planning emphasis is placed on protective actions such as evacuation and sheltering of the public near the plant.

This plan is one of many plans developed in response to emergencies at the Diablo Canyon Power Plant. Efforts have been made to assure this plan is coordinated with the concepts and policies of other emergency plans.

Aspects of this coordination are provided below:

San Luis Obispo County

The San Luis Obispo County/Cities Nuclear Power Plant Emergency Response Plan identifies a basic emergency planning zone and a public education zone as a basis for planning. The potential health effects associated with plume exposure lie primarily within the Basic Emergency Planning Zone, which is, located entirely within San Luis Obispo County.

Emergency response activities performed in San Luis Obispo County can affect activities in Santa Barbara County, primarily in terms of hosting evacuees headed south into Santa Barbara County.

Cities

The Cities of Santa Maria and Guadalupe are part of the Santa Barbara Operational Area. Both cities have emergency plans, which define their support role in emergencies at the Diablo

Canyon Power Plant. The City plans are an integral part of the Santa Barbara Operational Area's Multi-Hazard Functional Plan.

State of California

The State of California Nuclear Power Plant Emergency Response Plan defines federal, state and local agency roles in emergencies. In addition, state agencies such as the DHS, OES, CHP, and CalTrans have specific tasks to be accomplished in response to an emergency at the Diablo Canyon Power Plant.

Pacific Gas and Electric Company (PG&E)

PG&E operates the Diablo Canyon Power Plant. PG&E is required by state and federal regulations to develop emergency plans as a condition of facility operating licenses. The PG&E Diablo Canon Power Plant Emergency Response Plan addresses emergency measures to contend within the full spectrum of postulated emergency accident, both industrial and radiological, which could occur. Such measures include advising local, state and federal governmental agencies of occurring or potential emergency conditions that could have offsite consequences.

Federal

FEMA, the Department of Energy (DOE), EPA, and NRC will provide assistance to the Santa Barbara Operational Area if Federal support is needed. The Santa Barbara Operational Area will request state and federal assistance through State OES.

Note: For the hazard analysis and emergency planning zone maps, see SEMS Multi-Hazard Functional Plan, Basic Plan, Section 5, Threat Assessment 6. (Currently being development by San Luis Obispo OES.)

OBJECTIVES

The overall objectives of the SEMS Multi-Hazard Functional Plan and in particular, this section are to:

- Preclude or minimize public health hazards to persons in Santa Barbara County.
- Define the role of the Santa Barbara Operational Area (SBOA) operations in support of San Luis Obispo County emergency response activities.
- Establish the official policy of the SBOA in an emergency.
- Identify the scope and characteristics of potential hazards, which form a basis for, support role planning.
- Define the SBOA emergency organization.
- Outline emergency coordination among other responding agencies.
- Provide a system for disseminating emergency information to the public.
- Describe emergency facilities and equipment, including communications systems.
- Provide a basis for County departments, local jurisdictions and others involved in emergency response to establish support plans, detailed SOPs and training programs.

CONCEPT OF OPERATIONS

Emergency Notification

Emergency notification procedures for Santa Barbara County's response to an incident at the Diablo Canyon Power Plant are broken down into three categories:

- Initial Emergency Notification.
- Alert and/or Site Area Emergency Notification.
- General Emergency.

Initial Emergency Notification

Santa Barbara County Public Safety Dispatch will be notified of emergencies at Diablo Canyon Power Plant that are classified as *Alert* or higher. As required by NUREG 0654/FEMA-REP-1, control room operators at the plant will classify emergencies using the emergency classification system described in Basic Plan, Part One, Section Five, Threat Assessment 6, page 63:

- Unusual Event.
- Alert.
- Site Area Emergency.
- General Emergency.

Initial notification of an abnormal condition (*Unusual Event* or higher classification) at the power plant is provided by control room operators to the San Luis Obispo County Sheriff's Department. San Luis Obispo County will notify Santa Barbara County and other offsite agencies.

In addition, the State Warning Center in Sacramento could also notify San Luis Obispo County of abnormal conditions at the plant. The State Warning Center has the capability to monitor key plant safety parameters via a computer tie-in with the plant. If personnel in the State Warning Center determine it appropriate, notification of San Luis Obispo County may originate from the State Warning Center.

At the declaration of an *Alert* or higher emergency classification, the San Luis Obispo County Sheriff's Watch Commander will notify designated offsite agencies including the Santa Barbara County Sheriff's Department Public Safety Dispatch Center and CHP.

Notification of Alert and/or Site Area Emergency

The Santa Barbara Operational Area notification process for an *Alert* or *Site Area Emergency* includes the following:

County Public Safety Dispatch Center Notifications

Once notified by the San Luis Obispo County Watch Commander, the Santa Barbara County Sheriff's Department Public Safety Dispatch Center will notify the Santa Barbara County Fire Department PIO/Staff Duty Officer. The PIO/Staff Duty Officer will notify the appropriate personnel or staff according to the Standard Operating Procedures (SOP). NOTE: The Santa Barbara County Emergency Directory will be used to obtain 24-hour telephone numbers.

EMERGENCY MANAGEMENT

Alert

At the *Alert* level, the Santa Maria Emergency Operations Center (EOC) will be opened under a unified ICS structure with the Santa Barbara Operational Area. It will be referred to as the Santa Maria Unified EOC.

If San Luis Obispo schools are in session, immediate consideration will be given to staffing the relocation center for school children at Allan Hancock College and related traffic management.

Emergency public information will be prepared and issued concerning the relocation center for school children at Allan Hancock College and its impact upon the City of Santa Maria and surrounding areas.

Staff assigned to the Reception Center/Congregate Care Centers and Monitoring and Decontamination Centers in Santa Maria will be placed on standby.

An Operational Area Liaison will report to San Luis Obispo County EOC and Allen Hancock College, direction and control function should report to San Luis Obispo County EOC. An Operational Area Public Information Officer representative should report to the Joint Information/Media Center at Cuesta College.

Site Area Emergency

At the *Site Area Emergency* level, the Reception Center at the Santa Maria Fair Park will be activated with congregate care facilities, as required.

General Emergency

At the *General Emergency* level, the Santa Maria monitoring and decontamination operations will be activated at the Santa Maria Fairgrounds. The Guadalupe Monitoring and Decontamination Center will be activated if needed.

The Santa Barbara County Operational Area EOC may also need to be activated and staffed as required to coordinate traffic management throughout the county, issue press releases and to coordinate resources within the Operational Area. EOC Staff will be placed on standby.

Public Information

The dissemination of timely and accurate information to the public is of vital importance during emergencies. This information will provide details on response actions taken in San Luis Obispo County, effects to Santa Barbara Operational Area residents and any recommended actions.

General

At the *Alert* or higher emergency classification, in most cases, only the North County media center in Santa Maria will be activated during an emergency at the Diablo Canyon Power Plant. If needed, the south county media center in the County Administration Building will be activated.

Two media center locations provide flexibility in providing public information at a location nearest the potentially impacted area. Since the north county area will be most impacted in an

emergency at the plant, the north county Media Center would be activated at the *Alert* level and the south county media center at the *General Emergency* level.

The unified Public Information function, under the direction of the Incident Commander is responsible for north county media center management and gathering and releasing local information concerning the emergency.

The SBOA will receive hard copies of all news releases and advisories issued by San Luis Obispo County.

Media Centers

The SBOA Media Center will provide a central location where press briefings can be held for events specific to Santa Barbara County. The release of news will continue to be coordinated with San Luis Obispo County and other agencies involved in the emergency response. During an emergency, the Santa Barbara Operational Area Public Information Officer (PIO) or the Incident Commander will release all local news releases and public announcements. Other participating response organizations and agencies, including PG&E, state or federal agencies will be requested to coordinate the release information with the SBOA PIO.

Emergency Public Information Function

The Emergency Public function will be conducted at the direction of the Santa Barbara Operational Area Public Information Officer or the Incident Commander. The function will include information lines for both public and news media.

The PIO will ensure that emergency public information is accurate and current. The PIO will coordinate the release of information with other agencies to ensure that information being released parallels the information released by other agencies.

Note: Please see Part Two, Section M, Management Checklist for Public Information for more details.

Traffic Management

General

Current and predicted wind conditions are factors involved in the evacuation of Protective Action Zones (PAZs). As more than one PAZ may be involved, they have been grouped into three basic sectors, North, San Luis Obispo, and South. Most likely, all PAZs within a sector will be evacuated at the same time.

The number of officers required to staff each PAZ during an evacuation has been determined. When it becomes apparent that an evacuation may be necessary, the number of CHP officers needed will be assembled at Camp San Luis Obispo.

SANTA BARBARA OPERATIONAL AREA (SBOA)

SBOA will be informed by San Luis Obispo County of potential evacuations from San Luis Obispo County to ensure traffic management is coordinated. This coordination will allow for law enforcement agencies to alert and mobilize personnel should an evacuation occur.

The CHP and CalTrans have overall responsibility for traffic management and control in Santa Barbara County. The two agencies jointly will coordinate traffic management with Santa Barbara County and San Luis Obispo County and will ensure that all jurisdictional agencies are informed and, as necessary, involved in the process.

CHP AND CALTRANS

The CHP and CalTrans will:

- Coordinate traffic management for freeways and roadways in unincorporated areas with Santa Barbara County and incorporated cities that could be affected by the influx of traffic.
- Identify and ensure that traffic management points are staffed. Agencies assigned to assist in staffing of the control points are:
 - CHP assisted by CalTrans.
 - City Police (city streets) assisted by Public Works Department.
 - CHP assisted by County Sheriff and Public Works Department.
- Ensure traffic management signs and barricades are erected, if appropriate. CHP involvement in traffic management includes:
 - CalTrans, as directed by CHP
 - City Public Works, as directed by City Police
 - County Public Works, as directed by the CHP
- Monitor the traffic control effort and request support if needed.
- Provide information concerning traffic management to other agencies.
- Coordinate with local law enforcement agencies and collect information.
- Mobilize wreckers to remove disabled vehicles as needed. (Pre-positioning of wreckers is desirable.)

TRAFFIC RESTRICTIONS - U.S. 101

Through traffic will be diverted at several points north and south in anticipation of an evacuation. When the San Luis Obispo Direction and Control Group determines an evacuation is imminent, traffic will be diverted as follows:

South of San Luis Obispo

Traffic will be diverted at State Highway 126 in Ventura County, State Highway 246 and 154 in Santa Barbara County and at State Highway 166 in San Luis Obispo County eastbound to Interstate 5. Traffic westbound on State Highway 246 and 154 will be restricted to residents of northern Santa Barbara and San Luis Obispo Counties.

North of San Luis Obispo

Traffic will be diverted at State Highway 152 in Santa Clara County, State Highway 198 in Monterey County and State Highway 46 in San Luis Obispo County eastbound to Interstate 5. Traffic westbound on State Highway 41, 46 and 58 will be restricted to residents of San Luis Obispo County.

CONTAMINATED VEHICLES

Evacuees entering the Santa Maria Fair Park will be directed to park their vehicles. Monitoring and decontamination facilities for persons will be available in the event of a release of radiological material. The primary concern is to assist evacuated persons. Every attempt will be made to establish monitoring and decontamination facilities for vehicles. (See Figure 1, Monitoring and Decontamination Center – Santa Maria Fair Park, page 86) This will largely be dependent on the number of evacuated persons, emergency staffing and resources. Vehicles potentially exposed to a release or radiological materials will be held for monitoring and decontamination. In the event that contamination is detected, a vehicle will be decontaminated and returned to the owner. If it is not possible to remove all contamination from a vehicle, it will be impounded and stored.

RELOCATION CENTER FOR SCHOOL CHILDREN

General

San Luis Obispo County officials will take precautionary actions to protect school children as soon as there is an emergency at the Diablo Canyon Power Plant that could potentially affect the health and safety of the public. Precautionary actions include the evacuation of school children to Nipomo High School. These actions are intended to provide parents with advance notice on the relocation of their children and potential of traffic congestion while moving students.

Actions prior to the need to issue a protective action to the public may include cancellation of school prior to normal school session, early dismissal of children to their homes or the precautionary movement of children to a school Reception Center such as Nipomo High School.

Precautionary Movement South of San Luis Obispo Schools

There are several scenarios that could lead to a precautionary evacuation of school children: San Luis Obispo County school districts elect to initiate precautionary movement of school children within Protective Action Zones 6, 7 and 10 at the Alert or Site Area Emergency level. The San Luis Obispo County Health Officer orders the precautionary movement of schools in Protective Action Zones 11, 12, and 13 at Site Area Emergency.

Students will be evacuated to Nipomo High School. San Luis Obispo County School District personnel, assisted by the American Red Cross will manage the relocation center. Busses will be dispatched from San Luis Obispo with school staff on board.

Parents will be notified of the location of their children through news releases issued by San Luis Obispo County. Parents will be instructed with details on how to pick up their children.

Evacuation South of San Luis Obispo Schools

In the event of a rapidly escalating emergency at the Diablo Canyon Power Plant, or when San Luis Obispo County officials deem it necessary to quickly remove the children, an evacuation will be ordered for schools. Note: An evacuation will be ordered during any emergency classification. The same procedures discussed under Precautionary Movement will be followed with respect to Nipomo High School.

HOSTING OF EVACUEES

It is anticipated that some persons who evacuate from areas in San Luis Obispo County will seek temporary lodging in Santa Barbara County. As observed in other emergencies or

disaster situations, the majority of evacuees are likely to secure temporary lodging on their own. Typically, housing is found through friends, relatives, or commercial lodging is utilized.

Housing options in Santa Barbara County available to the evacuees are discussed below:

Friends and Relatives

Persons selecting to stay with friends and relatives will need general instructions only. Traffic control measures will assure smooth traffic flow on evacuation routes. This will be the most desirable option for most evacuees.

Hotel and Motel

Commercial lodging is available in Santa Barbara County. North and mid-county hotels and motels are available in the cities of Buellton, Lompoc, Solvang and Santa Maria. South county facilities are located in the cities of Santa Barbara, Goleta, and Carpinteria and the unincorporated areas of Summerland and Montecito.

Congregate Care Centers

For persons needing shelter, congregate care facilities will be open at locations discussed in the following section.

RECEPTION CENTER/CONGREGATE CARE CENTERS

General

Evacuee registration will take place within the Reception Center, (Figure 2, Reception Center – Santa Maria Fair Park, page 87) located at the Santa Barbara County Fair Park in the City of Santa Maria. Reception Center operations will be managed by the Department of Social Services in coordination with the Santa Barbara County Chapter of the American Red Cross.

At the request of the San Luis Obispo County or when the Incident Commander deems it appropriate, activation of the Reception Center and Congregate Care Centers will commence. The American Red Cross is responsible for the operation of mass lodging and feeding. Many agencies will be involved to provide needed services to support the Reception Center and Congregate Care Centers.

SANTA BARBARA COUNTY DEPARTMENT OF SOCIAL SERVICES

The Santa Barbara County Department of Social Services will:

- Serve as reception center manager and will register all persons arriving at the reception center.
- Assist the American Red Cross in recording adequate identification data on all persons needing assistance at congregate care centers.
- Assist the American Red Cross in locating friends and relatives in congregate care centers.
- Make all authorized personnel data accessible to the County Public Emergency Information Function.
- Provide general information and crisis counseling at congregate care centers to all that request or require it.

American Red Cross

For evacuees unable or unwilling to use other lodging, shelters will be made available in Santa Barbara County through the American Red Cross. Shelter services include the following: Registration.

- Information and assistance in family unification.
- Food and lodging.
- Public telephones.
- Medical aid and crisis counseling.

The American Red Cross, as the manager for congregate care centers (shelters) will provide the following:

- Register evacuees.
- Provide food, water, lodging, and sanitation facilities.
- Provide medical aid.
- Assist with disaster welfare inquiries (DWI).
- Provide public telephone services.

Santa Barbara County Animal Health and Regulation

The Santa Barbara County Animal Health and Regulation Division will arrange for care for pets and animals brought to the congregate care centers. Assistance may also be provided through other organizations dedicated to the health and welfare of animals.

Allan Hancock College

Allan Hancock College will provide campus facilities and traffic control within campus boundaries when used as a shelter.

RADIOLOGICAL MONITORING AND DECONTAMINATION

Activation and Coordination

In emergencies where the public within San Luis Obispo County is contaminated, or has the potential for being contaminated, the San Luis Obispo County Health Officer will request activation of monitoring and decontamination centers in the vicinity of congregate care centers through the Santa Barbara Operational Area liaison.

The Santa Barbara County Health Officer will coordinate the activation of the monitoring and decontamination centers with other agencies such as affected cities, congregate care centers, San Luis Obispo County, CHP, American Red Cross and the State Office of Emergency Services.

Location

The primary location for monitoring and decontamination center in the SBOA is in the City of Santa Maria at the Santa Maria Fair Park (Figure 1, Monitoring and Decontamination Center – Santa Maria Fair Park, page 86).

The monitoring and decontamination center will be staffed by trained personnel in vehicle and personnel monitoring and in personnel decontamination and supported by law enforcement and other agencies. Health Care Services staff will provide initiation of long-term medical follow-up.

Equipment and supplies necessary to operate the monitoring and decontamination centers are provided by PG&E and are stored at the Santa Maria Fire Department and the Santa Barbara County Chapter of the American Red Cross.

Operations

Vehicles exiting San Luis Obispo County following a release will be encouraged to exit Highway 101 at the North Broadway off-ramp. It also is assumed that no contaminated vehicles will arrive at the reception center at the Santa Maria Fair Park (Figure 2, Reception Center – Santa Maria Park, page 87).

At the Santa Maria Fair Park, monitoring and decontamination facilities will be established for evacuees and, if necessary, vehicles. Records will be established on evacuees using this facility.

PG&E personnel will provide vehicle monitoring. Public Health Nurses will provide decontamination. All evacuees with contamination will be directed to shower to remove the contamination.

Record keeping will continue after persons have been decontaminated and throughout the long-term medical follow-up process, as needed.

Every effort will be made to monitor and decontaminate vehicles as quickly as possible. Further information is contained in the Santa Barbara County Nuclear Power Plant Standard Operating Procedures. .

Figure 1
Monitoring and Decontamination Center -
Santa Maria Fair Park

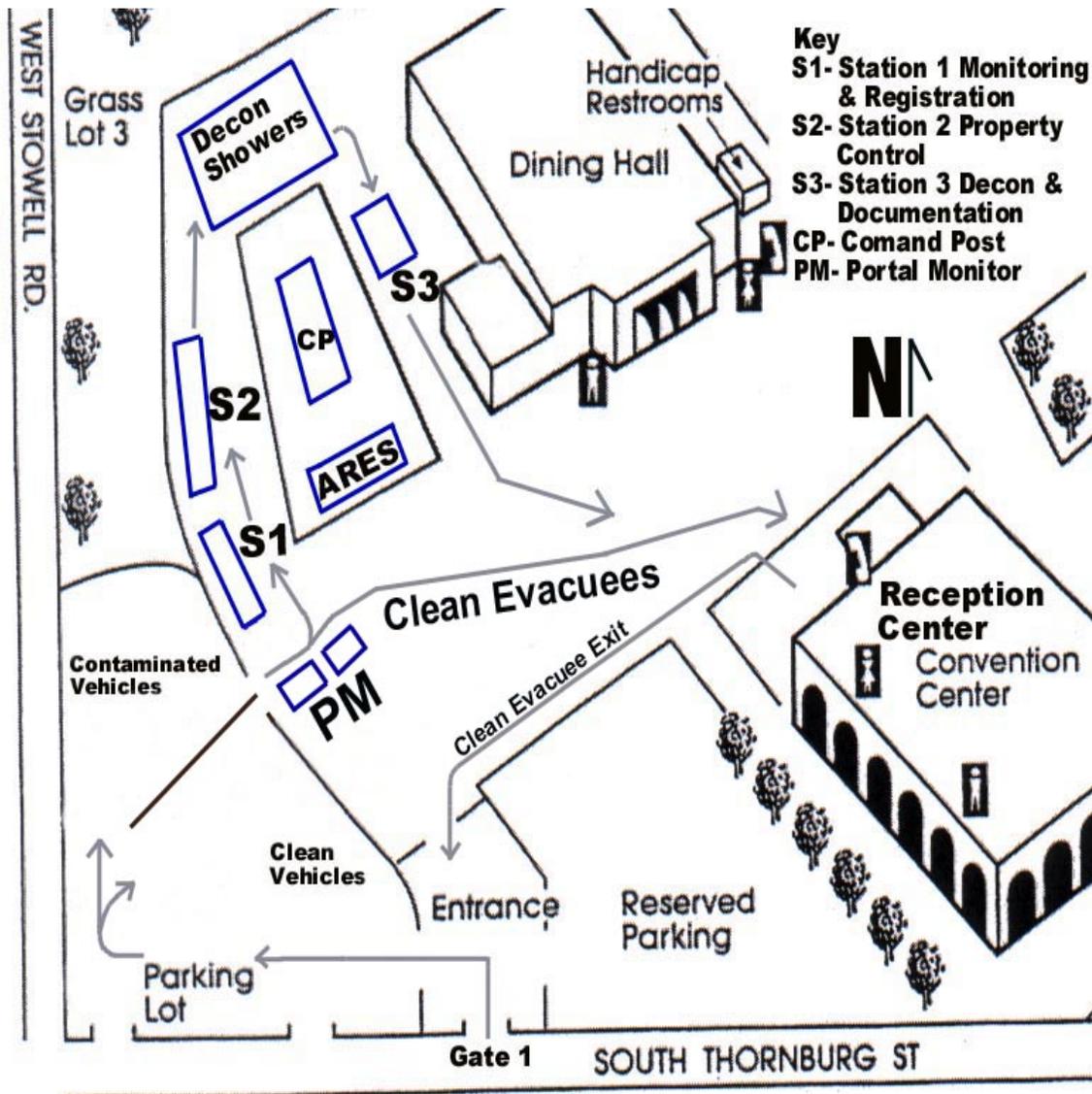
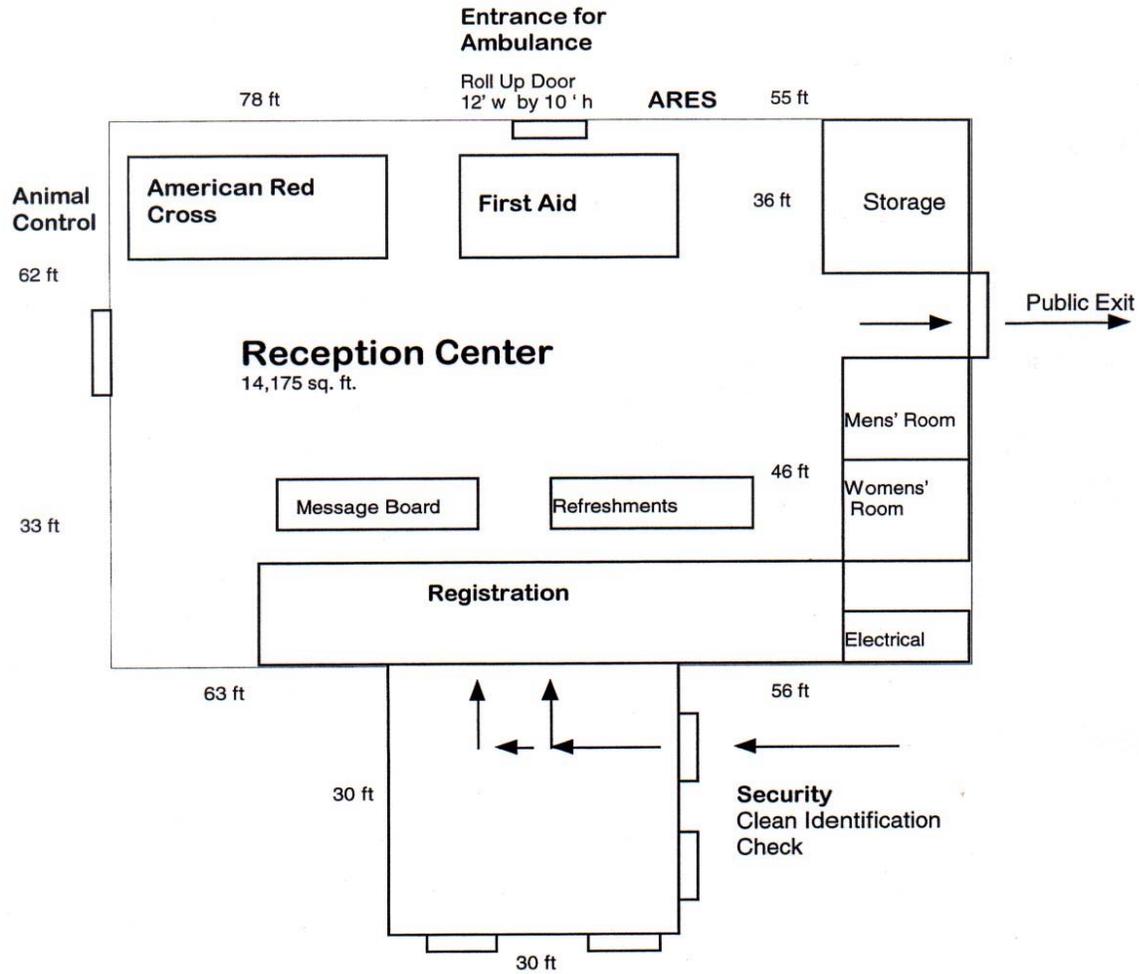


Figure 2
Reception Center - Santa Maria Fair Park



Exposure and Contamination Control

During the operation of a monitoring and decontamination center, every effort will be made to limit radiation exposure and to limit the spread of contamination in accordance with detailed guidance provided in procedures.

Contaminated clothing and personal items will be bagged and labeled. Those items, which can be decontaminated, will be returned to the owners immediately. Those items, which cannot be decontaminated, will be retained and handled by state and/or federal agency personnel.

Medical Follow-Up

Along with monitoring and decontamination, one of the primary functions of the monitoring and decontamination center will be the initiation of long-term medical follow-up for decontaminated evacuees. Nasal swab samples will be taken from every person decontaminated at the center. Those samples will be analyzed by State DHS for indication of possible internal contamination.

Emergency Worker Exposure Control

Exposure control will be established for emergency workers in the SBOA. Equipment such as protective clothing and dosimeters will be provided to emergency workers where there is a potential for becoming contaminated or receiving radiation exposure.

In Santa Barbara County, the only probable activity where emergency workers could be exposed is the monitoring and decontamination processes. Exposure from these activities will be from contamination.

The Santa Barbara County Health Officer is responsible for radiation exposure control in Santa Barbara County. The County Health Officer will recommend protective actions to emergency workers to keep exposures as low as reasonably achievable.

Emergency workers will track and maintain records of their exposure. At the end of their shift, emergency workers will turn over their records to the Exposure Control Supervisor. These records will be forwarded to the County Health Officer. The County Health Officer will evaluate the need for emergency workers to have long-term medical follow-up. Emergency workers will be advised to report for follow-up, as appropriate.

Emergency workers potentially exposed to airborne radioactive materials will have bioassay samples collected and in-vivo measurement performed in accordance with guidance from the State DHS. The analysis will determine the actual intake and deposition of radioactive materials in the body, if any.

Exposure Limits

Exposure to large quantities of ionizing radiation over a relatively short period of time can cause disabling sickness and death. Exposure to lesser quantities, either externally or through inhalation and ingestion, may result in chronic impairment to health. Therefore, stringent guidelines have been established as follows:

The State Plan refers to a limit of 0.5 rem for maximum projected whole body dose in any one year, which is quoted from Section 30268 of the California Administrative Code, Title 17, Public Health. Based upon consideration of this statute and the EPA guidelines, the State Plan indicates protective actions should be initiated when projected doses exceed 0.5-5.0 rem, with 0.5 rem the preferred guide. The SBOA has adopted a guideline range of 0.5-5.0 rem, in accordance with state emergency planning guidance.

Any person engaged in operations required to mitigate the effects of an accident is an emergency worker for the purpose of the plan. This includes public employees (and others registered with a disaster council), who are classified as disaster service workers in Section 3211.9 of the California Labor Code. Emergency workers will have their exposures limited through the exposure control procedures.

Table 1, Exposure Criteria, provides an abstract of exposure criteria.

In Santa Barbara County, the probability is low for receiving contaminated/exposed and injured persons; however, Santa Barbara County must be prepared to handle such situations. Marian Medical Center in the City of Santa Maria has trained staff to handle these people. This hospital is also designated to provide emergency medical support for congregate care activities.

The County Health Officer is responsible for issuing advisories to the public should conditions exist that have a potential for affecting the public in Santa Barbara County. Advisories could include recommendations to the public concerning contaminated food and water supplies.

TABLE 1 EXPOSURE CRITERIA

GENERAL POPULATION

Protective Action Guidelines¹ (PAGs)

Whole Body	0.5 - 5 rem
Thyroid	5- 25 rem

EMERGENCY WORKERS

Initial Exposure Guideline	1.0 rem (without authorization)
Whole Body	1.0 - 5.0 rem (with authorization) ²

EMERGENCY WORKERS

(Volunteers Only, Upon Authorization)²

Extraordinary Emergency Operations³

Whole Body	25	rem
Extremities	100	rem (in addition to 25 rem whole body)
Thyroid	125	rem

Lifesaving Actions³

Whole Body	75	rem
Extremities	200	rem (in addition to 75 rem whole body)
Thyroid	no limit	

¹ U.S. EPA PAG's used except for whole body.
² Volunteers to obtain approval from County Health Officer.
³ Source: U.S. EPA. (See text for definitions.)

The County Health Officer will receive radiological information concerning IPZ discussed below. Should recommendations from the Unified Dose Assessment Center (UDAC) apply to Santa Barbara County, the County Health Officer will issue advisories to the general public in Santa Barbara County concerning ingestion of food and water supplies in affected areas (using EAS and emergency public information).

Ingestion Pathway Response

General

If significant quantities of radiological material are released, it may be necessary to implement protective actions to prevent the intake of contaminated food and water supplies. Because of the potential for concentration of contamination by biological processes, the ingestion measures may need to be implemented over a much larger area than the plume exposure pathway zone. At the same time, though, there is more time to act. State law governs the interdiction of unfit food and water, and as such, the State is the lead response agency for ingestion pathway response.

If an accident develops which is classified as a *Site Area Emergency* or higher, the State DHS will dispatch situation assessment personnel to the California Specialized Training Institute (CSTI) to establish a State Field Emergency Operations Center (FEOC) near the San Luis Obispo County EOC.

Based upon early field monitoring data and projections made in the UDAC, the FEOC will direct the collection and analysis of samples by state field teams. Santa Barbara County staff from the Agricultural Commissioner's Office, Public and Environmental Health, and County Fire/OES will support the State effort by providing local crop data and input in the analysis and decision-making process.

Preliminary qualitative screening analysis will be performed in the field via radiation survey techniques and data will be communicated back to the FEOC via radio. Laboratories identified by the State will provide subsequent quantitative laboratory analysis. The Preventative Protective Action Guidelines (PPAG) and the Emergency Protective Action Guidelines (EPAG) have been developed by the Food and Drug Administration (FDA) and adopted by the State. These guidelines relate levels of radioactive contamination to projected 50-year dose commitments to specific organs and whole body for individual foodstuffs under various dietary scenarios. For the ingestion pathway, the dose commitments are designated as 0.5 rem whole body (1.5 rem thyroid) for the PPAG and 5 rem whole body (15 rem thyroid) for the EPAG.

The FEOC will gather and analyze the radiological data and make recommendations to the Ingestion Pathway and Recovery Advisory Committee (IPRAC). The Director of the State DHS chairs the IPRAC. Response actions, which may be taken by the IPRAC, include actual interdiction or embargoes of food items and crops, placing dairy animals on stored feed, decontamination, or replacement of food and water supplies, as appropriate.

State DHS has the responsibility for collecting laboratory analysis data, computing projected doses, and recommending protective actions based upon this information. The SBOA staff involved in the FEOC/IPRAC operation will include the Agricultural Commissioner and/or staff as well as staff from County Fire/OES and Health Care Services (Public Health and Environmental Health programs). The coordinator of the county's support to the state's ingestion pathway effort is the Agricultural Commissioner.

Santa Barbara County Agriculture Commissioner

Upon activation of the State FEOC, the Agricultural Commissioner will:

- Notify and mobilize staff resources necessary to fulfill County responsibilities in the FEOC and IPRAC.
- Respond to CSTI in San Luis Obispo and, along with a representative of the Public Health Department, become a member of the IPRAC.
- As IPRAC members, provide local input into the decisions made regarding interdictions of local agricultural products and other response actions.
- Coordinate with the Office of Emergency Services, Environmental Health and Agricultural Commissioner's representatives in the FEOC to ensure adequate coordination and information flow to the EOC in Santa Barbara County.
- The FEOC representatives will coordinate with San Luis Obispo and Santa Barbara County's EOC and will assist in coordinating the release of Emergency Public Information with the SBOA PIO.

Recovery

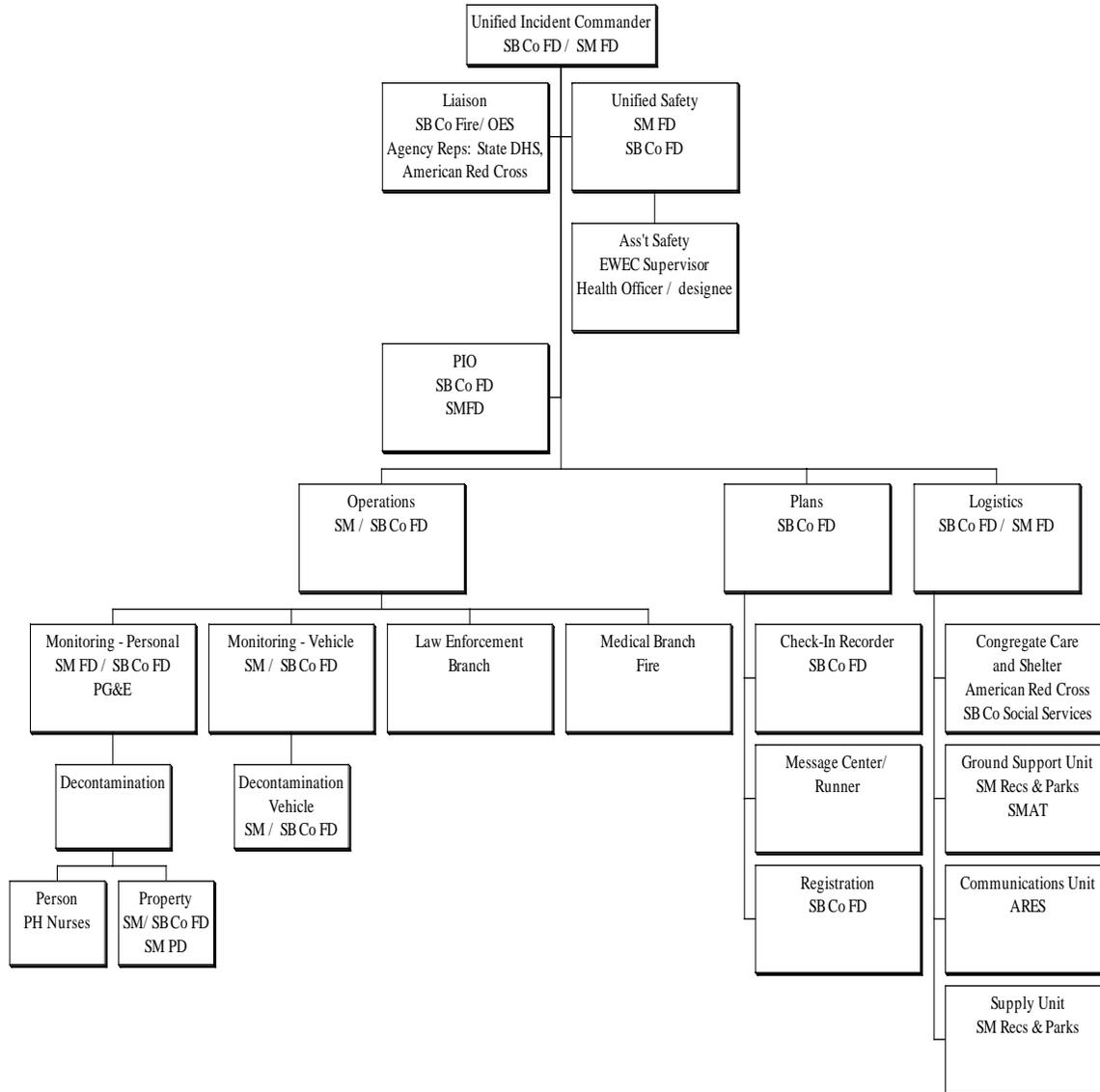
The recovery phase, along with the ingestion pathway phase, begins when the emergency classifications are terminated and the emergency condition at the plant is under control. As with the ingestion pathway operations, the State has the lead role and responsibility for directing recovery operations.

Specific operations to be carried out during the recovery phase are as follows:

- Emergency Public Information will continue to be an important operation. State representatives will join Santa Barbara County PIOs at the media center to ensure that the public receives adequate information about the status of the emergency.
- Traffic control will continue to be a coordinated effort involving Santa Barbara County, city and state law enforcement personnel as San Luis Obispo County residents return to their residences.
- Santa Barbara County staff will work with the utility to establish centers where the public can submit requests for financial assistance. The recovery process will involve efforts to provide post-emergency assistance to both the private and public sectors.
- Long-term medical follow-up will be provided to all emergency workers, where appropriate.
- The post-emergency recovery period provides emergency management personnel with an opportunity to assess emergency management systems and procedures. Emergency response plans and systems will be revised as necessary.

ORGANIZATION AND RESPONSIBILITIES

FIGURE 6 Emergency Management Organization Chart



POLICIES AND PROCEDURES

Standard Operating Procedures are maintained under separate cover:

- SOP 1 Decontamination and Monitoring: Santa Maria Fair Park
- SOP 2 Reception Center - Santa Maria Fair Park
- SOP 3 American Red Cross
- SOP 4 School Children Congregate Care - Allan Hancock College
(To be developed)
- SOP 5 Ingestion Pathway Zone (IPZ) - SB County Agriculture Commissioner

SUPPORTING ORGANIZATIONS

Santa Barbara Operational Area (SBOA)

Health Care Services Department
Santa Barbara County Fire Department
Santa Barbara County Fire/OES *
Santa Barbara County Fire/Protection Services Division
Sheriff's Department
Social Services Department

City of Santa Maria

Fire Department *
Police Department
Public Works Department
Recreation and Parks Department

City of Guadalupe

Fire Department *
Police Department

State

Allan Hancock College
California Highway Patrol
CalTrans
State Department of Health Services
State Office of Emergency Services *
University of California, Santa Barbara

Federal

FEMA *

Nuclear Regulatory Commission

Pacific Gas and Electric Co. *

County of San Luis Obispo *

Private / Non-profit

American Red Cross *

ARES

* Note: Lead planning agencies/companies

PART TWO MANAGEMENT SECTION

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Note: Items identified with a (LEPG-#) reference the Local Emergency Planning Guidance and may be retained in the plan as a crosswalk for review purposes.

MANAGEMENT SECTION

GENERAL

PURPOSE

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS). It provides information on the Operational Areas emergency management structure and how the emergency management team is activated.

OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during an incident:

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS

The Management Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the County of Santa Barbara Policy and Procedures, "Santa Barbara County Policy for Employees in the Event of a Declared Emergency / Natural Disaster / Inclement Weather"

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

Operational Area emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency.

Level One—Decentralized Coordination and Direction

This management mode is similar to day-to-day operations and would be used for those emergency situations in which normal management procedures and local resources are adequate. County public safety and emergency function coordinators provide necessary support, as established by appropriate agreements and ordinances. The county emergency operating center (EOC) is activated, and interagency coordination (e.g., fire, law) is accomplished via established telephone and radio communications systems and procedures at the incident and agency dispatch facilities. The incident commands should be used for on-scene management activities and usually will report through established 24-hour dispatch facilities.

Level Two—Centralized Coordination and Decentralized Direction

This is the preferred mode of operation for response to emergencies that involve several departments or agencies from within the county and/or agencies from more than one jurisdiction, which require close coordination. In these situations, key management level personnel from the principal involved agencies will locate in a central location to provide jurisdictional or multi-jurisdictional coordination for the emergency. Their activities can include, but are not necessarily limited to:

Establishing an area wide situation assessment function.

Determining resource requirements for the affected area and coordinating resource requests.

Establishing and coordinating the logistical systems necessary to support multi-incident management.

Establishing priorities for resource allocation.

Note these functions are supplementary to those that may be performed by a single agency or within a single jurisdiction.

In this mode, a coordination group should meet at the county EOC or, if the EOC is not activated, meet at a 24-hour dispatch facility located in or immediately adjacent to the affected area.

Incident command systems established by cities or other agencies would continue to report through established 24-hour dispatch facilities. Information would be provided to the EOC (or other coordination center) by agency dispatch facilities and/or by liaison personnel.

Level Three—Centralized Coordination and Direction

This mode of operation would be utilized in the unlikely event that following a major disaster which would render it impossible for the county to effectively function in either of the other modes. In this situation, the county EOC would be activated and all coordination and direction activities (including public safety dispatch) would be accomplished from the EOC. Incident management systems (to the extent practicable) would report to and receive direction from the County EOC.

ORGANIZATION AND RESPONSIBILITIES

Santa Barbara Operational Area Emergency Management Organization

The Santa Barbara Operational Area (SBOA) operates under the Standardized Emergency Management System (SEMS), which is discussed in detail under SEMS in this Section and County Resolution 95-429, Establishment of an Operational Area for Disaster Planning, Mitigation, Response, and Recovery.. The SBOA Emergency Management Organization (including emergency response and recovery) will be directed by the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the County Board of Supervisors and Disaster Council. The Director of Emergency Services is responsible for implementing the SEMS Multi-Hazard Functional Plan (MHFP). While serving as the Director of Emergency Services during an actual incident, this position will be referred to as the EOC Director (Management Section).

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

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the all cities in the County and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the State's Regional Emergency Operations Center via the RIMS (Internet). The Planning / Intel section will be responsible for entering the data into RIMS.
- The SBOA Emergency Organization Matrix is contained in Chart 1 (see page M – 6).

SANTA BARBARA COUNTY OPERATIONAL AREA EMERGENCY MANAGEMENT

Field Incident Management Level

Incident level management will be implemented as required for the on-scene management of field operations. The county incident management system is identical to that used by members of FireScope.

County Level Emergency Operations Center Management

The County of Santa Barbara adopted Emergency Services Ordinance No. 3014 on February 21, 1978. The County Administrator is the Emergency Services Director and is empowered to direct and control the emergency organization for the accomplishment of the purposes of Ordinance 3014.

The above Ordinance 3014 created the Santa Barbara County Disaster Council which consists of the following: The Chair of the Board of Supervisors, the Emergency Services Director, the Chair, Vice Chair; such chiefs of emergency services as are provided for by the Emergency Services Director; the Coordinator, Office of Emergency Services and such other persons having an official emergency responsibility as may be appointed by the Emergency Services Director.

Responsibility for providing incident command is assigned to specific county departments except for those incidents for which the Emergency Services Director retains overall command authority. Generally, when the EOC is activated, the initial responding agency has established an on-scene Incident Commander. The Incident Commander will continue to direct operations according to that department's standard operating procedures (SOP) unless and until relieved of command by a superior officer. For example, the Incident Commander has the authority to order the evacuation of a particular area. It is the responsibility of the Incident Commander to assure that information of the evacuation is continuously disseminated to the EOC and members of the Disaster Council.

As detailed on page A-18, an executive committee of the county disaster council will be responsible for management of emergency response actions associated with a major incident or disaster.

Upon the activation of the EOC, members of the disaster council will be briefed by the Planning Section on the status of the situation. A multi-agency command group will develop priorities for incident management teams. The county Director of Emergency Services has ultimate authority to determine such priorities of actions and the allocation of resources in accordance with these priorities.

The county emergency management staff will have overall responsibility for:

Organizing, staffing and operating the EOC.

Operating communications and warning systems.

Providing information and guidance to the public.

Maintaining information on the status of resources, services and operations.

Directing overall operations.

Obtaining support for the county and providing support to other jurisdictions as required.

Analyzing contamination and other hazards and recommending appropriate countermeasures.

Collecting, evaluating and disseminating damage assessment and other essential information.

Providing status and other reports to the operational area emergency management staff (if activated) or the Regional Office of Emergency Services.

The general responsibilities of key members of the county operational area emergency management staff are listed below.

Emergency Services Director

Exercises overall management and coordination of the county's response to emergency situations.

Coordinator, Office of Emergency Services

Assists the Emergency Services Director in coordinating emergency response efforts and maintaining liaison with Region I, State Office of Emergency Services.

Mutual Aid Region Emergency Management

The SBOA is within OES Mutual Aid Region I and the OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC). The OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

State Emergency Management

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

Chart 1

COUNTY OF SANTA BARBARA

EMERGENCY ORGANIZATION MATRIX

FUNCTIONAL RESPONSIBILITIES OF COUNTY DEPARTMENTS/AGENCIES

L = Denotes lead agency/organization S = Denotes supporting agency/organization

Department/Agency	Management	Operations	Planning / Intel.	Logistics	Finance / Admin.	Recovery
<i>County Council</i>	L	L				S
<i>County Fire – OES</i>	S	S	L	S		
<i>Planning Department</i>		S	S			
<i>County Fire</i>	S	L		S		
<i>Sheriff</i>	S	L		S		
<i>Public Works</i>		S	S	S		S
<i>Health Care Svcs</i>	S	L				
<i>General Services</i>				L	L	
<i>Auditor</i>					L	
<i>Social Services</i>				S		
<i>Personnel</i>				L		
<i>ARES</i>			S	L		
<i>Red Cross</i>		L	S			
<i>Utilities</i>			S			
<i>Special Districts</i>		S		S		
<i>County Education</i>		S		S		
<i>Operational Area Cities</i>	S	S	S	S	S	S
<i>OES Southern Region</i>	S	S	S	S	S	S

Chart 2

SANTA BARBARA COUNTY OPERATIONAL AREA RESOURCE REQUEST DIAGRAM

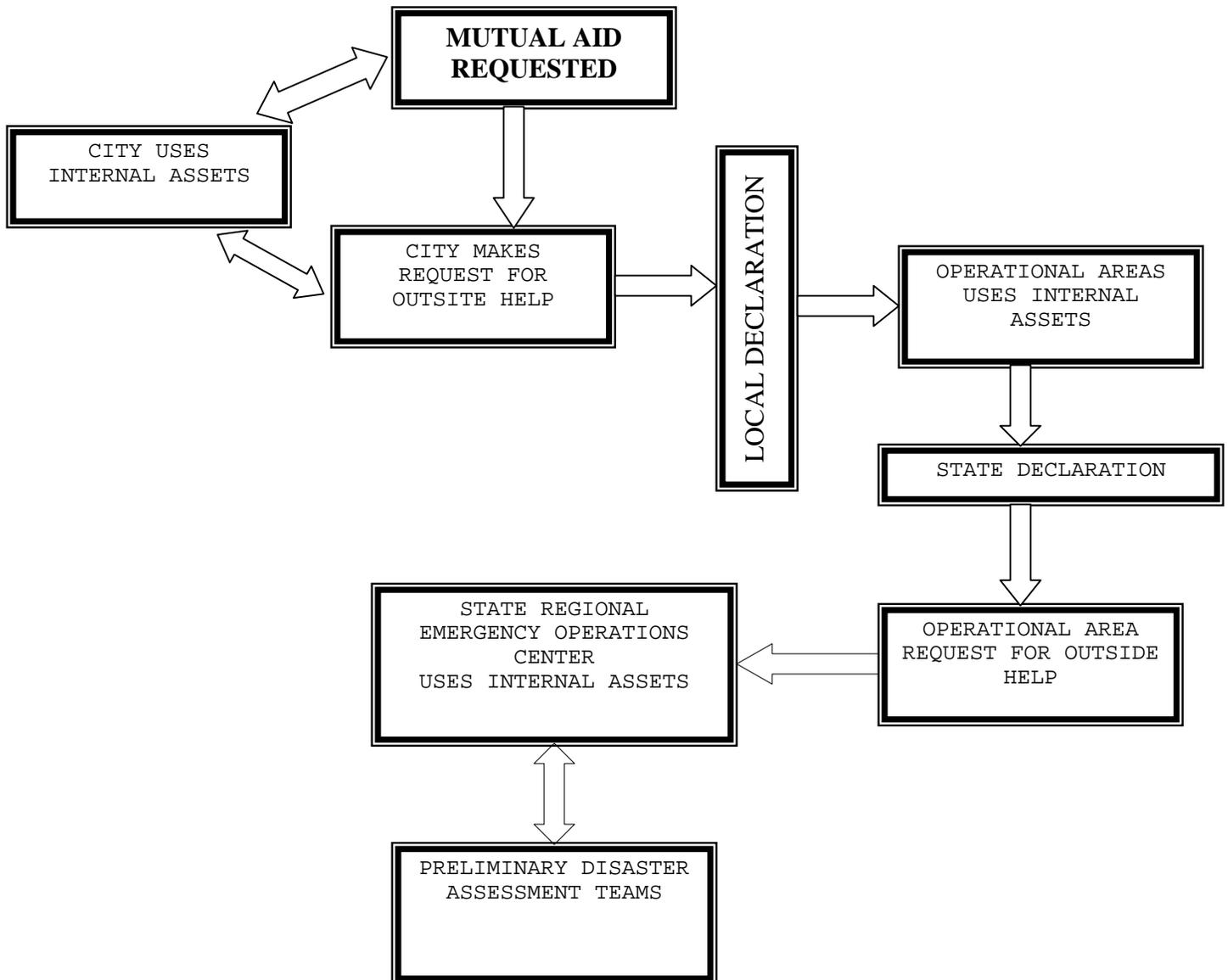
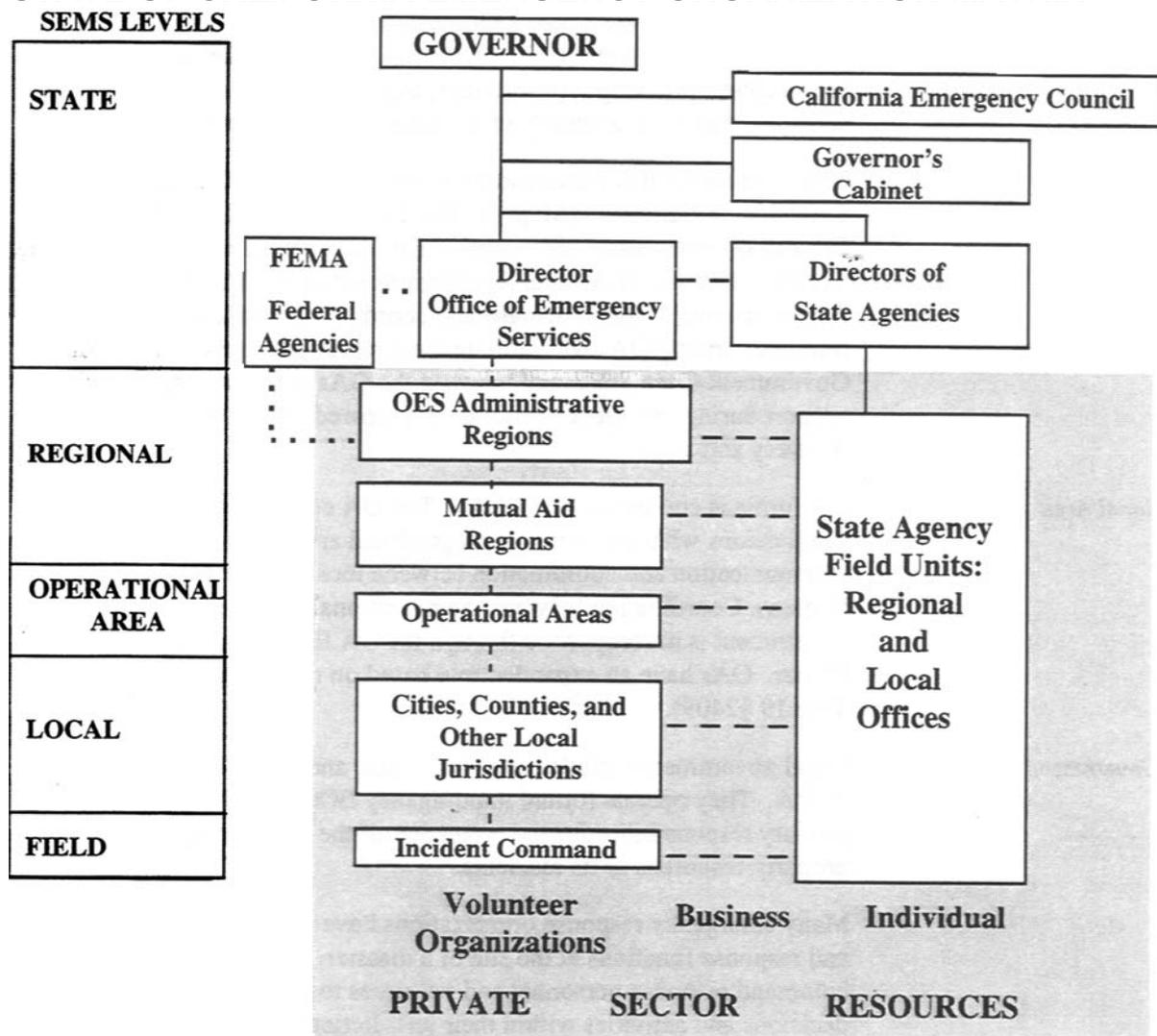


Chart 3

STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX



EMERGENCY MANAGEMENT LINES OF AUTHORITY

EMERGENCY RESOURCE COORDINATION/SUPPORT

COORDINATION PER FEMA/OES MOU--FEDERAL STATE AGREEMENT

CONTINUITY OF GOVERNMENT (LEPG-12)

PURPOSE

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This is best accomplished by civil government. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

RESPONSIBILITIES

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

PRESERVATION OF LOCAL GOVERNMENT

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

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

The Emergency Services Act provides for the preservation of county government in the event of a peacetime or national security emergency.

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

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

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

A successor to the position of Director of Emergency Services is appointed by the County Board of Supervisors. The succession occurs:

Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.

Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the County will automatically serve as acting director.

The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the County Board of Supervisors.

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

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

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. County Code Chapter 12, Civil Defense and Disaster Section 12-7 (f) as required by Section 8640 of the Government Code of the State of California, each person holding a position designated as a standby officer shall take an oath of office required for the officer occupying the office for which the officer is standby. Persons acting in interim, acting or temporary capacities in the positions designated as standby officer shall not take an oath of office and shall not assume the standby duties designated; in this case the next designated standby officers shall assume the standby office. The following standby officers are designated should the primary officer be unavailable:

- Supervisor, District One
- Director, Planning and Development, Standby Number One.
- Director, Parks, Standby Number Two
- Deputy County Administrator, Standby Number Three
- Supervisor, District Two
- Treasurer-Tax Collector, Standby Number One
- Chief Probation Officer, Standby Number Two
- Director, Mental Health Services, Standby Number Three
- Supervisor, District Three

- County Clerk/Recorder/Assessor, Standby Number One
- County Counsel, Standby Number Two
- Director, Public Works, Standby Number Three
- Supervisor, District Four
- District Attorney, Standby Number One
- Agricultural Commissioner, Standby Number Two
- Director, Social Services, Standby Number Three
- Supervisor, District Five
- Auditor-Controller, Standby Number One
- Director Health Care Services, Standby Number Two
- Director, General Services, Standby Number Three
- Other Offices

Each elected official and department head shall designate in writing, standby personnel so as to maintain continuity of government services within their office or department. A copy of such written designation shall be filed with both the Clerk of the Board of Supervisors and the Coordinator of Emergency Services and shall be updated as appropriate.

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

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

Ascertain the damage to the jurisdiction and its personnel and property.

Reconstitute itself and any subdivisions.

Perform functions in preserving law and order and furnishing local services.

TEMPORARY COUNTY SEAT (LEPG-13)

Section 23600 of the California Government Code provides among other things:

The County Board of Supervisors shall either designate 511 E. Lakeside Parkway, Santa Maria, CA 93455 as an alternative county seats or locate a facility outside the county boundaries.

Real property cannot be purchased for this purpose.

A resolution designating the alternate county seats must be filed with the Secretary of State.

Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of County government will be determined.

EMERGENCY OPERATIONS CENTER (EOC) (LEPG-13)

The SBOA EOC is located at Santa Barbara County Employees' University, 267 Camino del Remedio, Santa Barbara, CA 93110. The alternate EOC is located at Santa Barbara County Fire Headquarters, 4410 Cathedral Oaks Road, Santa Barbara, CA 93110.

PRESERVATION OF VITAL RECORDS (LEPG-14)

Since the County is decentralized, each department is responsible for the maintenance of their vital records. The Information Technology Manager and/or Supervisor of said department is responsible for record preservation according to that department's Standard Operating Procedures.

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

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

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster.

Each department within the County should identify, maintain and protect its own essential records.

REFERENCES

- Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

CONTINUITY OF GOVERNMENT

SAMPLE: **LINES OF SUCCESSION**

<u>SERVICE/DEPARTMENT</u>	<u>TITLE/POSITION</u>
County Administrator	<ol style="list-style-type: none">1. County Administrator2. Asst. County Administrator3. Director of Finance
Fire	<ol style="list-style-type: none">1. Deputy Fire Chief2. Battalion Chief3. Station Captain
Law Enforcement	<ol style="list-style-type: none">1. Sheriff2. Lt./Watch Commander
Building & Safety	<ol style="list-style-type: none">1. Building & Safety Eng.2. Eng. Associate
County Clerk	<ol style="list-style-type: none">1. County Clerk2. Deputy County Clerk3. Administrative Secretary
Community Development/Planning	<ol style="list-style-type: none">1. Dir. of Community Development2. Asst. Dir. of Community Development3. Senior Planner
Parks & Recreation	<ol style="list-style-type: none">1. Dir. of Parks & Recreation2. Asst. Dir. of Parks & Recreation3. Recreation Supervisor
Personnel	<ol style="list-style-type: none">1. Director of Personnel2. Secretary
Public Works	<ol style="list-style-type: none">1. Director of Public Works2. Assist. Director of Public Works3. Public Works Manager

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) (LEPG-5)

GENERAL

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, regional and state.

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

The ICS Organization allows for a modular and rapid expansion to meet the needs of the incident. The ICS can be used during any multi-disciplinary (e.g., fire, law, medical) emergency within a jurisdiction, and is particularly useful for any kind of incident involving multiple jurisdictions and agencies.

Some incidents, particularly those involving hazardous materials, can escalate to area-wide emergencies requiring further activation of the emergency management system. In area-wide emergencies requiring further activation of the emergency management system. In area-wide emergencies one or more Incident Command Posts may be established to assist in managing emergency operations.

FIELD RESPONSE LEVEL

Coordination among SEMS levels is necessary for effective emergency response. In a major emergency, both Operational Area and city EOCs may be activated to coordinate the overall response while the Incident Command System is used by field responders.

Incident Commanders may report to department operations centers (DOCs), which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section.

It is also possible in a large incident for Area Commands to be established between the Incident Command teams and the EOC. During a major disaster, the Operational Area may be divided into areas, with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction from the EOC.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

LOCAL GOVERNMENT LEVEL IN SEMS

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint powers authority established under Section 6500 et seq. of the Code.

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

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

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

Local jurisdictions may provide overall emergency management in three different modes:

Decentralized coordination and direction (no local EOC activation).

Centralized coordination and decentralized direction (activation of EOC for coordination purposed only).

Centralized coordination and direction (all activities directed from the EOC).

OPERATIONAL AREA LEVEL

Coordination and communications should be established between activated local government EOCs and the Operational Area. Santa Barbara Operational Area will establish communication with impacted cities in order to coordinate response activities with the Operational Area EOC in accordance with Santa Barbara County Resolution 95-429.

Santa Barbara Operational Area will use Multi-Agency Command System (MACS) concept when developing response and recovery operations. When possible, the Operational Area will include jurisdictional representatives in planning for jurisdictional support.

EMERGENCY SERVICES ACT REQUIREMENTS

Section 8605 of the Emergency Services Act designates each county as an Operational Area. Use of the Operational Area to coordinate emergency activities and to serve as a link in the communications system is required in a STATE OF WAR EMERGENCY. Use of the Operational Area during a STATE OF WAR EMERGENCY or a LOCAL EMERGENCY is at the option of the county and the political subdivisions within the county area.

If an Operational Area is activated following a disaster, a county official, designated by County Ordinance, will function as the Operational Area supporting emergency operations within the county. The Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff.

REGIONAL LEVEL

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities. The State Office of Emergency Services (State OES) provides administrative oversight to the mutual aid regions through its regional offices. Santa Barbara Operational Area is located in the Southern Region and coordinates with the State OES office in Los Alamitos.

STATE LEVEL

The State Level of SEMS manages State resources in response to the emergency needs of other levels, and coordinates mutual aid among mutual aid regions and between regional and state level.

The state level also serves as the initial coordination and communication link between the state and federal disaster response system. After initial contact at the state level, those federal response elements deemed necessary by the REOC Director would be directed to the appropriate locations within the State.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS (LEPG-21)

The Santa Barbara Operational Area will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

Use the Incident Command System (ICS) at the field response level.

Use SEMS when

- A local emergency is declared or proclaimed, or
- The local government EOC is activated.

Establish coordination and communications with field Incident Commanders/Incident Command Post either

- Through departmental operating centers (DOCs) to the EOC, when activated, or
- Directly to the EOC, when activated.

Use existing mutual aid systems for coordinating fire and law enforcement resources.

Establish coordination and communications between the city EOCs and the Operational Area EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the County's boundaries.

Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

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

SANTA BARBARA COUNTY RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within Santa Barbara County with an emergency response role. The Santa Barbara County Office of Emergency Services has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the County on SEMS requirements and guidelines.
- Coordinating SEMS development among cities, county departments and agencies.
- Identification of all county departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the County's SEMS Multi-Hazard Functional Plan and procedures.
- Incorporating SEMS into all the County emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of Santa Barbara County. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

All local government staff who may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level must receive appropriate SEMS training as required by SEMS regulations. New County personnel will be trained as they are hired through the County's Employees' University's Orientation class

Local governments should develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS.

SEMS EOC ORGANIZATION

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

Management

Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.

Planning/Intelligence

Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.

Logistics

Responsible for providing facilities, services, personnel, equipment and materials.

Finance/Administration

Responsible for financial activities and other administrative aspects.

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

Organization Flexibility—Modular Organization

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

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

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

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

- Overseeing the internal functioning of their section, and Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC ACTION PLANS

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

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

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

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

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL (*LEPG-6*)

Emergency Responder Notification

The Operational Area will communicate with emergency responders according to the County Emergency Directory. During any incident Santa Barbara County Dispatch will immediately notify the Staff Officer on-duty. The Staff Officer will contact the OES Manager who will contact the Emergency Director. A determination for the opening of the County EOC and call back procedures will be at the discretion of the Emergency Director or his designee. First arriving OES staff will begin call out procedures according to the line of succession established in the County Emergency Resource Manual.

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

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

Multi-agency or Inter-agency Coordination in the EOC

- Emergency response is coordinated at the EOC through:
- Representatives from the County departments and agencies

- Representatives from outside agencies including special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through Departments Operating Centers (DOCs) or various methods of communications. Communication with the DOCs will be via radio, telephone, fax, and if applicable RIMS. ARES will also be used in the event that all communications are down.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Coordination Group

- May be established formally.
- Should develop consensus on priorities, resource allocation and response strategies.
- May function within the EOC, at another location or through conference calls but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- Santa Barbara County may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area or regional level.

COORDINATION WITH THE FIELD RESPONSE LEVEL (LEPG-19 & 23)

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the SBOA EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs), which in turn will coordinate with the EOC. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. During a major countywide disaster, the county may be divided into areas, with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction from the SBOA EOC.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

COORDINATION AND COMMUNICATION WITH SANTA BARBARA COUNTY OPERATIONAL AREA

Coordination and communications should be established between activated local government EOCs and the SBOA. The County/Operational Area EOC will communicate and coordinate with the most heavily impacted cities.

Santa Barbara County will use an Operational Area MACS concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

SPECIAL DISTRICT INVOLVEMENT (LEPG-22)

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

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

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES (LEPG-22)

The EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The SBOA's EOC should establish communication with private and volunteer agencies providing services with the County.

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

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

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles.

Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

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

SANTA BARBARA OPERATIONAL AREA EMERGENCY OPERATIONS CENTER (EOC) (LEPG-25, 26 & 27)

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

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

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, State agencies, military, and federal agencies using the States Internet Response Information Management System (RIMS). If the Internet system is down, then communications will be handled by fax, phones, the OASIS system, and /or radio.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with field units, support DOCs, other local government EOCs, and the Santa Barbara County Operational Area via RIMS, radios or phones.
- Providing emergency information and instructions to the public, providing official releases to the news media and the scheduling of press conferences as necessary.

EOC LOCATION AND DESCRIPTION (LEPG-25)

The SBOA EOC is located at 267 Camino del Remedio, Santa Barbara, CA 93110. The EOC includes an operations area, radio, kitchen, conference room, bathrooms and office areas. A diesel generator provides emergency power. Power will provide for lighting panels, computers, wall circuits, telephones and radios. The EOC has the capability to house and feed staff for 24 consecutive hours. On-site services include kitchen, bathrooms, food supply and sleeping rooms for 6 persons.

The Alternate EOC is located at Fire Headquarters, 4410 Cathedral Oaks Road, Santa Barbara, CA 93110. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. The EOC Director will transfer direction and control authority from the primary EOC to an alternate EOC when necessary. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

DISPLAYS

Because the EOC's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in the primary EOC. The Planning/Intelligence Section is responsible for coordinating display of information and should maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the County / city resulting from the disaster.

At the onset of any disaster, a significant events log (ICS 214) should be compiled for the duration of the emergency. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

EOC MANAGEMENT (LEPG-29)

The EOC and alternate EOC facility management is the responsibility of the EOC Manager and includes maintaining the operational readiness of the primary and alternate EOCs.

Positions assigned to the EOC will advise/brief County decision makers of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.

Emergency Notification and Scheduling Procedures are contained in the EOC Management Operations Plan.

The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will ensure that the County Board of Supervisors is kept apprized of the situation and will bring all major policy issues to the Disaster Council for review and decision.

SANTA BARBARA OPERATIONAL AREA EOC DIAGRAM

This page currently being updated by EOC Planning Staff

SANTA BARBARA OPERATIONAL AREA

EOC ACTIVATION POLICY (LEPG-24)

Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

When a city or cities EOC is activated, notify the Santa Barbara Operational Area via the County's Office of Emergency Services and send cities Status Report that indicates that the EOC is activated.

WHEN TO ACTIVATE:

- A significant earthquake causing damage in the County or neighboring jurisdictions.
- An uncontrolled release or Dam failure
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more cities over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, high-rise structure fire or severe weather conditions.

WHO CAN ACTIVATE:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives are authorized to activate the EOC:

- County Administrator
- Manager of OES
- Deputy County Administrator
- Sheriff
- Fire Chief

HOW TO ACTIVATE:

- County Dispatch will contact the OES Manager or designee.
- OES Manager will contact the County Administrator, or designee, giving brief overview of situation. The County Administrator, acting as the EOC Director will request activation of the SBOA EOC.

- Call back of EOC personnel.
- Designate personnel to set up the EOC.
- Briefly describe the incident situation causing this request.
- Determine amount of personnel needed.

DEACTIVATION:

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function.

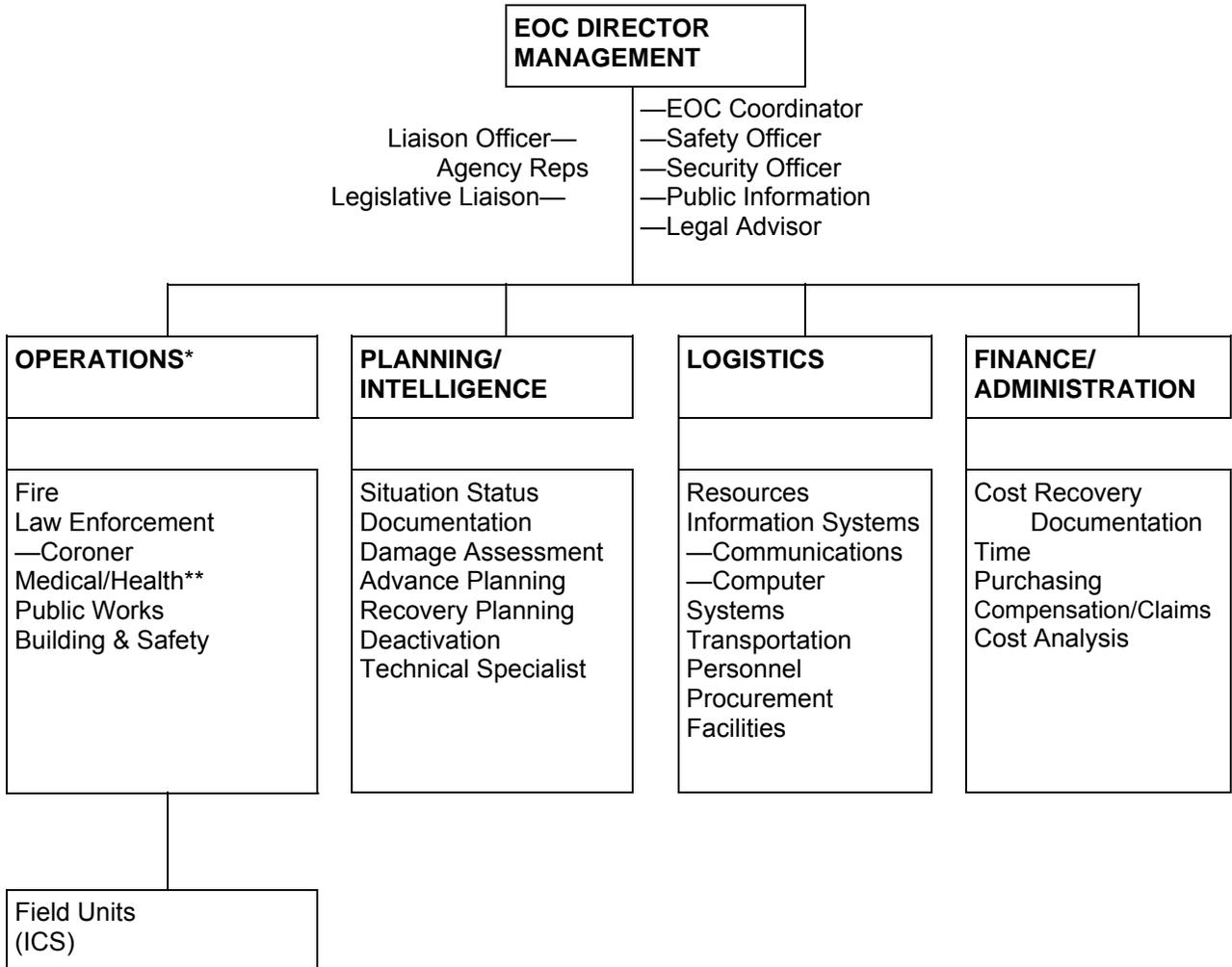
EOC STAFFING GUIDE

EOC Manager	County Administrator Deputy County Administrator Deputy County Administrator
Deputy EOC Manager	OES Manager Fire
Legal Officer	County Counsel Deputy County Counsel
Information Officer	Public Health Department Sheriff County Administrator's Office Fire County Administrator's Office (GATV) Fire County Administrator's Office
Operations Section <i>Fire Branch</i>	Fire Fire Fire Fire
<i>Law Branch</i>	Sheriff Sheriff Sheriff Sheriff
<i>Public Works Branch</i>	Public Works Public Works
<i>Medical Health Branch</i>	Public Health Emergency Medical Services Public Health / EHS Emergency Medical Services Public Health
<i>Care and Shelter Branch</i>	Social Services Social Services Social Services

Planning /Intelligence Section	
Coordinator	Fire/OES Fire/OES
Intelligence Unit	Fire Planning and Development Fire/OES Fire/OES
Resource Unit	Fire Fire/HazMat
Damage Assessment Unit	Planning and Development Planning and Development
Advance Plans Unit	Planning and Development Fire/OES
Documentation Unit	Fire Fire Fire/OES Fire
Technical Specialist	Planning and Development Assessor Assessor Assessor
Check-In Recorder	Fire Fire
Logistics Section	
Coordinator	General Services General Services
Facilities Unit	General Services
Communications Unit	Fire/IT General Services Fire/IT
Message Center <i>Manager</i> <i>Clerk</i>	Fire Fire
<i>Food, Supply Units</i>	Fire

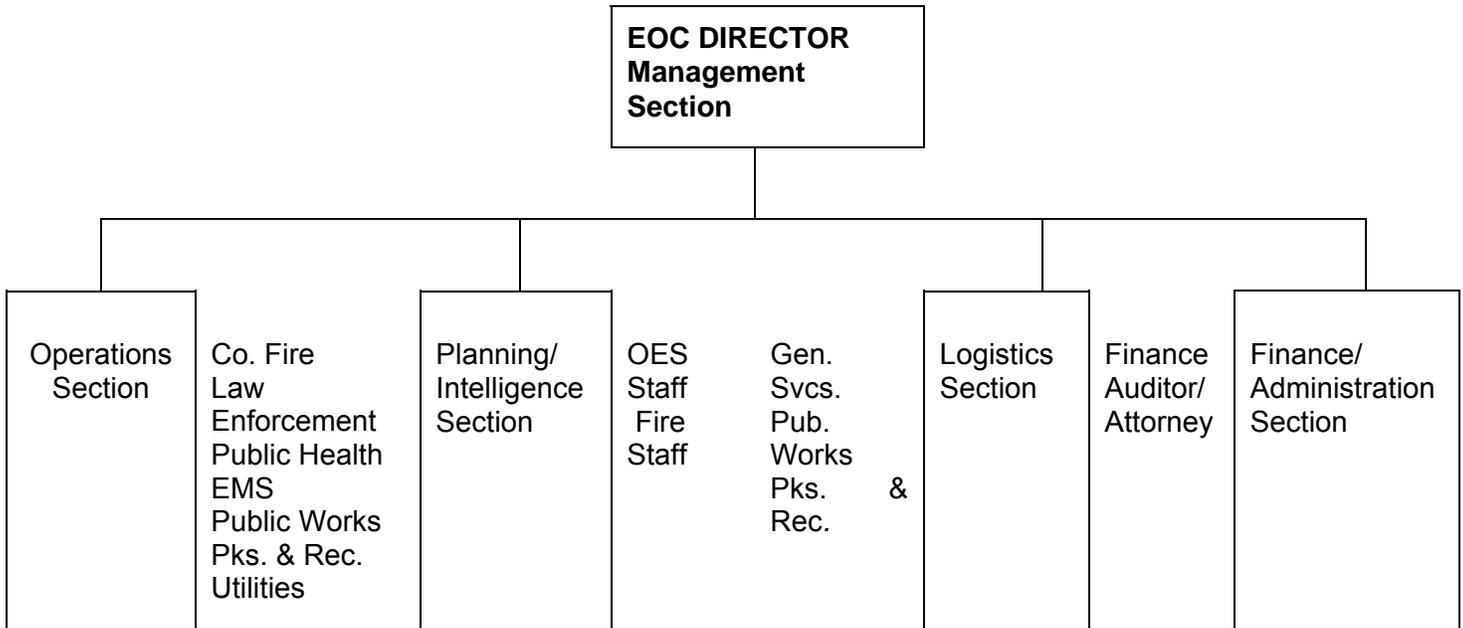
<i>Unified Logistics</i>	Fire Sheriff Public Works
Finance/Administration Section	Auditor/Controller Auditor/Controller Auditor/Controller Auditor/Controller
Policy Group	Chair, Board of Supervisors Director, Alcohol, Drug, and Mental Health County Administrator Manager, Office of Emergency Services Director, Department of Social Services Director, Public Works Auditor Controller Director, Public Health Department Director, Planning and Development Health Officer Fire Chief County Counsel Deputy County Counsel Sheriff-Coroner

SEMS ORGANIZATION CHART



**If all elements are activated, a deputy will be appointed to provide a manageable span of control.
 **Normally coordinated by County, but a local coordinator may be designated if needed.
 ***Contract service/liason position.*

SEMS EOC RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the County's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the County's EOC Action Plan in coordination with other sections; initiating and preparation of the county's After-Action Report and maintaining documentation.

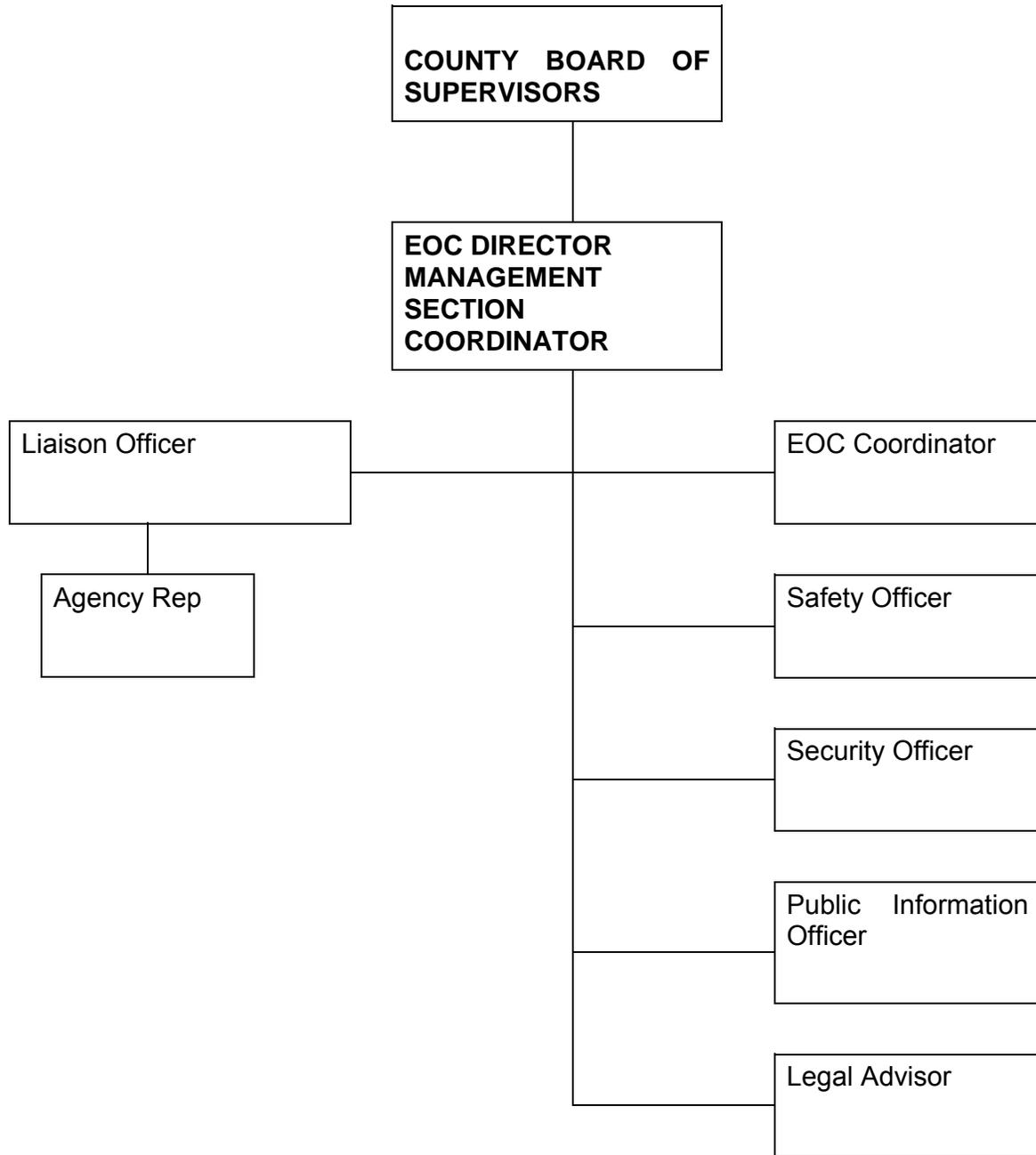
Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

MANAGEMENT ORGANIZATION CHART



MANAGEMENT STAFF

The Management role is filled by the EOC Director and is the position that is established at every EOC activation to coordinate EOC operations. The County Administrator will fill this position while serving as the Director of Emergency Services during an incident. The Deputy County Administrator shall serve as first alternate. The EOC Director, the General Staff (Section Coordinators), the EOC Coordinator and others as designated make up the EOC Management Team. The team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident. The Management Section also includes certain staff functions required to support the Management function.

- Public Information Officer
- Liaison Officer
- Agency Representative
- Safety Officer
- Security Officer
- EOC Coordinator (Emergency Services Coordinator)
- County *Council**
- *Legal Advisor**
- *Legislative Liaison**

* *Optional*

Public Information Officer (LEPG-29)

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and that appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post. The PIO provides news releases; answer questions the media may have and arranges for tours or photo opportunities of the incident. The PIO coordinates **all** information releases and media contacts with the EOC Director.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The Liaison Officer also serves as the multi-agency or inter-agency representative for Santa Barbara County to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Agency Representative

A representative from another agency assigned to the EOC and able to speak for his/her agency within established limits.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential County liability during EOC operations and ensuring a safe working environment in the EOC. **(LEPG-29)**

Security Officer

The Security Officer is responsible for security of all EOC facilities and personnel access. **(LEPG-29)**

EOC Coordinator (Emergency Services Coordinator)

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. This position is filled by the County Emergency Services Manager.

County Board of Supervisors

Proclaim and/or ratify a local emergency, approve emergency orders and serve as County Official.

***Legal Advisor**

The Legal Advisor is the County Counsel and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

MANAGEMENT POSITION

CHECKLISTS

EOC DIRECTOR

GENERAL DUTIES:

- Serve as the Director of Emergency Services for the Santa Barbara Operational Area
- Make executive decisions based on policies of the Board of Supervisors.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

YOUR RESPONSIBILITY:

Overall management of the Santa Barbara Operational Area emergency response and recovery effort.

CHECKLIST ACTIONS

- ✓ Determine the operational status and appropriate level of activation based on situation as known.
- ✓ As appropriate, respond to the EOC.
- ✓ Mobilize appropriate personnel for initial activation of the EOC
- ✓ Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable
- ✓ Obtain briefing from whatever sources are available.

Position Start-Up Actions

- ✓ Identify yourself as the EOC Director by putting on the vest with your title. Sign in at the Check In point on the ICS 209 form, and if available print your name on the EOC organizational chart next to your assignment.
- ✓ Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.

- ✓ Assign staff to initiate check-in procedures.
- ✓ Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- ✓ Ensure that EOC is properly set up and ready for operations.
- ✓ Appoint and ensure that Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
 - Operations Section Coordinator
 - Planning/Intelligence Section Coordinator
 - Logistics Section Coordinator
 - Finance/Administration Section Coordinator
- ✓ Ensure that the Management Section is staffed as soon as possible at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
 - Security Officer
 - EOC Coordinator
- ✓ Request additional personnel to maintain a 24-hour operation as required. Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- ✓ Prepare work objectives for Section staff, brief staff and make staff assignments.
- ✓ Open and maintain a position log.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled

- EOC personnel, time on duty and assignments
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.
- ✓ Ensure that all Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.
- ✓ Ensure that telephone, radio and data communications with other facilities are established and tested.
- ✓ Ensure that all departments account for personnel and work assignments.
- ✓ Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- ✓ Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.
- ✓ Schedule the first planning meeting.
- ✓ Confer with Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.
- ✓ Ensure that the field agency representatives have been assigned to other facilities as necessary.
- ✓ Based on the situation as known or forecast, determine likely future Management Section needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Request additional resources through the appropriate Logistics Section Unit.

General Operational Duties

- ✓ Carry out responsibilities of your Section not currently staffed.
- ✓ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ✓ Monitor your Section activities and adjust Section organization as appropriate.
- ✓ Resolve problems that arise in conducting your Section and EOC responsibilities.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section/Position Operational Duties

- ✓ Carry out responsibilities of all other Sections not currently staffed.
-

- ✓ Assess situation, work in progress, resources, and estimate incident duration.
- ✓ Set up EOC planning meeting schedule with all Section Coordinators.
- ✓ Develop overall strategy with the Section Coordinators.
- ✓ Ensure that Sections are carrying out their principle duties:
 - Implementing operational objectives per the EOC Action Plan.
 - Preparing action plans and status reports.
 - Providing adequate facility and operational support.
 - Providing administrative and fiscal record keeping and support.
 - Develop and issue appropriate rules, regulations, proclamations and orders.
- ✓ Initiate **Emergency Proclamations** as needed.
- ✓ Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.
- ✓ Conduct periodic briefing sessions with the County Board of Supervisors to update the overall situation.
- ✓ Set priorities for restoration of County services.
- ✓ Hold action-planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
 - Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.
 - Obtain any additional information from other sources on the current situation assessment.
 - Review availability and status of ordered, enroute or staged resources.
 - Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
 - Determine need for additional resources. Establish specific responsibilities for ordering.
 - Discuss and resolve any internal coordination issues.
 - Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
- ✓ Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC Management Team.
- ✓ In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
- ✓ Authorize PIO to release information to the media and to access EAS as needed through appropriate channels. (**LEPG-30**)
- ✓ Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.
- ✓ In conjunction with the Safety Officer, establish and maintain a safe working environment.
- ✓ Ensure that proper security of the EOC is maintained at all times.
- ✓ Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.

- ✓ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- ✓ Monitor section level activities to assure that all appropriate actions are being taken.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation

- ✓ Authorize deactivation of sections, branches or units when they are no longer required.
- ✓ Notify State REOC, adjacent facilities and other county EOCs as necessary of planned time for deactivation.
- ✓ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ✓ Ensure that all required forms or reports have been completed prior to deactivation.
- ✓ Provide input to the After-Action Report.
- ✓ Deactivate the EOC and close out logs when emergency situation no longer requires activation.
- ✓ Proclaim termination of the emergency and proceed with recovery operations.

PUBLIC INFORMATION OFFICER

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

YOUR RESPONSIBILITY:

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the PIO by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Determine 24-hour staffing requirements.
- ✓ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.
- ✓ Request additional resources through the appropriate Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

- Requests filled
 - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.
- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Secure guidance from the EOC Director regarding the release of available information.
- ✓ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- ✓ Coordinate all media events with the EOC Director.
- ✓ Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media
- ✓ Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary workspace, materials, telephones and staffing. Announce safe access routes to Media Information Center for media.
- ✓ Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.

- ✓ Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- ✓ Develop an information release program.
- ✓ Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- ✓ Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- ✓ Maintain an up-to-date picture of the situation for presentation to media.
- ✓ Obtain, process, and summarize information in a form usable in presentations.
- ✓ Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- ✓ As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- ✓ Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information. **(LEPG-29)**
- ✓ Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information. **(LEPG-29)**
- ✓ Consider establishing and staffing a hot line to answer inquiries from the public. **(LEPG-29)**
- ✓ Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- ✓ Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.
- ✓ Broadcast emergency information/updates on local Cable Channel either through the message board or live taping of Board of Supervisor or EOC Director.
- ✓ Arrange for meetings between media and County officials or incident personnel.
- ✓ Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer and County Board of Supervisors.
- ✓ Assist in making arrangements with adjacent jurisdictions for media visits.
- ✓ Determine which radio and TV stations are operational.
- ✓ Determine requirements for support to the emergency public information function at other EOC levels.
- ✓ Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- ✓ When federal emergency response teams respond, coordinate activities through the Operational Area to ensure coordination of local, state and federal public information activities.
- ✓ Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.). **(LEPG-16)**

- ✓ Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- ✓ Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of evacuation centers and shelters.
- ✓ Issue timely and consistent advisories and instructions for life safety, health and assistance: **(LEPG-29)**
 - What **to do** and **why**.
 - What **not to do** and **why**.
 - Hazardous areas and structures to stay away from.
 - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
 - Location of mass care shelters, first aid stations, food and water distribution points, etc.
 - Location where volunteers can register and be given assignments.
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
 - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
 - Weather hazards when appropriate.
 - Public information hotline numbers.
 - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
 - Local, state and federal assistance available; locations and times to apply.
 - Disaster Application Center (DAC) locations, opening dates and times.
 - How and where people can obtain information about relatives/friends in the incident area. (Coordinate with the Red Cross and Santa Barbara County Department of Social Services on the release of this information.)
- ✓ Issue other information pertaining to the incident (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
- ✓ Through the Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
- ✓ Ensure file copies are maintained of all information released.
- ✓ Provide copies of all releases to the EOC Director.
- ✓ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Emergency Public Information position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

LIAISON OFFICER

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other county EOCs, as necessary. (**LEPG-29**)
- Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

YOUR RESPONSIBILITY:

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the county government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the field or EOC Liaison Officer to ensure continuity of operations. (**LEPG-29**)

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Liaison Officer by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignments and what others in the organization do.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Determine 24-hour staffing requirements.
- ✓ Request additional resources through the appropriate Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.

- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Arrange and coordinate VIP tours with PIO, EOC Director, and/or County Board of Supervisors.
- ✓ Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC.
 - They understand their assigned function.
 - They know their work location.
 - They understand EOC organization and floor plan (provide both).
- ✓ Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations

- Private sector organizations
- Utilities not already represented.
- ✓ Determine status and resource needs and availability of other agencies.
- ✓ Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- ✓ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- ✓ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- ✓ Respond to requests for liaison personnel from other agencies.
- ✓ Act as liaison with state or federal emergency response officials and appropriate county personnel.
- ✓ Determine if there are any communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.
- ✓ Know the working location for any Agency Representative assigned directly to a branch/group/unit
- ✓ Compile list of Agency Representatives (agency, name, and EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- ✓ Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- ✓ Provide periodic update briefings to Agency Representatives as necessary.

Deactivation

- ✓ Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.
- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Provide input to After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

AGENCY REPRESENTATIVE

YOUR RESPONSIBILITY:

As an individual assigned to the EOC from another agency, the Agency Representative should be able to speak for his/her agency within established limits.

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Unpack any kit materials you may have brought with you and set up your assigned workstation.
- ✓ Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and branches/groups/units that have been activated.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as an Agency Representative by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment. Clarify what others in the organization do.
- ✓ Establish communications link(s) with home agency. If unable to communicate, notify the Information Systems Branch of the Logistics Section.
- ✓ If necessary, clarify your decision-making authority with your agency.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the Logistics Section Unit.
- ✓ Based on the situation or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and a history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ✓ Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedures with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information as required.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Liaison Officer at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Obtain current situation briefing from person you are relieving, or from the Liaison Officer.
- ✓ Contact the appropriate EOC sections or branches/groups/units and advise them of your presence and assigned work location.
- ✓ If relocating to work directly with a functional branch/group/unit, advise Liaison Officer of your location.
- ✓ Facilitate requests for support or information that your agency can provide.
- ✓ Keep up to date on the general status of resources and activity associated with your agency.
- ✓ Provide appropriate situation information to the Situation Status Unit of the Planning/Intelligence Section.
- ✓ Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.
- ✓ Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

Deactivation

- ✓ Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.
- ✓ Provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.

- ✓ Leave forwarding phone number where you can be reached.

SAFETY OFFICER

GENERAL DUTIES: (LEPG-29)

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

YOUR RESPONSIBILITY:

Identify and mitigate safety hazards and situations of potential County liability during EOC operations and ensure a safe working environment in the EOC.

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Safety Officer by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Open and maintain an ICS-214.
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments***Precise information is essential to meet requirements for reimbursement by State OES and FEMA.***

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Advise EOC Security Officer of your function. Secure information regarding emergency conditions.
- ✓ Tour the entire facility area and determine the scope of on-going operations.
- ✓ Evaluate conditions and advise the EOC Director of any conditions and actions that might result in liability—e.g. oversights, improper response actions, etc.
- ✓ Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ✓ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- ✓ Be familiar with particularly hazardous conditions in the facility.
- ✓ Ensure that the EOC location is free from environmental threats (i.e., air purity, water potability, etc.)
- ✓ When the EOC is activated due to an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ✓ Coordinate with Security to obtain assistance for any special safety requirements.
- ✓ Keep the EOC Director advised of safety conditions.
- ✓ Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.

- ✓ Provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

EOC COORDINATOR

GENERAL DUTIES:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Santa Barbara County Operational Area EOC Liaison Officer.
- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director.
- Coordinate all visits to the EOC.

YOUR RESPONSIBILITY:

Facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS levels and serve as a resource to the EOC Director.

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Receive incident briefing from the EOC Director.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the EOC Coordinator by putting on the vest with your title
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.
- ✓ Assist the EOC Director in filling needed workstation assignments.
- ✓ Provide assistance and information to Section Coordinators as required.
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

- Requests filled
 - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for reimbursement by State OES and FEMA.***

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel time records are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Assist the General Staff and the EOC Director in developing an overall strategy, including:
 - Assess the situation.
 - Define the problem.
 - Establish priorities.
 - Determine the need for evacuation.
 - Estimate the incident duration.
- ✓ Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the EOC Director.
- ✓ Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- ✓ Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- ✓ Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition.
- ✓ Ensure that all documentation is being properly maintained by EOC personnel.
- ✓ Facilitate and attend periodic briefing sessions conducted by the EOC Director.

- ✓ Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- ✓ Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Santa Barbara County Operational Area. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.
- ✓ Ensure that all necessary communications have been established.
- ✓ Coordinate and monitor all EOC visitations.
- ✓ Coordinate all EOC functions with neighboring jurisdictions, the Santa Barbara County Operational Area and other support and response organizations.
- ✓ Assist in shift change issues.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the EOC Coordinator position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PART TWO OPERATIONS SECTION

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Note: Items identified with a (LEPG-#) reference the Local Emergency Planning Guidance and may be retained in the plan as a crosswalk for review purposes

OPERATIONS

GENERAL

PURPOSE

To enhance the capability of the Santa Barbara Operational Area to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Incident Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the EOC Incident Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the County's emergency response team.

OVERVIEW

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the incident. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law Enforcement/Coroner
- Medical/Health
- Care and Shelter
- Public Works
- Building and Safety

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the incident. The Operations Section carries out the objectives of the EOC Incident Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following concepts during an incident as the situation dictates:

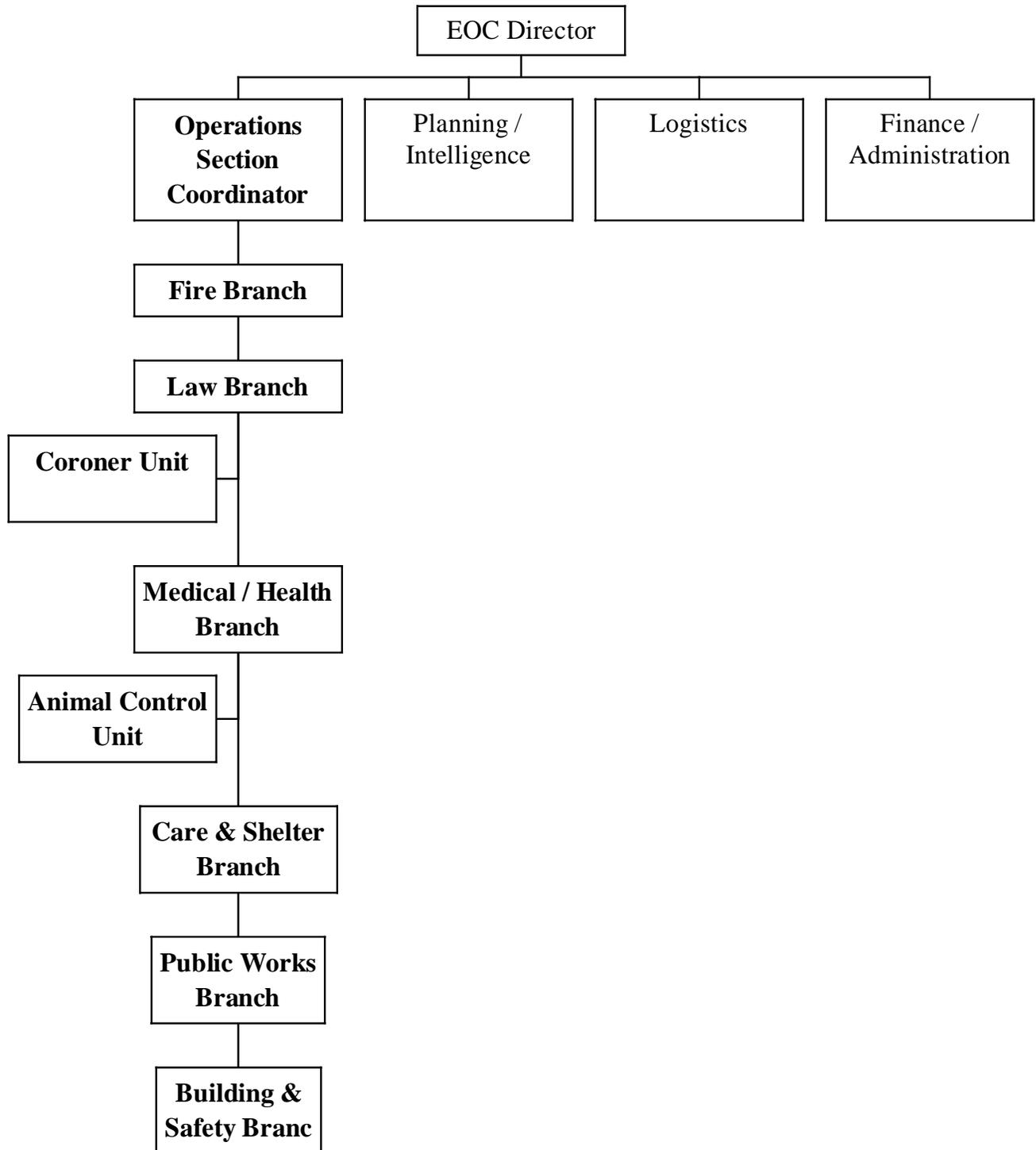
- The Standardized Emergency Management System (SEMS) will be followed.
- All existing County departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with County of Santa Barbara Policy and Procedures, "Santa Barbara County Policy for Employees in the event of a Declared Emergency / Natural Disaster / Inclement Weather"

Operational periods will be 12 hours for the duration of the incident. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods should be event driven.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section.

OPERATIONS SECTION ORGANIZATION CHART



OPERATIONS STAFF

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches/units may be established as the need arises:

- Fire Branch
- Law Branch
- Medical/Health Branch
- Care and Shelter Branch
- Public Works Branch
- Building and Safety Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Operations Section Coordinator (LEPG 30)

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the County's EOC Incident Action Plan and for coordinating all requests for mutual aid and other operational resources. The Operations Section Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to a fire, field medical, search and rescue or hazardous materials elements of the incident.

Law Branch

The Law Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function.

Medical/Health Branch

The Medical/Health Branch is a liaison position and will coordinate with the Public Health Department's DOC for appropriate medical/health response. The Medical/Health Branch is also responsible for managing personnel, equipment and resources to provide the best patient care possible and coordinating the provision of public health and sanitation; taking into consideration the vulnerable population.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation of all county-owned and private structures damaged in an incident.

OPERATIONS

POSITION CHECKLISTS

OPERATIONS COORDINATOR

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Incident Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization and revise as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Coordinate all jurisdictional operations in support of the emergency response through implementation of the SBOA EOC Incident Action Plan and coordinate all requests for mutual aid and other operational resources.

CHECKLIST ACTIONS

Section Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Operations Section Coordinator by putting on the vest with your title.
- ✓ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- ✓ Review organization in place at the EOC. Know where to go for information or support.
- ✓ Determine if other Section staff is at the EOC.
- ✓ Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ✓ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Fire Branch

- Law Branch
 - Medical/Health Branch
 - Care and Shelter Branch
 - Public Works Branch
 - Building and Safety Branch
- ✓ Request additional personnel for the Section to maintain a 24-hour operation as required.
 - ✓ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
 - ✓ Inform the EOC Director and General Staff when your Section is fully operational.
 - ✓ Open and maintain Section logs.
 - ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.
 - ✓ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
 - ✓ Prepare work objectives for Section staff and make staff assignments.
 - ✓ Meet with other activated Section Coordinators.
 - ✓ From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
 - ✓ Based on the situation as known or forecast, determine likely future Operations Section needs.
 - ✓ **Anticipate** situations and problems before they occur.
 - ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Operations Section that are not currently staffed.

- ✓ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- ✓ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ✓ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ✓ Brief the EOC Director on major problem areas that need or will require solutions.
- ✓ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- ✓ Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- ✓ Ensure that your Section logs and files are maintained.
- ✓ Monitor your Section activities and adjust Section organization as appropriate.
- ✓ Ensure internal coordination between branch/group/unit coordinators.
- ✓ Update status information with other sections as appropriate.
- ✓ Resolve problems that arise in conducting your Section responsibilities.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Make sure that all contacts with the media are coordinated first with the Public Information Officer (PIO).
- ✓ Participate in the EOC Director's action planning meetings.
- ✓ Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- ✓ Establish field communications with affected areas.
- ✓ Evaluate the field conditions associated with the incident and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- ✓ Determine the need to evacuate and issue evacuation orders. **(LEPG-30)**
- ✓ Determine the need for In-Place Sheltering and issue notification orders

- ✓ In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- ✓ Display on maps the primary and alternate evacuation routes.
- ✓ Identify, establish and maintain staging areas for Operations-related equipment and personnel.
- ✓ Direct Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an Incident Report.
- ✓ Provide copies of the daily Incident Report to the Documentation Unit of the Planning/Intelligence Section at end of each operational period
- ✓ Coordinate the activities of all departments and agencies involved in the operations.
- ✓ Determine resources committed and resource needs.
- ✓ Receive, evaluate and disseminate information relative to the Operations of the incident.
- ✓ Provide all relevant emergency information to the Public Information Officer.
- ✓ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- ✓ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Incident Action Plan.
- ✓ Work closely with each Branch/Unit Coordinator to ensure Operations Section objectives as defined in the current EOC Incident Action Plan are being addressed.
- ✓ Ensure that intelligence information from Branch/Unit Coordinators is made available to the Planning/Intelligence Section.
- ✓ Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS)
- ✓ Coordinate with the Facilities and Procurement Units of the Logistics Section on animal care issues.
- ✓ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure. Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

Deactivation

- ✓ Authorize deactivation of organizational elements within your Section when they are no longer required.
- ✓ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- ✓ Ensure that any required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Deactivate your Section and close out logs when authorized by the EOC Director.

FIRE BRANCH

GENERAL DUTIES: (LEPG-30)

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Incident Action Plan appropriate to the Fire Branch.!

YOUR RESPONSIBILITY:

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Fire Branch Director by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Fire Department personnel are in the EOC or have been notified.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.
- ✓ Ensure that all off-duty Fire personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- ✓ Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.

- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs. Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Refer all media contacts to your Section Coordinator.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Assess the impact of the disaster on the Fire Department operational capacity.
- ✓ Set Fire Department priorities based on the nature and severity of the disaster.
- ✓ Attend planning meetings at the request of the Operations Section Coordinator.
- ✓ Estimate need for fire mutual aid.
- ✓ Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
- ✓ • Order all fire resources through the Fire Mutual Aid Coordinator.
- ✓ • Order all other resources through the Logistics Section.

- ✓ Report to the Operations Section Coordinator when:
 - EOC Incident Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- ✓ Alert all emergency responders to the dangers associated with hazardous materials and fire.
- ✓ Assist in dissemination of warning to the public.
- ✓ Provide fire protection and safety assessment of shelters.
- ✓ Provide support for decontamination operations.
- ✓ Check with the other Operations Section Branches for a briefing on the status of the emergency.
- ✓ Resolve logistical problems reported by the field units.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

LAW BRANCH

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.

YOUR RESPONSIBILITY: (LEPG-30)

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function. Necessary units or groups may be activated as needed to carry out these functions.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Law Branch by putting on the vest with your title
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Dam Failure.

Mobilization

- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required.

- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the appropriate DOC or EOC Operations Branch.

Alerting/Warning of Public (LEPG-30)

- Designate area to be warned and/or evacuated.
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:
 - Notifying law enforcement to use loudspeakers and sirens to announce warning messages.
 - Determining if helicopters are available and/or appropriate for announcing warnings.
 - Using cable TV Government Access TV (GATV), local radio stations or local low power radio stations to deliver warning or emergency messages upon approval of the EOC Director.
 - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings
 - Using explorers, volunteers, reserves and other County personnel as necessary to help with warnings. Request through the Logistics Section.
 - Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) (LEPG-16 & 30)
 - Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs population of the emergency situation/hazard by: (LEPG-16 & 30)
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
 - Using pre-identified lists of disabled and hearing-impaired persons for individual contact.
 - Check vacated areas to ensure that all people have received warnings.

Evacuation

- Implement the evacuation portion of the EOC Incident Action Plan. (LEPG-30)
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc.

Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation. (LEPG-16 & 30)

- Consider use of County vehicles if threat is imminent. Coordinate use of County vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas. (LEPG-30)
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.
- Coordinate with fire for urban search and rescue; follow protocol in Standard Operating Procedures.

Terrorism / Security

- Enforce curfew and other emergency orders, as identified in the EOC Incident Action Plan
- Request mutual aid assistance through Law Enforcement Mutual Aid.
- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources. (LEPG-30)
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

Other

- Coordinate with appropriate animal care agencies and the Facilities and Procurement Units of the Logistic Section. (LEPG-30)
- If requested, assist the County Coroner with removal and disposition of the dead.
- Activate the EOC Coroner Unit if the Coroner is needed and the County cannot provide service.

Additional Actions in Response to Hazardous Materials Incidents

- Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as condition change.
- Notify appropriate local, state, and federal hazard response agencies.

- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/ Intelligence Section for updates. Assist with the needs at the Unified Command Post as requested.

Additional Actions In Response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

Additional Actions In Response to Flooding and/or Dam Failure

- Notify all units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

CORONER UNIT

GENERAL DUTIES: (LEPG-30)

- Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify burial sites. Establish and maintain records of fatalities,
- Request the County Operational Area to activate the Emergency Mortuary Response Plan as necessary to supplement Coroner Operations. Assist as needed.

YOUR RESPONSIBILITY:

The Santa Barbara County Sheriff's Department Coroner has Coroner responsibilities in Santa Barbara County. In a wide-scale disaster within Santa Barbara County, it may be several hours or days before the dead can be collected and processed by the Department of the Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Law Branch Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Law Branch Coordinator.
- ✓ Identify yourself as the Coroner Unit Coordinator by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Keep the Law Branch Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate the removal and disposition of the dead.
- ✓ Establish temporary morgue facilities.
- ✓ Coordinate with local morticians for assistance.
- ✓ Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.
- ✓ Coordinate with the Procurement Unit of the Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items.
- ✓ Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures.
- ✓ Advise all personnel involved in body recovery operations of the specific documentation requirements.
- ✓ Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.
- ✓ Consider changing shifts at 6 hours if involved in body recovery.
- ✓ Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.
- ✓ Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency.
- ✓ Provide assistance to the County Coroner in the identification of remains if requested.
- ✓ Notify next of kin as advised by the Coroner.
- ✓ Provide data on casualty counts to the Santa Barbara County Operational Area on Incident Reports

- ✓ In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination.
- ✓ Be prepared to relocate morgue facilities if they are located in flood-prone or dam inundation areas.
- ✓ Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Coroner Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

MEDICAL/HEALTH BRANCH

The Santa Barbara County Public Health Department in coordination with the private hospitals designated, as Field Treatment Sites (FTS) is responsible for assigning medical staff to FTS.

GENERAL DUTIES: (LEPG-30)

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs.
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Incident Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

YOUR RESPONSIBILITY:

Manage personnel; equipment and resources to provide the best patient care possible consistent with the EOC Incident Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Incident Action Plan.

In this jurisdiction, this checklist may pose potential issues as opposed to serving as a functional checklist.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Medical/Health Branch Coordinator by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- ✓ Ensure that a status check on equipment, facilities and operational capabilities has been completed.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Sections or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Arrange for emergency medical support and hospital care for disaster victims during and after an incident.

- ✓ Determine number and location of casualties that require hospitalization.
- ✓ Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Santa Barbara County Operational Area EOC.
- ✓ In the event of an evacuation, coordinate with the Law Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- ✓ Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- ✓ In conjunction with the Shelter Branch, and if available, establish and staff medical care stations at shelter facilities.
- ✓ Establish and operate first aid stations for emergency workers as appropriate to the incident.
- ✓ In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- ✓ Provide information on the disaster routes established within the EOC Incident Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- ✓ Provide to the PIO the locations of shelters, first aid facilities, Field Treatment Sites (FTS), public health hazards and mitigation procedures and other information for press release.
- ✓ In conjunction with the Situation Status Unit of the Planning/Intelligence Section, establish a patient tracking system.
- ✓ Protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- ✓ Identify sources of contamination dangerous to the health of the community and post as needed.
- ✓ Coordinate inspection of health hazards in damaged buildings.
- ✓ Coordinate with the Public Health Department in developing procedures to distribute medications to shelters or treatment areas as needed.
- ✓ Coordinate with Public Health Department in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.

Additional Actions in Response to Flooding and/or Dam Failure

- Identify facilities subject to flooding and prepare to move people from facilities.

Additional Actions in Response to Hazardous Material Incidents

- Identify patients and notify hospitals if contaminated or exposed patients are involved.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.

- Deactivate the Medical Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

ANIMAL CONTROL UNIT

GENERAL DUTIES: (LEPG-30)

- Protect the health and safety of citizens with the Santa Barbara Operational Area
- Provide rapid care for and control of animals during disasters
- Minimize animal suffering, loss of life and subsequent disability by ensuring timely and coordinated assistance
- Provide care and control of animals brought to shelters
- Provide for participation in mutual aid between and among neighboring counties.

YOUR RESPONSIBILITY:

An animal control response to an incident may include animal rescue, evacuation and medical treatment of animals. If a decision is made to evacuate, the public will be warned by designated mobile units, local radio and TV and other predetermined means. Law enforcement and traffic control personnel will be dispatched to designated traffic and access control points. Transportation providers will be contacted to dispatch vehicles to designated evacuation assembly points. It will be necessary to determine the area to be evacuated and the number and type of animals involved, based on information obtained from annual surveys and licensing information, as well as information available on scene at the time of the incident.

The Animal Services section of the EOC is normally activated when the EOC is opened. It is staffed by a representative from Animal Services, Public Health Department and will report to the Operations Section Chief.

The Director of Animal Services or representative will maintain active liaison with fire, law enforcement, the City of Santa Barbara Animal Control, nonprofit animal assistance organizations and private shelter representatives. The Director or representative will coordinate the Animal Services response for the Santa Barbara Operational Area and will make decisions about resource allocation and priorities.

Upon a request for assistance, the closest appropriate Animal Services unit should be dispatched to the scene as an agency representative and report to the Liaison Officer, if that position has been filled, to provide direct communications between the scene and Animal Services. If there is no Liaison Officer, agency representatives report to the Incident Commander.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.

- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Animal Control Unit Coordinator by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Check in with Incident Commander, Liaison Officer, or Branch / Unit Coordinator.
- ✓ Provide initial size up of event need for animal control.

- ✓ If appropriate, request County Public Safety Dispatch to call out an Animal Services Unit.
- ✓ Identify animal care facilities or geographical areas that may be threatened and estimate the number of animals needing assistance in the threatened area.
- ✓ Contact Operations Section Coordinator and determine staging area location for evacuation vehicles for transporting animals, horse trailers, etc.
- ✓ Put Animal Services personnel on standby status.
- ✓ Alert volunteer and / or other supporting organizations, as appropriate.
- ✓ Prioritize large animal evacuations as necessary and coordinate activities with volunteer organization representatives at field command post.
- ✓ Estimate number of horses needing transportation assistance.
- ✓ Establish location, condition and capacity of animal shelters and if required take action to expand shelter capacity.
- ✓ Establish procedures for each animal shelter to periodically report on its status.
- ✓ Establish procedures for each shelter to assist in returning animals to their owners at the conclusion of the incident and report.
- ✓ Coordinate with the Medical Health Branch Coordinator to have the Public Information Officer include animal control emergency public information in news release messages.
- ✓ Establish procedures to impound loose animals.
- ✓ Coordinate with Red Cross when they have been requested to open mass care shelters to provide handling and care of animals that have been brought to the shelters. Periodically check with Red Cross liaison to determine animal control needs at shelters.
- ✓ Determine number and location of animals that require treatment or hospitalization.
- ✓ Upon request, assist the California Department of Fish and Game.
- ✓ Continue to update information to the Medical Health Branch Coordinator for Plans / Intelligence and the Public Information Officer.
- ✓ **Anticipate** your support needs and forward to you Section Coordinator.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ✓ Using Activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Animal Control Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

Evacuation – Supporting Organizations

Santa Barbara Humane Society

The Santa Barbara Humane Society is a non-profit, animal welfare organization located at 5399 Overpass Road, Santa Barbara. Humane Society employees and volunteers provide a variety of animal welfare services, including boarding, medical care, adoption and education. The Humane Society also assists County Animal Services during emergencies in the transport of large and small animals, including horse trailering, evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal Services, designated representatives from County Fire/OES or the Sheriff's Department.

Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Humane Society representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Humane Society representative will report to the Incident Commander.

Contact with the Humane Society by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to the Humane Society.

Equine Evacuation and Assistance Team (Equine Evac)

Equine Evac is a non-profit organization composed of members of local horse groups, trainers, farriers, veterinarians and other equine owners who are interested in education and livestock rescue during disasters. Equine Evac is an available resource for horse evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal Services, designated representatives from County Fire/OES or the Sheriff's Department. Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Equine Evac representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Equine Evac representative will report to the Incident Commander.

Contact with Equine Evac by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to Equine Evac.

Wildlife Care Network (WCN)

The Wildlife Care Network (WCN) is a private volunteer organization that provides rescue and treatment of distressed or oiled birds and animals. The WCN team is fully equipped to respond

to the scene of a distressed bird or animal and all responding WCN members have been trained in the care and handling of distressed wildlife. WCN has a relationship with local veterinarians, City Animal Control, County Animal Services and the State Department of Fish and Game. WCN has a number of wildlife treatment and rehabilitation sites throughout the south coast.

WCN may be reached through the State Department of Fish and Game, Animal Control or directly by their local phone number (805) 966-0023.

On scene, the WCN agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the WCN agency representative will report to the Incident Commander.

Santa Barbara Marine Mammal Center

The Santa Barbara Marine Mammal Center (SBMMC) is a private volunteer organization that provides rescue and treatment of distressed marine mammals. The SBMMC team is fully equipped to respond to the scene of a distressed marine mammal and all responding SBMMC members have been trained in the care and handling of distressed marine mammals. SBMMC has a relationship with local veterinarians, the Santa Barbara City Harbor Patrol, County Animal Control Officers and the State Department of Fish and Game. SBMMC has a treatment and rehabilitation site within Santa Barbara County and SBMMC responders can retrieve marine mammals either on or offshore.

SBMMC may be reached through the State Department of Fish and Game, Santa Barbara City Harbor Patrol, Animal Control or directly by their local phone number (805) 962-0885.

On scene, the SBMMC agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the SBMMC agency representative will report to the Incident Commander.

Supporting Organizations and Responsibilities

- Department of Fish and Game - Game wardens and veterinarians provide assistance with wildlife, including cleanup activities associated with oil spills.
- Public Utilities Commission - Provides listings of commercial and private transportation vehicles that could be used for evacuation.
- Department of Transportation and Department of Interior - Supports and assists federal, state, local and voluntary relief agencies in disaster relief transportation requirements
- Private Animal Care Shelters - Provide care and assist where possible in recovery and rescue of animals.
- Veterinary Medical Association - Coordinates provision of emergency shelters for animals, as available and coordinates private veterinary medical service.
- Santa Barbara Zoological Society - Provides expertise and resources to handle and care for exotic animals.
- Santa Maria Fairplex - Temporary shelter for animals on a space available basis.
- Earl Warren Showgrounds - On a space available basis, provides shelter for large animals.

- California Department of Fish and Game - Provides assistance with wildlife, including cleanup activities associated with oil spills.

CARE AND SHELTER BRANCH

Santa Barbara County Department of Social Services in conjunction with the American Red Cross has the Operational Area responsibility for Care and Shelter.

In all levels of disaster the American Red Cross and the Department of Social Services may consolidate operations into a disaster operations headquarters at a site to be determined.

Santa Barbara County is within the jurisdiction of the Santa Barbara County Chapter of the American Red Cross. The main office is located at 2707 State Street, Santa Barbara, CA 93105. The phone number is for this office is 805-687-1331.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities with the cooperation of the American Red Cross. The Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer service agencies providing assistance to disaster victims.

POTENTIAL SHELTER SITES

Potential shelter facilities should:

- In conjunction with the Santa Barbara County Chapter of the American Red Cross, have permission and Memos of Understanding secured for shelter usage. The Department of Social Services (DSS) will also have a list of potential facilities in their Department's Standard Operating Procedures.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
 - Structural safety inspection arranged with local Building Department.
 - OSHA safety inspection for safety of shelterees and workers.
 - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Examples of suitable potential shelter sites:

- County-owned facilities such as community centers, recreational facilities or auditoriums
- Churches and other privately owned facilities
- School multi-purpose buildings and gymnasiums
- Convention Centers

Care and Shelter Branch will coordinate with the American Red Cross in identifying potential sites. Potential shelter locations are identified in the Standard Operating Procedures for the Department of Social Services that meet all health, safety and Americans with Disabilities Act (ADA) requirements and should have: **(LEPG-16)**:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

Shelters will be used after inspected and deemed structurally sound. Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings identified by the American Red Cross and / or the Department of Social Services, other than those used for other emergency functions, may be used for sheltering.

Community centers and other county-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people and are mostly ADA compatible. Churches, which are ADA compatible, are also appropriate as they are often large and have kitchen facilities on the premises. Since it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

GENERAL DUTIES: (LEPG-30)

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.

YOUR RESPONSIBILITY:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Care and Shelter Branch Coordinator by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- ✓ Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ If need is established, contact the Santa Barbara County Chapter of the American Red Cross and request an ARC liaison for the SBOA EOC.

- ✓ Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- ✓ Determine the need for an evacuation center or mass care shelter.
- ✓ The Santa Barbara County Chapter of the American Red Cross should be contacted when considering opening a mass care facility.
- ✓ Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- ✓ Ensure that Building & Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- ✓ If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform PIO and public of locations
- ✓ Ensure shelter management teams are organized and facilities are ready for occupancy.
- ✓ Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall County staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- ✓ Coordinate with the Medical/Health Branch and Care and Shelter Unit for sheltering of residential care and special needs populations.
- ✓ Coordinate with through the Santa Barbara County Operational Area Care and Shelter Unit, the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc. **(LEPG-30)**
- ✓ Coordinate with the Information Systems Branch of the Logistics Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- ✓ Coordinate with the Animal Control Unit of the Medical/Health Branch for the care of shelterees' animals.
- ✓ Coordinate with the Transportation Unit of the Logistics Section the transportation needs of shelterees.
- ✓ Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any expenditures, damages, casualties and numbers and types of persons sheltered. The Planning & Intelligence Section will determine the reporting period.
- ✓ Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross.
- ✓ Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities, which may be threatened by any hazardous condition.
- ✓ Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.

- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PUBLIC WORKS BRANCH

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

YOUR RESPONSIBILITY:

Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Public Works Branch Coordinator by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Public Works Department personnel are in the EOC or have been notified.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- ✓ Ensure that all off-duty Public Works personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.

- ✓ Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Receive and process all requests for Public Works resources.
- ✓ Assure that all emergency equipment has been moved from unsafe areas.
- ✓ Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- ✓ Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- ✓ Allocate available resources based on requests and EOC priorities.
- ✓ Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- ✓ Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.
- ✓ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities. **(LEPG-30)**
- ✓ In coordination with the Santa Barbara County Operational area and your Section Coordinator to determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- ✓ Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.
- ✓ Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.
- ✓ Support clean up and recovery operations during disaster events.
- ✓ Clear debris from waterways to prevent flooding. Drain flooded areas, as needed. **(LEPG-30)**
- ✓ Develop a debris removal plan to facilitate county clean-up operations, which addresses: **(LEPG-30)**
 - Identification of agencies for the debris removal process.
 - Identification of and cooperation with landfills.
 - Cooperation with various waste management regulatory agencies to address debris removal problems.
 - Identification and establishment of debris collection sites.
 - Evaluation of potential recycling of debris.
 - Prioritization and completion of the debris removal process.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Public Works Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.

- ✓ Leave forwarding phone number where you can be reached.

BUILDING AND SAFETY BRANCH

GENERAL DUTIES: (LEPG-30)

- Begin the immediate inspection for re-occupancy of key county facilities for emergency response and recovery.
- Provide the engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the County for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

YOUR RESPONSIBILITY:

Evaluation of all county-owned and private structures that may have been damaged in an incident. The Building Official in Santa Barbara County is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

In a large incident, the need for outside resources to accomplish building inspection will be required. This branch handles the coordination of such incoming resources.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Building and Safety Branch Coordinator by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified.

- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Ensure that all on-duty Building and Safety personnel have been alerted and notified of the current situation.
- ✓ Ensure that all off-duty Building and Safety personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- ✓ Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Obtain regular briefings from field command post(s) or *DOC*.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate *DOC* or *EOC* Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- ✓ Determine and **anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate with Santa Barbara County Building and Safety regarding local jurisdictional needs.
- ✓ Activate your safety/damage assessment procedures. This should include inspection of the following critical facilities (priority) and other facilities:
 - EOC/DOCs
 - Police stations
 - Fire stations
 - Hospitals
 - Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
 - Public schools
 - Public Works facilities
 - Potential HazMat facilities, including gas stations
 - Designated shelters
 - Unreinforced masonry buildings
 - Concrete tilt-up buildings
 - Multi-story structures commercial, industrial and residential
 - *Mobile homes/modular structures
 - Single-family dwellings

**Note: Certain facilities may fall under the jurisdiction of State or Federal inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the incident.*

- ✓ Use a three-phase approach to inspection based upon existing disaster intelligence:
 1. General Area Survey of structures
 2. ATC-20 Rapid Inspection
 3. ATC-20 Detailed Inspection

BE PREPARED TO REINSPECT FOLLOWING AFTERSHOCKS

- ✓ After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.

- ✓ Assess the need and establish contacts for requesting or providing mutual aid assistance.
- ✓ Alert and stage safety assessment teams as needed.
- ✓ Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- ✓ Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
- ✓ Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- ✓ Brief all personnel on Department Emergency Operating Procedures and assignments.
- ✓ Assess the need to require potentially unsafe structures to be vacated.
- ✓ Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- ✓ Provide public school inspection reports to the state Architect. (Note: The County inspects and lists our schools as shelters to cover our own needs and to see that they have a preliminary inspection done early.)
- ✓ Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- ✓ Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- ✓ Provide policy recommendations to appropriate county officials for:
 - emergency Building and Safety ordinances.
 - expediting plan checking and permit issuance on damaged buildings.
- ✓ Coordinate with the PIO to establish public information and assistance hotlines.
- ✓ Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- ✓ Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; State OES; local Building and Safety; insurance carriers and other local, state and federal agencies.
- ✓ If needed, request police escort of safety assessment and inspection personnel.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Building and Safety Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PART TWO PLANNING / INTELLIGENCE SECTION

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Note: Items identified with a (LEPG-#) reference the Local Emergency Planning Guidance and may be retained in the plan as a crosswalk for review purposes.

PLANNING/INTELLIGENCE SECTION

GENERAL

PURPOSE

To enhance the capability of Santa Barbara Operational Area to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the County's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and resource status. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During an incident, other department heads will advise the Planning/Intelligence Section Coordinator on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections and the State. The Planning/ Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during an incident:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the State Regional Emergency Operations Center (REOC) via RIMS Reports.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, County departments, State OES, and FEMA via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via OASIS.

- Prepare required reports identifying the extent of damage and financial losses.
- Determine the County's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the County's EOC Incident Action Plan.
- Prepare the County's After-Action Report.
- Prepare a post-disaster recovery plan.
- Maintain accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director. All on-duty personnel are expected to remain on duty until properly relieved. Off-duty personnel will be expected to return to work in accordance with County of Santa Barbara Policy and Procedures, "Santa Barbara County Policy for Employees in the Event of a Declared Emergency / Natural Disaster / Inclement Weather"
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 0600 Hrs. (6:00 a.m.) and 1800 Hrs. (6:00 p.m.) Operational periods should be event driven.

IDENTIFICATION OF RISKS

As part of the County's general plan, the public safety element identifies safety risks throughout the County related to:

- Public Health and Safety
- Goals for Public Safety
- Fire Protection
- Geologic Hazards
- Crime Prevention
- Utilities
- Transportation
- Disaster Management

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning/Intelligence Section.

ACTION PLANNING (LEPG-31)

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

1. A process to identify objectives, priorities and assignments related to emergency response or recovery actions; and
2. Plans that document the priorities, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and EOC Incident Action Plans. EOC Incident Action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for action plans at the Incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

Incident Action Plans (Field Level)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident.
- Complex incidents.
- Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what does one want to achieve?).
- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy. (Given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A Communications plan.

- Safety plan.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

Action Planning at SEMS EOC Levels

Action Planning at all EOC levels, like that of the field level, is based around the use of an operational period. First establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions determine the length of the operational period for the EOC. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Incident Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Director in concert with the General Staff produces the plan. Once the EOC is fully activated, EOC Incident Action Plans should be written.

EOC Incident Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Incident Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable).
- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy.
- Operational period designation, the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments. (Also, later EOC Incident Action Plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required.

Focus of the EOC Incident Action Plan

The primary focus of the EOC Incident Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Incident Action Plan becomes an essential input to developing departmental action plans.

After-Action Reports (LEPG-38)

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

After Action Questionnaire

An After Action Report Questionnaire should be completed for all functional or full-scale exercises, and actual occurrences. When completing an After Action Report in the Response Information Management System (RIMS) a questionnaire is included in the report. Listed below are the questions asked in Part III of the RIMS After Action Report. All questions 1-19 are "Yes," "No" or "NA", any "No" answers to questions 1-19 should be addressed. Questions 20-24 should address areas as "needing improvement and corrective action".

1. Were procedures established and in place for response to the disasters.
2. Were procedures used to organize initial and ongoing responses?
3. Was the ICS used to manage the field response?
4. Was Unified Command considered or used?
5. Was your EOC and/or DOC activated?
6. Was the EOC and/or DOC organized according to SEMS?
7. Were sub-functions in the EOC / DOC assigned around the five SEMS functions?
8. Were response personnel in the EOC / DOC trained?
9. Were action plans used in the EOC / DOC?
10. Were action planning processes used at the field response level?
11. Was there coordination with volunteer agencies such as the Red Cross?
12. Was an Operational Area EOC activated?
13. Was Mutual Aid requested?
14. Was Mutual Aid received?
15. Was Mutual Aid coordinated from the EOC / DOC?
16. Was an inter-agency group established at the EOC / DOC level?
17. Was communication established and maintained between agencies?
18. Was the public alerting warning conducted according to procedure?
19. Was public safety and disaster information coordinated with the media?
20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources.
21. As you responded, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?
22. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation.
23. As a result of your response, please identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines?

24. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities and claims filed?

Section 2450(a) of the SEMS Regulations states that...."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

Use of After-Action Reports

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describes and defines a plan of action for implementation of improvements.

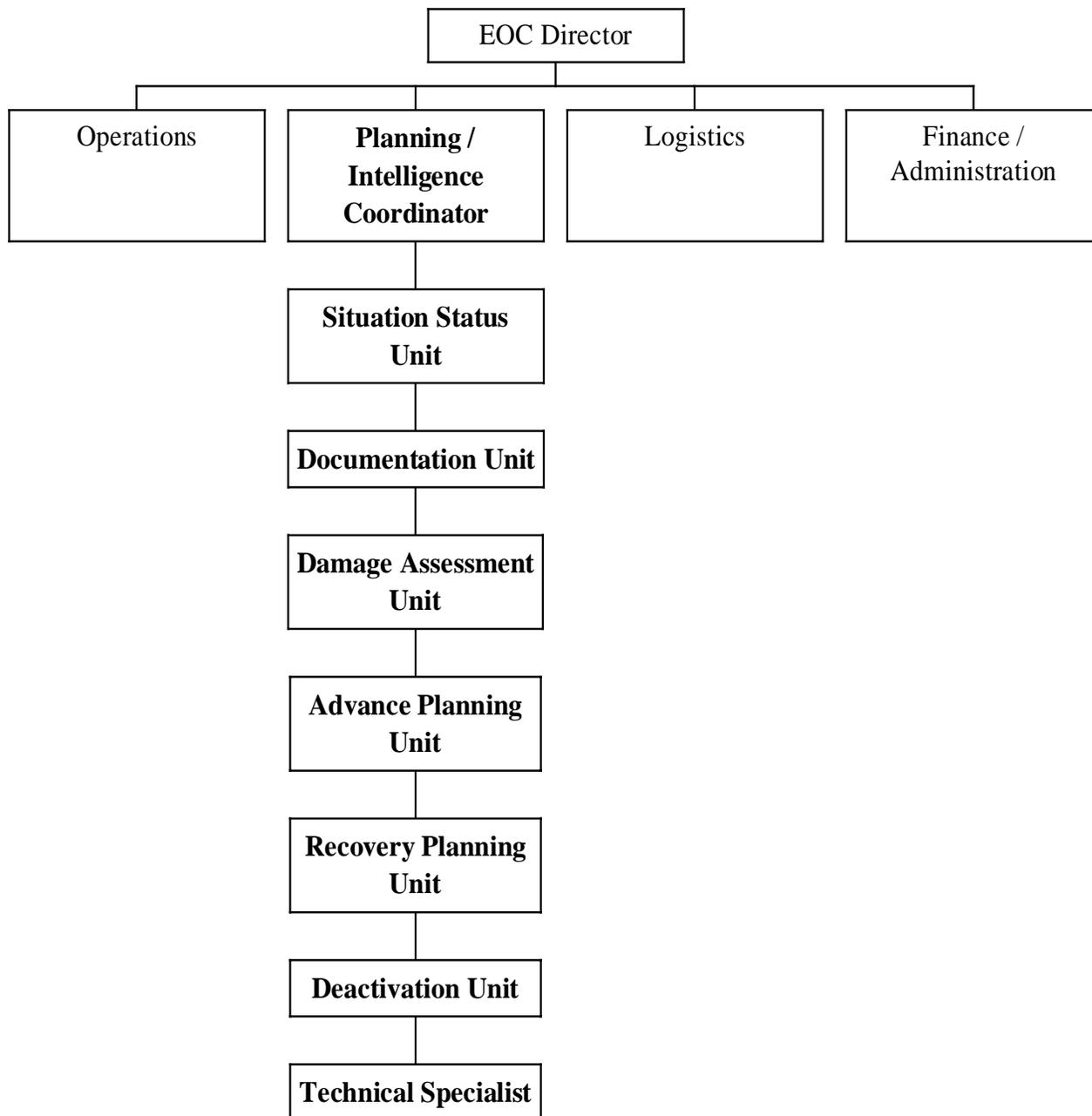
The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

COORDINATION

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person or agency; a concerted effort on the part of many individuals in many agencies or departments will be required.

PLANNING/INTELLIGENCE SECTION SEMS ORGANIZATION CHART



PLANNING/INTELLIGENCE STAFF

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Deactivation Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Documentation Unit

The Documentation Unit is responsible for initiating and preparing the County's EOC Incident Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Damage Assessment Unit

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

Advance Planning Unit

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Recovery Planning Unit

The Recovery Unit is responsible for ensuring that the County receives all emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all

initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster condition as quickly and effectively as possible.

Deactivation Unit

The Deactivation Unit is responsible for preparing a Deactivation Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

PLANNING/INTELLIGENCE POSITION CHECKLISTS

PLANNING/INTELLIGENCE COORDINATOR

GENERAL DUTIES:

Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:

- Preparing periodic situation reports.
- Initiating and documenting the County's Incident Action Plan and After-Action report.
- Advance planning.
- Planning for deactivation.
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

CHECKLIST ACTIONS

Section Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Planning/Intelligence Section Coordinator by putting on the vest with your title.
- ✓ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

- ✓ Review organization in place at the EOC. Know where to go for information or support.
- ✓ Determine if other Section staff are at the EOC.
- ✓ Confirm that all-key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ✓ Activate organizational elements within your Section as needed and designate coordinators for each element or combination of elements:
 - Situation Status Unit
 - Documentation Unit
 - Damage Assessment Unit
 - Advance Planning Unit
 - Recovery Planning Unit
 - Deactivation Unit
 - Technical Specialist
- ✓ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ✓ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - ✓ Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- ✓ Inform the EOC Director and General Staff when your Section is fully operational.
- ✓ Open and maintain Section logs.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.
- ✓ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- ✓ Prepare work objectives for Section staff and make staff assignments.
- ✓ Meet with other activated Section Coordinators.
- ✓ Review major incident reports and additional field operational information that may pertain to or affect Section operations.

- ✓ Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- ✓ Direct the Situation Status Unit Coordinator to initiate collection and display of significant disaster events.
- ✓ Direct the Documentation Unit Coordinator to initiate collection and display of disaster information.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.
- ✓ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ✓ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ✓ Brief the EOC Director on major problem areas that need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- ✓ Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- ✓ Ensure that your Section logs and files are maintained.
- ✓ Monitor your Section activities and adjust Section organization as appropriate.
- ✓ Ensure internal coordination between branch/group/unit coordinators.
- ✓ Update status information with other sections as appropriate.
- ✓ Resolve problems that arise in conducting your Section responsibilities.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- ✓ Participate in the EOC Director's action planning meetings.
- ✓ Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- ✓ Assess the impact of the incident on the County, including the initial safety/damage assessment by field units.
- ✓ Develop situation analysis information from the following sources:
 - Santa Barbara County Fire Department
 - County Fire Department
 - County Sheriff's Department
 - County Public Works Department
 - County Parks and Recreation Department
 - County Unified School District
 - Red Cross, Santa Barbara County Chapter
 - Area Radio Emergency Services (ARES)
 - Media (Radio and Television)
- ✓ Ensure that pertinent incident information is disseminated through appropriate channels to response personnel, City EOC's, County departments, State Regional Emergency Operations Center (REOC) via RIMS. If RIMS is not available, then all reports are to be sent via OASIS. Also ensure that the public is kept informed.
- ✓ Review and approve Incident Reports, Reconnaissance, County/Cities Status and safety/damage assessment reports for transmission by the Situation Status Unit to the State REOC via RIMS (Internet); or if RIMS is not available, then all reports are to be sent to via OASIS.
- ✓ Working with the EOC Management Team and the Documentation Unit, prepare an EOC Incident Action Plan to identify priorities and objectives.
- ✓ Assemble information on alternative strategies.
- ✓ Identify the need for use of special resources.
- ✓ Initiate the EOC Incident Action Plan development for the current and forthcoming operational periods.
- ✓ Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- ✓ Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- ✓ Begin planning for recovery.

Deactivation

- ✓ Authorize deactivation of organizational elements within your Section when they are no longer required.
- ✓ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- ✓ Ensure that any required forms or reports are completed prior to your release and departure.

- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Deactivate your Section and close out logs when authorized by the EOC Director
- ✓ Leave forwarding phone number where you can be reached

SITUATION STATUS UNIT

GENERAL DUTIES: (LEPG-31)

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other Section Coordinators to initiate the action planning process.
- Transmit approved reports to the State REOC via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via OASIS.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all-incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

YOUR RESPONSIBILITY:

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Situation Status Unit Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.

- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
 - ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
 - ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
- Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the incident.
 - Special hazards.
 - Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Structural property damage (estimated dollar value).

- Personal property damage (estimated dollar value).
 - Committed resources to the incident.
 - Available resources.
 - Assistance provided by outside agencies (Mutual Aid Resources) and resources committed.
 - Shelter type, location and number of people that can be accommodated, once shelters are activated/established.
- ✓ Prepare and maintain EOC displays.
 - ✓ Post the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
 - ✓ Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
 - Management Team
 - Operations Section
 - Logistics Section
 - Finance/Administration Section
 - ✓ Provide for a status report authentication process in case of conflicts.
 - ✓ Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
 - ✓ Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
 - ✓ Provide information to the PIO for use in developing media and other briefings.
 - ✓ Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
 - ✓ Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.
 - ✓ Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
 - ✓ In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
 - ✓ Provide resource and situation status information in response to specific requests.
 - ✓ Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
 - ✓ Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the State REOC via RIMS . If RIMS is not available, then all reports are to be sent via OASIS.
 - ✓ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

- ✓ Assist at planning meetings as required. Provide technical assistance.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Situation Status Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

DOCUMENTATION UNIT

GENERAL DUTIES: (LEPG-31 & 37)

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve incident files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Incident Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

YOUR RESPONSIBILITY:

Compile and distribute the County's EOC Incident Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Documentation Unit Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).

- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ Think ahead and **anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.
- ✓ Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- ✓ Coordinate documentation with the Situation Status Unit.
- ✓ Assist in the preparation of any written action plans or procedures.
- ✓ Ensure that the EOC Incident Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units.
- ✓ Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.

- ✓ Establish a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- ✓ Establish a “**runner**” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- ✓ Establish copying service and respond to authorize copying requests.
- ✓ Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- ✓ Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- ✓ Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

SAFETY / DAMAGE ASSESSMENT UNIT

GENERAL DUTIES: (LEPG-36)

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building and Safety Branch of the Operations Section for exchange of information.
- Utilize the Santa Barbara Operational Area disaster information reporting procedures.

YOUR RESPONSIBILITY:

Maintain detailed records of safety/damage assessment information and support the documentation process.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Damage Assessment Unit Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**see sample, Part Three—Forms**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ **Anticipate** potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section (per ATC 20 Guidelines).
- ✓ Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- ✓ Collect, record and total the type, location and estimated value of damage (in accordance with RIMS format).
- ✓ Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- ✓ Provide documentation to Legal Advisor on those structures that may need to be demolished in the interest of public safety.
- ✓ Coordinate with the American Red Cross, utility companies and other sources for additional safety/damage assessment information.
- ✓ Coordinate with all Operations Branches (Police, Fire, Public Works, Medical/Health, Care and Shelter and Building and Safety) for possible information on damage to structures.
- ✓ Provide final safety/damage assessment reports to the Documentation Unit.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.

- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Deactivation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

ADVANCE PLANNING UNIT

GENERAL DUTIES: (LEPG-31)

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery.

YOUR RESPONSIBILITY:

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up a necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Advance Planning Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unity journal/log is opened
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ Think ahead and **anticipate** situations and problems before they occur
- ✓ Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decisions, justifications, and documentation
 - Requests filled

- EOC personnel, time on-duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Determine and **anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Use face-to-face and written communication in the EOC whenever possible and document decisions and policies.
- ✓ Refer all media contacts to your Section Coordinator.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch / Unit Operational Duties

- ✓ Obtain current briefing on the operational situation from the Situation Status Unit. Determine best estimate of duration of the situation from available information.
- ✓ Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.
- ✓ In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
 - Best estimate likely situation in 36 to 72 hours given current direction and policy.

- Determine top priorities for actions and resources.
 - Identify any recommended changes to the EOC policy, organization or procedures to better address the possible situation.
 - Identify any issues and constraints that should be addressed now in light of the probably situation in 36 to 72 hours.
- ✓ Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.
 - ✓ Develop specific recommendations on areas and issues, which will require continuing and/or expanded County involvement.
 - ✓ Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Advance Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave a forwarding phone number where you can be reached.

RECOVERY PLANNING UNIT

GENERAL DUTIES: (LEPG-34)

- Ensure that Santa Barbara County is prepared to participate jointly with FEMA, State OES, and non-profit organizations to expedite disaster assistance. Refer to current state and federal disaster assistance programs and information.
- Ensure that required and/or approved mitigation measures are carried out.
- Recovery planning should incorporate disaster mitigation considerations.

YOUR RESPONSIBILITY:

Ensure the County receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the County (Operational Area) to pre-disaster conditions as quickly and effectively as possible

CHECKLIST ACTIONS

Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Recovery Planning Unit Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator.
- ✓ Establish procedures with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Identify issues to be prioritized by the EOC Director on restoration of services to the County.
- ✓ Maintain contact with State REOC and FEMA sources for obtaining maximum eligible funds for disaster costs.
- ✓ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of “posted” buildings so owners/occupants may retrieve business/personal property.
- ✓ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for reoccupancy of “posted” buildings. Posting includes, as a minimum, the categories of “Inspected”, “Restricted Access” and “Unsafe”
- ✓ In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate threat to the population or adjacent structures. Ensure that homeowners’ and business owners’ rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.
- ✓ Ensure that buildings considered for demolitions that are designated as a “Historical Building” classification follow the appropriate review process.
- ✓ With Section Coordinators, develop a plan for initial recovery operations.
- ✓ Prepare the EOC organization for transition to Recovery Operations

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.

- ✓ Deactivate the Recovery Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

DEACTIVATION UNIT

GENERAL DUTIES: (LEPG-31)

- Provide assistance to the Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC deactivation.
- Develop deactivation strategy and plan with Section Coordinators.
- Prepare written deactivation plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

YOUR RESPONSIBILITY:

Prepare a Deactivation Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Deactivation Unit coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your Unit status and activity and on any problem areas that now need or will require solutions.

- ✓ Provide periodic situation or status reports to your Section Coordinator.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate with the field level Deactivation Unit Coordinator and Resource Status Coordinator.
- ✓ Review the organization and current staffing to determine the likely size and extent of deactivation effort.
- ✓ Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- ✓ Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal deactivation.
 - Personnel rest and safety needs.
 - Coordination procedures with cooperating/assisting agencies.
- ✓ Evaluate logistics and transportation capabilities to support the deactivation effort.
- ✓ Prepare a Deactivation Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Transition to local authority.
 - Completion and submittal of all required documentation.
- ✓ Obtain approval of the Deactivation Plan from the EOC Director.
- ✓ Ensure that all sections and branches/groups/units understand their specific deactivation responsibilities.
- ✓ Supervise execution of the Deactivation Plan.
- ✓ Brief Planning/Intelligence Section Coordinator on deactivation progress.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.

- ✓ Deactivate the Deactivation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

TECHNICAL SPECIALIST UNIT

GENERAL DUTIES: (LEPG-31)

Provide technical expertise to the Planning/Intelligence Section and others as required.

YOUR RESPONSIBILITY:

Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as Technical Specialist by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for field operations support as requested. Assign specific responsibilities.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your position status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Ensure that all your personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Act as a resource to EOC staff in matters relative to your technical specialty.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Technical Specialist position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PART TWO

FINANCE/ADMINISTRATION SECTION

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Note: Items identified with a (LEPG-#) reference the Local Emergency Planning Guidance and may be retained in the plan as a crosswalk for review purposes.

FINANCE / ADMINISTRATION SECTION

GENERAL

PURPOSE

To enhance the capability of the Santa Barbara Operational Area to respond to emergencies by providing financial support and coordination to emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the County.
- Cooperate with the other sections of the emergency response team.
- Documentation of costs and recovery of those costs as allowable.
- Maintain a positive image for the County in its dealings with the community.

OVERVIEW

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the County functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance / Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a widespread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and State OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Police or Public Works departments will have the principal role in directing the County's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

A. For all disasters/emergencies:

1. Notify the other sections and County departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the computer systems are accessible and/or usable.
3. Determine if the County's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the County (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Government coordinate with disaster agencies to initiate the cost recovery process.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

B. For disasters/emergencies where the County computer systems and bank are accessible and usable:

1. Inform the other sections and departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

C. For disasters/emergencies where the County's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

D. For disasters/emergencies where the County's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

CONCEPT OF OPERATIONS

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing County departmental fiscal operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.

- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator. This may be a period of 12 hours. If so, then these periods will normally change at 6:00 a.m. and 6:00 p.m. (0600 and 1800 hours respectively in military time).

SECTION ACTIVATION PROCEDURES

Authorization

The EOC Director or designee is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

When to Activate

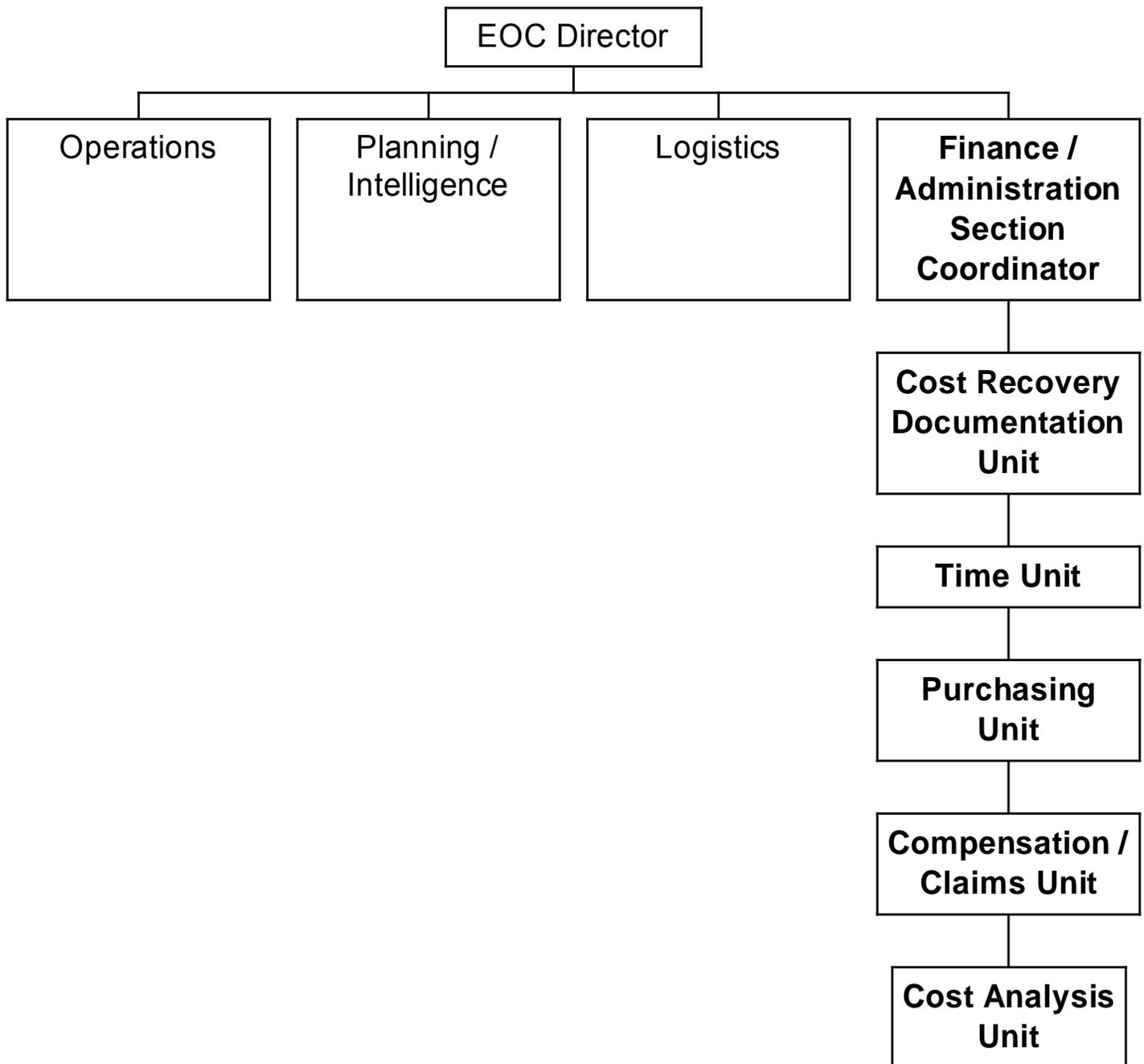
The Finance/Administration Section will be activated during any EOC activation. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC has been deactivated.

In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units will be notified when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to their assigned emergency location.

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Branches/Groups/Units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Cost Recovery Documentation Unit
- Time Unit
- Purchasing Unit
- Compensation/Claims Unit
- Cost Analysis Unit

The Finance/Administration Section Coordinator may activate additional Branches/Groups/Units to fulfill an expanded role if necessary.

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Cost Recovery Documentation Unit

The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

Time Unit

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs) and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Purchasing Unit

The Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving Santa Barbara County arising out of an emergency/disaster. Including, completion all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

Cost Analysis Unit

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

FINANCE/ADMINISTRATION POSITION CHECKLISTS

FINANCE/ADMINISTRATION SECTION COORDINATOR

GENERAL DUTIES: (LEPG-33)

- Ensure that the Finance/Administration function is performed consistent with SEMS Guidelines, including:
 - Implementing a Disaster Accounting System.
 - Maintaining financial records of the emergency.
 - Tracking and recording of all agency staff time.
 - Processing purchase orders and contracts in coordination with Logistics Section.
 - Processing worker's compensation claims received at the EOC.
 - Handling travel and expense claims.
 - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Branches/Groups/Units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

YOUR RESPONSIBILITY:

Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

CHECKLIST ACTIONS

Section Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Finance/Administration Section Coordinator by putting on the vest with your title.

- ✓ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- ✓ Review organization in place at the EOC. Know where to go for information or support.
- ✓ Determine if other Section staff are at the EOC.
- ✓ Confirm that all key Finance/Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ✓ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Cost Recovery Documentation Unit
 - Time Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Analysis Unit
- ✓ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ✓ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- ✓ Inform the EOC Director and General Staff when your Section is fully operational.
- ✓ Open and maintain Section logs.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.
- ✓ Review responsibilities of Branches/Groups/Units in your Section. Develop plan for carrying out all responsibilities.
- ✓ Prepare work objectives for Section staff and make staff assignments.
- ✓ Meet with other activated Section Coordinators.
- ✓ From the Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Finance/Administration Section Branches/Groups/Units that are not currently staffed.
- ✓ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- ✓ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ✓ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ✓ Brief the EOC Director on major problem areas that need or will require solutions.
- ✓ Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- ✓ Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/ Units.
- ✓ Ensure that your Section logs and files are maintained.
- ✓ Monitor your Section activities and adjust Section organization as appropriate.
- ✓ Ensure internal coordination between branch/group/unit Coordinators.
- ✓ Update status information with other sections as appropriate.
- ✓ Resolve problems that arise in conducting your Section responsibilities.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- ✓ Participate in the EOC Director's action planning meetings.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- ✓ Authorize use of the Disaster Accounting System and establish an appropriate billing code.
- ✓ Ensure that the payroll process continues.
- ✓ Ensure that the revenue collection process continues.
- ✓ Ensure that all Section personnel and equipment time records and records of expendable materials records are provided to the Time and Cost Analysis Unit at the end of each operational period.

- ✓ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period.
- ✓ Manage the donations of money received during and following an emergency from individual citizens and volunteer groups.
- ✓ Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.
- ✓ Meet with assisting and cooperating agency representatives as required.
- ✓ Provide input in all planning sessions on finance and cost analysis matters.
- ✓ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ✓ Keep the General Staff apprized of overall financial situation.

Deactivation

- ✓ Authorize deactivation of organizational elements within your Section when they are no longer required.
- ✓ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- ✓ Ensure that any required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Deactivate your Section and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

COST RECOVERY

DOCUMENTATION UNIT

GENERAL DUTIES: (LEPG-33)

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

YOUR RESPONSIBILITY:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. **The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.**

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Cost Recovery Documentation Unit/Branch Manager by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- ✓ Inform all sections and departments that the Disaster Accounting System is to be used and advise them of billing code for the incident.
- ✓ Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- ✓ Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- ✓ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- ✓ Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- ✓ Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director and the Santa Barbara County Operational Area as required.
- ✓ Work with EOC sections and appropriate departments to collect all required documentation.
- ✓ Receive and allocate payments.
- ✓ Organize and prepare records for final audit.
- ✓ Prepare recommendations as necessary.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Cost Recovery Documentation Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

TIME UNIT

GENERAL DUTIES: (LEPG-33)

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific County, OES and FEMA time recording policies.
- Track, record and report equipment use and time.

YOUR RESPONSIBILITY:

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Time Unit/Branch Manager by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. *Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties—PERSONNEL TIME RECORDER

- ✓ Determine specific requirements for the time recording function.
- ✓ Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.
- ✓ Ensure that all records identify scope of work and site-specific work location.
- ✓ Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and termination's to personnel time documents.
- ✓ Ensure that daily personnel time recording documents are accurate and prepared in compliance with County policy.
- ✓ Ensure that all employee identification information is verified to be correct on the time report.
- ✓ Ensure that time reports are signed.
- ✓ Establish and maintain a file for employee time records within the first operational period for each person.

- ✓ Maintain records security.
- ✓ Close out time documents prior to personnel leaving emergency assignment.
- ✓ Keep records on each shift.
- ✓ Coordinate with the Personnel Unit of the Logistics Section.

Operational Duties—EQUIPMENT TIME RECORDER

- ✓ Assist sections and Branches/Groups/Units in establishing a system for collecting equipment time reports.
- ✓ Ensure that all records identify scope of work and site-specific work location.
- ✓ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).
- ✓ Maintain security for all records.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Time Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PURCHASING UNIT

GENERAL DUTIES: (LEPG-33)

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by Board of Supervisors or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.

YOUR RESPONSIBILITY:

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. **Ensure that all records identify scope of work and site-specific work location.**

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Purchasing Unit/Branch Manager by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Contact appropriate branch/group/unit Coordinators on needs and any special procedures.
- ✓ Review/prepare EOC purchasing procedures.
- ✓ Prepare and sign contracts as needed within established contracting authority.
- ✓ Establish contracts and agreements with supply vendors.
- ✓ Ensure that all records identify scope of work and site-specific locations.
- ✓ Ensure that a system is in place that meets County property management requirements. Ensure proper accounting for all new property.
- ✓ Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- ✓ Coordinate with Compensations/Claims Unit on procedures for handling claims.
- ✓ Finalize all agreements and contracts.
- ✓ Complete final processing and send documents for payment.
- ✓ Verify cost data in pre-established vendor contracts with Cost Analysis Unit.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.

- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Purchasing Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

COMPENSATION/CLAIMS UNIT

GENERAL DUTIES: (LEPG-33)

- Accept as agent for Santa Barbara County claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to Santa Barbara County.

YOUR RESPONSIBILITY:

Manage the investigation and compensation of physical injuries and property damage claims involving Santa Barbara County arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Compensation/Claims Unit/Branch Manager by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, and Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Coordinator.
- ✓ Maintain a log of all injuries occurring during the disaster/emergency.
- ✓ Develop and maintain a log of potential and existing claims.
- ✓ Prepare claims relative to damage to County property and notify and file the claims with insurers.
- ✓ Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with County requirements and policies.
- ✓ Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- ✓ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- ✓ Ensure the investigation of all accidents, if possible.
- ✓ Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- ✓ Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.

- ✓ Obtain all witness statements pertaining to claims and review for completeness.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Compensation/Claims Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

COST ANALYSIS UNIT

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.

YOUR RESPONSIBILITY:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Cost Analysis Unit/Branch Manager by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Refer all media contacts to your Section Coordinator.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Ensure that all your Branch/Unit personnel time records are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Collect and record all cost data.
- ✓ Maintain a fiscal record of all expenditures related to the emergency/disaster.
- ✓ Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.
- ✓ Maintain cumulative emergency/disaster cost records.
- ✓ Ensure that all financial obligation documents are accurately prepared.
- ✓ Prepare resources-use cost estimates.
- ✓ Maintain accurate information on the actual cost for the use of all assigned resources.
- ✓ With the Time Unit, ensure that all pieces of equipment under contract and dedicated Personnel are properly identified.

- ✓ Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- ✓ Make recommendations for cost savings to the Finance/Administration Section Coordinator.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Cost Analysis Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PART TWO LOGISTICS SECTION

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Note: Items identified with a (LEPG-#) reference the Local Emergency Planning Guidance and may be retained in the plan as a crosswalk for review purposes.

LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capability of Santa Barbara Operational Area to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources
- Provide support to the other sections of the County's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the Board of Supervisors.

OBJECTIVES

The Logistics Section ensures that all sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the County's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

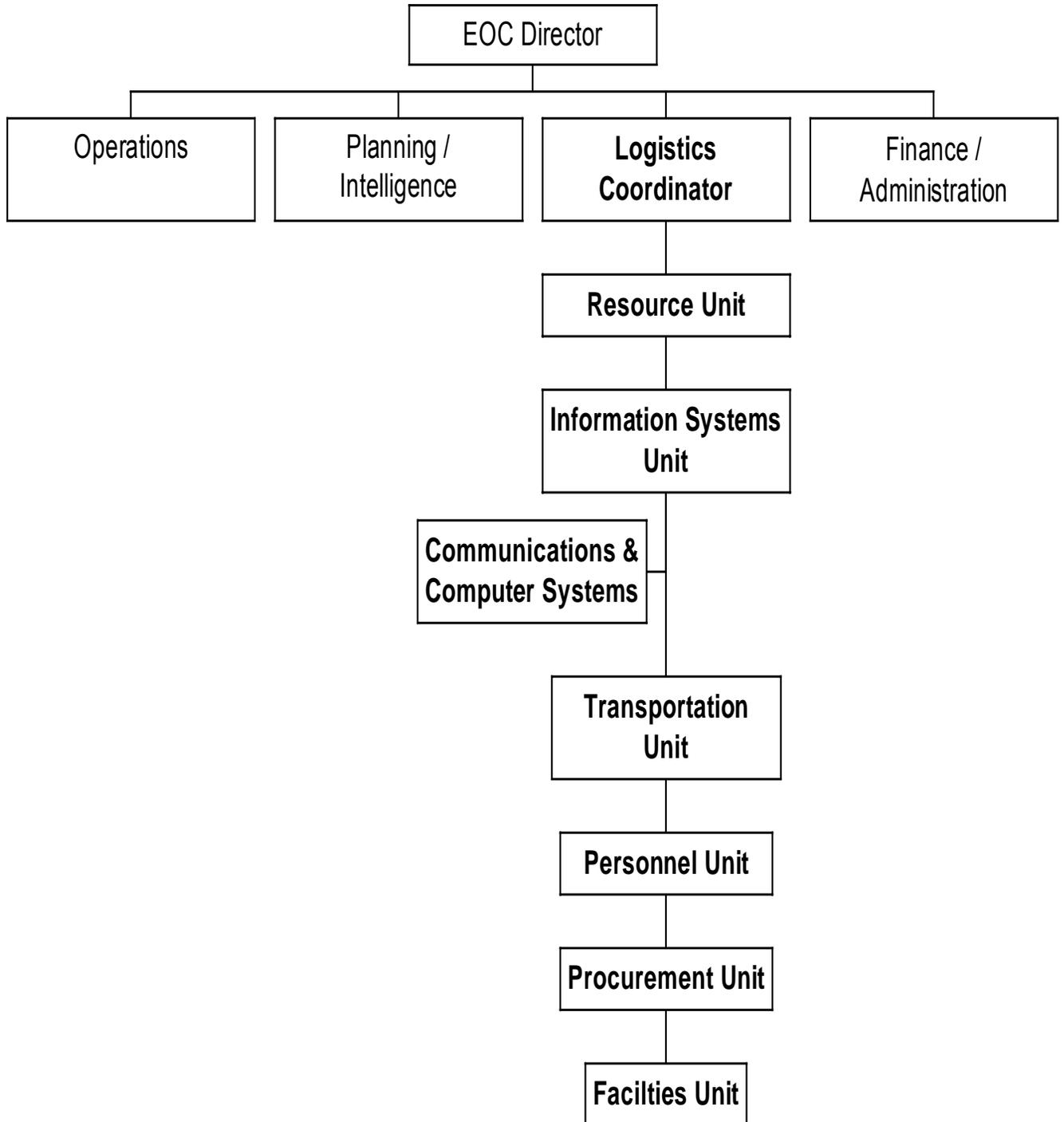
The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing cities and county departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with County of Santa Barbara Policy and Procedures, "Santa Barbara County Policy for Employees in the Event of a Declared Emergency / Natural Disaster / Inclement Weather"
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.
- State Marshal Mutual Aid procedures will be followed. Non-fire and non-law mutual aid will be accessed through the State Regional Emergency Operations Center (REOC) via RIMS (Internet); or if RIMS is not available, then all requests and reports are to be sent via OASIS.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the logistics section.

ORGANIZATION CHART



LOGISTICS SECTION STAFF

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Resources Unit
- Information Systems Branch
 - Communications Unit
 - Computer Systems Unit
- Transportation Unit
- Personnel Unit
- Procurement Unit
- Facilities Unit

The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Logistics Section Coordinator

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Resources Unit

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resource information displays in the EOC. The Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resource information to the EOC Action Plan).

Information Systems Branch

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies.

Personnel Unit

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

Procurement Unit

The Procurement Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources.

Facilities Unit

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

LOGISTICS POSITION CHECKLISTS

LOGISTICS SECTION COORDINATOR

GENERAL DUTIES:

- Ensure the logistics function is carried out consistent with SEMS guidelines, including:
 - Resources management and tracking.
 - Managing all radio, data and telephone needs of the EOC.
 - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
 - Managing personnel issues and registering volunteers as Disaster Services Workers.
 - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC. **(LEPG-32)**
 - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Establish additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

CHECKLIST ACTIONS

Section Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Logistics Section Coordinator by putting on the vest with your title. Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- ✓ Review organization in place at the EOC. Know where to go for information or support.
- ✓ Determine if other Section staff are at the EOC.
- ✓ Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

- ✓ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Resource Tracking Unit
 - Information Systems Branch
 - Transportation Unit
 - Personnel Unit
 - Procurement Unit
 - Facilities Unit
- ✓ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ✓ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- ✓ Inform the EOC Director and General Staff when your Section is operational.
- ✓ Open and maintain Section logs.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.
- ✓ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- ✓ Prepare work objectives for Section staff and make staff assignments.
- ✓ Meet with other activated Section Coordinators.
- ✓ From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed.
- ✓ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ✓ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ✓ Brief the EOC Director on major problem areas that need or will require solutions.

- ✓ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ✓ Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.
- ✓ From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- ✓ Ensure that your Section logs and files are maintained.
- ✓ Monitor your Section activities and adjust Section organization as appropriate.
- ✓ Ensure internal coordination between branch/group/unit coordinators.
- ✓ Update status information with other sections as appropriate.
- ✓ Resolve problems that arise in conducting your Section responsibilities.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- ✓ Participate in the EOC Director's action planning meetings.
- ✓ Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- ✓ Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- ✓ Following action planning meetings, ensure that orders for additional resources have been placed and are being coordinated within the EOC and field units.
- ✓ Keep the Santa Barbara Operational Area Logistics Coordinator apprized of overall situation and status.

Deactivation

- ✓ Authorize deactivation of organizational elements within your Section when they are no longer required.
- ✓ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- ✓ Ensure that any required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Deactivate your Section and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

RESOURCES UNIT

GENERAL DUTIES: (LEPG-32)

- Prepare and maintain displays, charts and lists that track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resource reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

YOUR RESPONSIBILITY:

Maintain detailed tracking records of resource allocation and use (resources already in place, resource requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Resources Unit/Branch Coordinator by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Participate in the EOC Director's action planning meetings and policy decisions as required.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Develop a system to track resources deployed for disaster response.
- ✓ Establish a reporting procedure for resources at specified locations.
- ✓ Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- ✓ Maintain a master list of all resources reported.
- ✓ Provide for an authentication system in case of conflicting resources status reports.
- ✓ Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- ✓ Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.
- ✓ Ensure that the Operations Section staff does not overlook available resources.
- ✓ Make recommendations to the Logistics Section Coordinator of resources that are not deployed or should be deactivated.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.

- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Resources Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

INFORMATION SYSTEMS UNIT

GENERAL DUTIES: (LEPG-32)

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services (Santa Barbara County Amateur Radio Emergency Services – A.R.E.S.) working in support of the EOC.

YOUR RESPONSIBILITY:

Manage all radio, data, and telephone needs of the EOC staff.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Information Systems Branch Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure for use of telephone, radio and data systems and provide to other units.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- ✓ Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- ✓ Coordinate frequency and network activities with Los Angeles County Operational Area.
- ✓ Provide communications briefings as requested at action planning meetings.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Information Systems Branch position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

COMMUNICATIONS UNIT

YOUR RESPONSIBILITY: (LEPG-32)

Manage all radio, data and telephone needs of the EOC staff.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Information Systems Branch Manager.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Communications Unit Coordinator by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Information Systems Branch Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Branch Manager for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure for use of telephone, radio and data systems and provide to the Information Systems Branch Manager.
- ✓ Review situation reports as they are received. Verify information where questions exist.

- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Develop a communications plan (see ICS forms #216 and #217).
- ✓ Meet with section and Branch/Group/Unit Coordinators and provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones and radio systems.
- ✓ Coordinate all communications activities.
- ✓ Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible. Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that includes radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.
- ✓ Coordinate with volunteer and private sector organizations to supplement communications needs.
- ✓ Establish a plan to ensure staffing and repair of communications equipment.
- ✓ Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Communications Unit and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

COMPUTER SYSTEMS

YOUR RESPONSIBILITY: (LEPG-32)

Establish and manage all necessary computer support to the EOC staff and field units.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Information Systems Branch Manager
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Computer Unit Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Information Systems Branch Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Branch Manager for updating information to the Planning/Intelligence Section.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

- ✓ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate needed telephone data lines with the Communications Unit.
- ✓ Support activities for restoration of computer services.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Computer Unit and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

TRANSPORTATION UNIT

GENERAL DUTIES: (LEPG-30 & 32)

- Coordinate the transportation of emergency personnel and resources within the County by all available means.
- Coordinate all public transportation resources.

YOUR RESPONSIBILITY:

Transportation of emergency personnel, equipment, and supplies.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Transportation Unit/Branch Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- ✓ Coordinate use of disaster routes with the Operations Section.
- ✓ Coordinate with other Sections and Branches/Groups/Units to identify transportation priorities.
- ✓ Establish a transportation plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs).
 - Individuals to medical facilities.
 - Emergency workers and volunteers to and from risk area.
- ✓ Coordinate with the Operations Section on the movement of disabled and elderly persons.
- ✓ Coordinate transportation of animals as required.
- ✓ Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- ✓ Develop and anticipate transportation requirements based on reports received from field units and EOC sections.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Transportation Branch/Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PERSONNEL UNIT

GENERAL DUTIES: (LEPG-32)

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from County response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) through the State Regional Emergency Operations Center (REOC) via RIMS (Internet), if RIMS is not available, then all requests and reports are to be sent via OASIS.

YOUR RESPONSIBILITY:

Obtain, coordinate and assign all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Personnel Unit/Branch Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- ✓ Track personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- ✓ Maintain information regarding:
 - Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by agency/location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.
- ✓ Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ✓ Obtain crisis counseling for emergency workers. **(LEPG-30)**
- ✓ Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.
- ✓ Establish a plan for childcare for County employees as needed. Coordinate with Facilities Unit for suitable facilities.
- ✓ Assist and support employees and their families who are also disaster victims.

- ✓ Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- ✓ Ensure the recruitment, registration, mobilization and assignment of volunteers.
- ✓ Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- ✓ Coordinate transportation of personnel and volunteers with the Transportation Unit.
- ✓ If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- ✓ Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- ✓ Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.
- ✓ Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geo-technical information, etc.) through established channels and mutual aid.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Personnel Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PROCUREMENT UNIT

GENERAL DUTIES: (LEPG-32)

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the County supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if County stocks do not exist.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

YOUR RESPONSIBILITY:

Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources.

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. Resources within the County inventory (County-owned).
2. Other sources that may be obtained without direct cost to the County.
3. Resources that may be leased/purchased within spending authorizations.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Procurement Unit/Branch Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.

- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Obtain additional resources, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel records, equipment time records, and expendable materials records are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Meet and coordinate activities with Finance/Administration Coordinator and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.
- ✓ Review, verify and process requests from other sections for resources.
- ✓ Maintain information regarding;
 - Resources readily available
 - Resources requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls

- ✓ Coordinate with other Branches/Groups/Units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- ✓ Determine if needed resources are available from County/Operational Area stocks, mutual aid sources or other sources. Arrange for delivery if available.
- ✓ Determine availability and cost of resources from private vendors.
- ✓ Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- ✓ Notify Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- ✓ If contracts are needed for procuring resources, request that the Purchasing Unit of the Finance/Administration Section develop necessary agreements.
- ✓ Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- ✓ Advise the Logistics Section Coordinator any significant resource request(s), which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- ✓ Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- ✓ Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.
- ✓ Be prepared to provide veterinary care and feeding of animals. (**See Part Two – Medical/Health Branch, Animal Control Unit**)
- ✓ Assemble resource documents, which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- ✓ Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers, as improved communications become available.
- ✓ Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- ✓ Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- ✓ Provide updated reports on resource status to Resources Unit.
- ✓ Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts
- ✓ Arrange for replenishment or replacement of equipment and materials.
- ✓ Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- ✓ Procure and arrange for basic sanitation and health needs at mass care and other facilities (toilets, showers, etc.) as requested by Operations Section.
- ✓ Support activities for restoration of utilities to critical facilities.
- ✓ Procure and coordinate water resources for consumption, sanitation and firefighting.
- ✓ Coordinate resources with relief agencies (American Red Cross, etc.)

- ✓ Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- ✓ Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous, nuclear, biological or chemical environments.
- ✓ Ensure the management of donated goods.
- ✓ Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- ✓ In coordination with Operations Section and County Public Health Department, maintain essential medical supplies in designated Casualty Collection Points (CCPs).

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Procurement Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

FACILITIES UNIT

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

YOUR RESPONSIBILITY:

Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Facilities Unit/Branch Coordinator by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications or alternate facilities.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and expended materials records are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Maintain information in the Unit regarding:
 - Facilities opened and operating.
 - Facility managers.
 - Supplies and equipment at the various locations.
 - Specific operations and capabilities of each location.
- ✓ Coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required. as the need for emergency-use facilities is identified,
- ✓ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- ✓ Identify communications requirements to the Information Systems Branch.
- ✓ Identify equipment, material and supply needs to the Procurement Unit.
- ✓ Identify personnel needs to the Personnel Unit.
- ✓ Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- ✓ Identify security requirements to the Law Branch of the Operations Section.
- ✓ Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- ✓ Account for personnel, equipment, supplies and materials provided to each facility.
- ✓ Coordinate the receipt of incoming resources to facilities.
- ✓ Ensure that operational capabilities are maintained at facilities.
- ✓ Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.

- ✓ Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- ✓ Ensure that access and other related assistance for residential care and special needs persons are provided in facilities, in accordance with American Disability Acts (ADA) requirements. **(LEPG-16)**
- ✓ Provide facilities for sheltering essential workers, employees' families and volunteers.
- ✓ Be prepared to provide facilities for animal boarding as required. **(See Part Two—Medical/Health Branch, Animal Control Unit)**
- ✓ Coordinate water resources for consumption, sanitation and firefighting at all facilities.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Facilities Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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List of Acronyms and Abbreviationsiv

(Note: The ordinance and resolutions are “templates” for you to edit and input the county / city-specific information for your particular county /city. You will need to refer to your local documents to complete these documents.)

AUTHORITIES

This section includes a reference to federal, state, and local laws.

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

Federal

- 32 CFR Department of Defense (DOD), national defense, military resources in support of civil authorities.
- 44 CFR Federal Emergency Management Agency (FEMA) federal disaster assistance programs, emergency and major disaster declarations, disaster field offices, State and federal coordinating officers
- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting).
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended

State

- Air Pollution, Health and Safety Code §42320
- Earthquake Education Act, Public Resources Code §2805
- Earthquake Hazards Reduction Act, Government Code §8871
- Employees Safety Act, Labor Code §2801
- Emergency Services Act, Government Code §8550
- Seismic Safety Act, Health and Safety Code §16000
- FIRESCOPE Act, Health and Safety, §13070
- Flood Control Law, Water Code §8000
- Flood Control Law of 1946, Water Code §12800
- Hazardous Substance Highway Spill Containment and Abatement Act, Vehicle Code §2450
- Hazardous Materials Release Response Plans and Inventory, Health and Safety Code §25500
- Katz Act, Education Code §§35295 – 35297 (Requires that schools plan for earthquakes and other emergencies)
- Natural Disaster Assistance Act, Government Code §8680
- Oil Refinery and Chemical Plant Safety Preparedness Act, Government Code §51020
- Seismic Hazards Mapping Act, Public Resources Act §2690
- Seismic Safety Commission Act, Business and professions Code §1014
- CCR, Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency management System, §2400
- CCR, Title 19, Public Safety, Division 2, Chapter, Emergencies and Major Disaster, §2501
- CCR Title 19, Public Safety, Division 2, Subchapter 2, Hazardous Substances Emergency Response Training, §2510
- CCR, Title 19, Public Safety, Division 2, Chapter 6 Natural Disaster Assistance Act, §2900

Local

- County of Santa Barbara Emergency Services Ordinance # 3014, February 21, 1978.
- County of Santa Barbara Resolution Adopting the California Master Mutual Aid Agreement, December 4, 1950

Emergency Plans, State Agency Plans

- California Earthquake Advisory Plan, OES, 1990
- California Emergency Resources Management Plan, OES 1968
- California Short-Term Earthquake Prediction Response Plan
- Supplement to California Short-Term Earthquake Prediction Response Plan.
- California Utilities Emergency Plan, OES, 1990
- Hazardous Material Incident Contingency Plan, OES, 1991
- Nuclear Power Plan Emergency Response Plan, OES, 1993
- Parkfield California Earthquake Prediction Response Plan, OES, Revised 1993

State Mutual Aid Plans

- California Coroners' Mutual Aid Plan, OES, 1985
- Emergency Manager Mutual Aid Plan, OES, 1997
- Fire and Rescue Mutual Aid Plan, OES, 1988
- Law Enforcement Mutual Aid Plan, OES, 1994
- Law Enforcement Mutual Aid Plan (SAR) Annex, OES, 1995

ORDERS AND REGULATIONS

Extracted from the California Emergency Plan

ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR DURING A STATE OF EMERGENCY

Order 1 (Employment)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal,

expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission.

Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Extracted from the California Emergency Plan

ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY

Order 1 (Orders and Regulations in Effect)

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation under State of War Emergency)

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)

It is hereby ordered that all wholesale foodstocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for foodstocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

LOCAL AND STATE EMERGENCY PROCLAMATIONS

Local Emergency Proclamations/Resolutions (Exhibits 1, 2 and 3)

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (city council, board of supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified.

- **A copy of the resolution must be provided as soon as possible to the Santa Barbara Operational Area for transmission to State OES.**
- To qualify for assistance under the state Natural Disaster Assistance Act (NDAA), such proclamations must be made within 10 days of the event.
- A Local Emergency proclaimed by the Director of Emergency Services (designated by ordinance) must be ratified by the Board of Supervisors within seven days.
- The governing body shall review, at its regularly scheduled meetings until the Local Emergency is terminated, the need for continuing the Local Emergency. However, in no event shall a review take place more than 21 days after the previous review. However, if the governing body meets weekly, it shall review the need for continuing the Local Emergency at least every 14 days, until the Local Emergency is terminated.
- The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant. **(Exhibit 6)**

The proclamation of a local emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- If the conditions described in the California Emergency Services Act warrant a local emergency, it enables local agencies to request state assistance under the State NDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews.
 - Take any measures necessary to protect and preserve public health and safety.
 - Exercise all authority granted by local ordinance.

Cities Covered Under a County Proclamation

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions, which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

Local Resolution Requesting State Director, Office of Emergency Services, Concurrence in Local Emergencies (Exhibit 5)

Following the proclamation of a local emergency and in the event public property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the State OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Natural Disaster Assistance Act (NDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to State OES through the Santa Barbara County Operational Area (see **Exhibit 5**).

To assist the State OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of local emergency proclamation (see **Exhibits 1, 2 or 3**).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the State Natural Disaster Assistance Act. Financial assistance available under the NDAA is administered by State OES.

State of Emergency/Presidential Declaration (Exhibit 4) **Resolution Requesting Governor to Proclaim a State of Emergency**

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government (see **Exhibit 4**).

To support its request for a gubernatorial proclamation, it is essential that the local jurisdiction forward an estimate of damage and financial loss to State OES through the Operational Area as rapidly as possible. Estimates of loss are an important part of the criteria that State OES considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, and may be faxed, to the Santa Barbara County Operational Area Office of Emergency Management for transmission to the State OES Director:

- Copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**).
- Damage assessment summary and estimate of financial loss (while this information may not be readily available at the point the proclamation is sent, it must be provided as rapidly as possible following the local proclamation).

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, OES prepares the proclamation.

Presidential Declaration

Following the proclamation of a state of emergency, the State OES Director may recommend that the Governor request a Presidential declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate, which can be accessed through the States Response Information Management System (RIMS).

Renewal of Local Emergency Proclamations Background

There has been some discussion if cities or counties need to renew their local emergency proclamations following a state of emergency to receive state or federal assistance.

Emergency Services Act

The Emergency Services Act, Article 14, Section 8630 (Proclamation by local governing body; Duration; Review) states:

- (a) "A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.
 - (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the Local Emergency is terminated.
- (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

Natural Disaster Assistance Act (NDAA)

In order to receive NDAA funds, the local emergency has to be proclaimed within 10 days of the incident period. NDAA does not make reference to reviewing the proclamation every 14 days; although, locals are required to do this under the Emergency Services Act. In addition, locals have to certify that they are in compliance with the Standardized Emergency Management System (SEMS) as a condition of receiving cost reimbursement for their emergency work labor costs under NDAA. (Disaster Assistance Funding Guidance)

Federal Emergency Management Agency (FEMA)

FEMA does not require local governing bodies to renew their local emergency proclamations every 14 days in order to receive federal funding.

Conclusion

Based on review of the Emergency Services Act, Natural Disaster Assistance Act and the Federal Emergency Management Agency's local emergency renewal policy, it is not necessary

for local governing bodies to continue to renew their local emergency proclamations in order to be eligible for state and federal disaster assistance.

Sample Emergency Proclamation Forms (Resolutions)

The following suggested resolutions were developed by State OES to carry out the authority granted in Chapter 12 of the Santa Barbara County Code, Ordinance No. 3014 Relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

- **Exhibit 1** -Resolution Proclaiming Existence of a Local Emergency (by Board of Supervisors).
- **Exhibit 2** - Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services or other person designated in ordinance). **Must be ratified by governing body within 7 days.**
- **Exhibit 3** - Resolution Confirming Existence of a Local Emergency (used by a Board of Supervisors within 7 days to ratify the proclamation of local emergency issued by the Director of Emergency Services).
- **Exhibit 4** - Resolution Requesting Governor to Proclaim a State of Emergency.
- **Exhibit 5** - Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.
- **Exhibit 6** - Resolution Proclaiming Termination of a Local Emergency.
**Exhibits are used as suggested resolutions from the State OES Plan/Emergency Services Act*

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY (by Board of Supervisors)

WHEREAS, Government Code, Section 8558 and 8630, et seq., and Chapter 12 of the Santa Barbara County empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity; and

WHEREAS, said Board of Supervisors has been requested by the Director of Emergency Services* of said county to proclaim the existence of a local emergency therein; and

WHEREAS, said Board of Supervisors does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____;
(*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*)
commencing on or about _____.m. on the _____ day of _____, 20__); and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said county; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this county and approved by the Board of Supervisors on _____, 20__.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Santa Barbara, State of California. *

AYES: _____

Chair Board of Supervisor
County of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNCIL

By _____
Deputy

-
- * Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY (by Director of Emergency Services)

WHEREAS, Government Code, Section 8558 and 8630, et seq., and Chapter 12 of the Santa Barbara empowers the Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session; and

WHEREAS, the Director of Emergency Services** of Santa Barbara County does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____; and _____;
(*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*)

That the Board of Supervisors of the County of Santa Barbara is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this County shall be those prescribed by state law, by ordinances, and resolutions of this county, and by the County of Santa Barbara SEMS Multi-Hazard Functional Plan, as approved by the Board of Supervisors on _____, 20____.

Dated: _____ By: _____
Director of Emergency Services
County of Santa Barbara

* Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body..."

RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Government Code, Section 8558 and 8630, et seq., and Chapter 12 of the Santa Barbara County empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity and the County Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this county, caused by _____
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____.m. on the _____ day of _____, 20____, at which time the Board of Supervisors of Santa Barbara County was not in session; and

WHEREAS, said Board of Supervisors does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services** of Santa Barbara County did proclaim the existence of a local emergency within said county on the _____ day of _____, 20____;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Santa Barbara, State of California.**

AYES: _____

Chair Board of Supervisor
County of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNCIL

By _____
Deputy

* This form may be used by a Board of Supervisors to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

** Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, Government Code, Section 8558 and 8630, et seq., and Chapter 12 of the Santa Barbara County found that due to _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said county; and

WHEREAS, in accordance with state law the Board of Supervisors proclaimed an emergency did exist throughout said County; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim Santa Barbara County to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____, (Title) _____,
is thereby designated as the authorized representative for public assistance and _____, (Title) _____, is hereby designated as the authorized representative for individual assistance of Santa Barbara County for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

AYES: _____

Chair Board of Supervisor
County of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNCIL

By _____
Deputy

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES*

WHEREAS, on _____, 20____, the Board of Supervisors of Santa Barbara County found that due to _____;
(*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*)
a condition of extreme peril to life and property did exist within said county; and

WHEREAS, in accordance with state law the Board of Supervisors now proclaims an emergency does exist throughout said County;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____, (Title) _____,
is hereby designated as the authorized representative of Santa Barbara County for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

AYES: _____

Chair Board of Supervisor
County of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNCIL

By _____
Deputy

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in Santa Barbara County in accordance with the resolution thereof by the Board of Supervisors on the _____ day of _____, 20____,

or

Director of Emergency Services* on the _____ day of _____, 20____, and its ratification by the Board of Supervisors on the _____ day of _____, 20____, as a result of conditions of extreme peril to the safety of persons and property caused by

_____; and
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said County of Santa Barbara;

NOW, THEREFORE, the Board of Supervisors of Santa Barbara County, State of California, does hereby proclaim the termination of said local emergency.

AYES: _____

Chair Board of Supervisor
County of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNCIL

By _____
Deputy

GOOD SAMARITAN LIABILITY

CALIFORNIA HEALTH & SAFETY CODE, CHAPTER 9, SECTION 1799.102

No person, who in **good faith** and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

CALIFORNIA GOVERNMENT CODE, SECTION 8659

Any physician or surgeon (whether licensed in this state or any other state), hospital, pharmacist, nurse or dentist who renders services during any state of war emergency, a state of emergency, or a local emergency at the express or implied request of any responsible state or local official or agency shall have no liability for any injury sustained by any person by reason of such services, regardless of how or under what circumstances or by what cause such injuries are sustained; provided, however, that the immunity herein granted shall not apply in the event of a willful act or omission.

CALIFORNIA GOVERNMENT CODE, SECTION 13970

Direct action on the part of private citizens in preventing the commission of crimes against the person or property of others, or in apprehending criminals, or rescuing a person in immediate danger of injury or death as a result of fire, drowning, or other catastrophe, benefits the entire public. In recognition of the public purpose served, the state may indemnify such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support in appropriate cases for any injury, death, or damage sustained by such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support as a direct consequence of such meritorious action to the extent that they are not compensated for the injury, death or damage from any other source. A claim shall be denied if an award has been made under Article I (commencing with Section 13960) of this chapter for the same incident.

CALIFORNIA GOVERNMENT CODE, SECTION 50086

No person who is summoned by the county sheriff, city police department, fire department, park range, or other local agency to voluntarily assist in a search or rescue operation, who possesses first aid training equivalent to the Red Cross advanced first aid and emergency care training standards, and who in good faith renders emergency services to a victim prior to or during the evacuation or extrication of the victim, shall be liable for any civil damages as a result of any acts or omissions by such person in rendering such emergency services.

Extracted from the California Emergency Plan

CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without

reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
 - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

- (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
 - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
 - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of whom the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
 - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA

WHEREAS, EARL WARREN, Governor of the state of California on the 15th day of November, 1950, executed the California Disaster and Civil Defense Master Mutual Aid Agreement on behalf of the State of California and all its Departments and Agencies;

NOW, THEREFORE, the Board of Supervisors of the County of Santa Barbara does, by resolution, hereby approve and agree to abide by said California Disaster and Civil Defense Master Mutual Aid Agreement; and the Clerk of this Council is hereby authorized and directed to send a certified copy of this resolution to the California Emergency Council for filing with said Board.

Adopted and approved this 19 day of May , 1998.

signed _____
County Administrator

signed .
COUNTY CLERK

MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions, which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) **Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

Federal Aviation Regulations

Subpart B - Flight Rules

Section 91.91 Temporary Flight Restrictions

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.
- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless—
- (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
 - (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
 - (3) That operation is specifically authorized under an IFR ATC clearance;
 - (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
 - (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:
 - (i) Aircraft identification, type and color.
 - (ii) Radio communications frequencies to be used.
 - (iii) Proposed types of entry and exit of the designated area.
 - (iv) Name of news media or purpose of flight.
 - (v) Any other information deemed necessary by ATC.

USE OF SCHOOL BUILDINGS AS SHELTERS

Assembly Bill No. 2786 (Katz Bill)

CHAPTER 1659

An act to amend Sections 40041 and 40042 of, to add Section 40041.5 to, and to add Article 10.5 (commencing with Section 35295) to Chapter 2 of Part 21 of the Education Code, relating to emergency procedures.

(Approved by Governor September 30, 1984. Filed with Secretary of State September 30, 1984.)

LEGISLATIVE COUNSEL'S DIGEST

AB. 2786, Katz. Emergency procedures: earthquakes and disasters.

- (1) Under existing law, the governing board of each school district is required to maintain schools and classes as provided by law.

This bill would impose a state-mandated local program by requiring the governing board of each school district and the county superintendent of schools of each county to establish an earthquake emergency procedure system, as specified, in every public school building under its jurisdiction having an occupant capacity of 50 or more students or more than one classroom.

This bill would also require the governing board of each private school to establish emergency earthquake procedure systems in every school building having an occupied capacity of 50 or more students or more than one classroom.

- (2) Under current provisions of the so-called "Civic Center Act", the governing board of a school district may grant the use of school facilities or grounds to public agencies, including the American Red Cross, for mass care and shelters during disasters or other emergencies affecting the public health and welfare. In addition, the governing board of a school district is authorized to provide any services deemed necessary by the governing board to meet the needs of the community.

This bill would impose a state-mandated local program by requiring the governing board of a school district to grant the use of school buildings, grounds, and equipment to public agencies including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

The governing board of a school district would also be required to cooperate with these public agencies in furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community.

- (3) Article XIII B of the California Constitution and Sections 2231 and 2234 of the Revenue and Taxation Code require the state to reimburse local agencies and school districts for certain costs mandated by the state. Other provisions require the Department of

Finance to review statutes disclaiming these costs and provide certain cases, for making claims to the State Board of Control for reimbursement.

This bill would provide that no appropriation is made by this act for the purpose of making reimbursement pursuant to the conditional mandate of Section 2231 or 2234, but would recognize that local agencies and school districts may pursue their other available remedies to seek reimbursement for these costs.

- (4) This bill would provide that notwithstanding Section 2231.5 of the Revenue and Taxation code, this act does not contain a repealer, as required by that section; therefore, the provisions of the act would remain in effect unless and until they are amended or repealed by a later enacted act.

The people of the State of California do enact as follows:

Section 1. Article 10.5 (commencing with Section 35295) is added to Chapter 2 of Part 21 of the Education Code, to read:

Article 10.5. Earthquake Emergency Procedures

35295. The Legislature finds and declares the following:

- (a) Because of the generally acknowledged fact that California will experience moderate to severe earthquakes in the foreseeable future, increased efforts to reduce earthquake hazards should be encouraged and supported.
- (b) In order to minimize loss of life and disruption, it is necessary for all public or private elementary and high schools to develop school disaster plans and specifically an earthquake emergency procedure system so that students and staff will act instinctively and correctly when an earthquake disaster strikes.
- (c) It is therefore the intent of the Legislature in enacting this article to authorize the establishment of earthquake emergency procedure systems in kindergarten and grades 1 through 12 in all the public or private schools in California.

35296. The governing board of each private school and school district and the county superintendent of schools of each county shall establish an earthquake emergency procedure system in every public or private school building under its jurisdiction having an occupant capacity of 50 or more students or more than one classroom. Governing boards and county superintendents may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure systems.

35297. The earthquake emergency procedure system shall include, but not be limited to, all of the following:

- (a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.
- (b) A drop procedure. As used in this article, "drop procedure" means an activity whereby each student and staff member take cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop

procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

- (c) Protective measures to be taken before, during, and following an earthquake.
- (d) A program to ensure that the students and staff are aware of, and properly trained in, the earthquake emergency procedure system.

SEC. 2. Section 40041 of the Education Code is amended to read:

40041. (a) There is a civic center at each and every public school facility and grounds within the state where the citizens, parent-teachers' associations, camp fire girls, boy scout troops, farmer's organizations, school community advisory councils, senior citizens' organizations, clubs and associations formed for recreational, political, economic, artistic or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgement pertain to the educational, political, economical, artistic, and moral interests of the citizens of the communities in which they reside.

- (1) The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitation requirements, and restrictions set forth in this article, for any of the following purposes:
 - (2) Public literary, scientific, recreational, educational, or public agency meetings.
 - (3) The discussion of matter of general or public interest.
 - (4) The conduct of religious services for temporary periods by any church or religious organization which has no suitable meeting place for the conduct of the services, provided the governing board charges the church or religious organization using the school facilities or grounds a fee as specified in subdivision (c) of Section 40043.
 - (5) Child care or day care programs to provide supervision and activities for children of preschool and elementary age.
 - (6) The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
 - (7) Supervised recreational activities.
 - (8) Other purposes deemed appropriate by the governing board.

SEC. 3. Section 40041.5 is added to the Education Code, to read:

40041.5. Notwithstanding Section 40043, the governing board of any school district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The governing board shall cooperate with these agencies in furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community.

SEC. 4. Section 40042 of the Education code is amended to read:

40042. The management, direction, and control of school facilities under this article is vested in the governing board of the school district which shall promulgate all rules and regulations necessary to provide, at a minimum, for the following:

- (1) Aid, assistance, and encouragement to any of the activities authorized in Sections 40041 and 40041.5.
- (2) Preservation of order in school facilities and on school grounds, and protection of school facilities and school grounds, including, if the governing board deems necessary, appointment of a person who shall have charge of the school facilities and grounds for purposes of their preservation and protection.
- (3) That the use of school facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes or interferes with the regular conduct of schoolwork.

SEC. 5. Notwithstanding Section 6 of Article XIII B of the California Constitution and Section 2231 or 2234 of the Revenue and Taxation Code, no appropriation is made by this act for the purpose of making reimbursement pursuant to these sections. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Chapter 3 (commencing with Section 2201) of Part 4 of Division 1 of that code.

SEC. 6. Notwithstanding Section 2231.5 of the Revenue and Taxation Code, this act does not contain a repealer, as required by that section; therefore, the provisions of this act shall remain in effect unless and until they are amended or repealed by a later enacted act.

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK—For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY—For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH—For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING—The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES)—Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

OTHER TYPES OF ISSUANCES

Dense Fog Advisory: Issued when dense fog (visibility below 1/2 mile) is expected to last for three hours or longer)

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer

Example:

Today is Monday, February 13. Weather models indicate a strong Pacific storm will affect the Southern California forecast area on Wednesday. The forecast models have been very consistent, and the likelihood of this storm is fairly certain.

The NWS (National Weather Service) would issue a Special Weather Statement discussing a developing storm expected. Other Statements would generally be issued every six to eight hours between Monday and Wednesday. In the meantime, the NWS would continue watching the date to better pinpoint the storm track, severity, timing and rainfall totals.

For this example, by early Tuesday morning we have determined the storm will begin Wednesday morning, then intensify Wednesday afternoon.

Tuesday evening, or early Wednesday morning, the NWS will issue a Flash Flood Watch.

The event begins, and based on satellite and radar pictures, more is on the way. It looks as though the heavy rains may cause flash flooding in certain areas, but most areas will only have street flooding and other "nuisance" problems. The NWS issues a Flash Flood Warning for the first area, and Urban and Small Stream Flood Advisories for the others. Follow-up statements are then issued as frequently as new information is available.

Note: This is one of the most critical times when feedback information from cities, counties and agencies is most helpful.

The following numbers are your link to the NWS, including severe weather emergencies. Please use the numbers for their intended purpose and keep the restricted numbers confidential.

National Weather Service
520 No. Elevar St.
Oxnard, CA 93030

All telephone numbers are 805/988-

Number	Line	Use
6618/6619	Weather Warnings	24 hour/restricted
6613	Fax	24 hour/restricted
6610	Public number	Business hours/unrestricted
6611	Recorded weather	24 hours/unrestricted

6615	Administration	Business hours/restricted
6623	Administration—Warning Coordination	Business hours/information only

The NWS may also contact your jurisdiction for more information on potentially hazardous weather situations. You are encouraged to report any unusual (funnel cloud, etc.) Or other potentially hazardous weather situation to the NWS as quickly as possible. These numbers should be made available to your Police and Fire dispatchers.

ARTICLE 9.5 — DISASTER PREPAREDNESS (CALIFORNIA GOVERNMENT CODE 8607—SEMS LAW)

8607. Standardized Emergency Management System

- (a) By December 1, 1993, the Office of Emergency Services, in coordination with all interested state agencies with designated response roles in the state emergency plan and interested local emergency management agencies shall jointly establish by regulation a standardized emergency management system for use by all emergency response agencies. The public water systems identified in Section 8607.2 may review and comment on these regulations prior to adoption. This system shall be applicable, but not limited to, those emergencies or disasters referenced in the state emergency plan. The standardized emergency management system shall include all of the following systems as a framework for responding to and managing emergencies and disasters involving multiple jurisdictions or multiple agency responses:
- (1) The Incident Command Systems adapted from the systems originally developed by the FIRESCOPE Program, including those currently in use by state agencies.
 - (2) The multi-agency coordination system as developed by the FIRESCOPE Program.
 - (3) The mutual aid agreement, as defined in Section 8561, and related mutual aid systems such as those used in law enforcement, fire service and coroners operations.
 - (4) The operational area concept, as defined in Section 8559.
- (b) Individual agencies' roles and responsibilities agreed upon and contained in existing laws or the state emergency plan are not superseded by this article.
- (c) By December 1, 1994, the Office of Emergency Services, in coordination with the State Fire Marshal's Office, the Department of the California Highway Patrol, the Commission on Peace Officer Standards and Training, the Emergency Medical Services Authority, and all other interested state agencies with designated response roles in the state emergency plan, shall jointly develop an approved course of instruction for use in training all emergency response personnel, consisting of the concepts and procedures associated with the standardized emergency management system described in subdivision (a).
- (d) By December 1, 1996, all state agencies shall use the Standardized Emergency Management System as adopted pursuant to subdivision (a), to coordinate multiple jurisdictions or multiple agency emergency and disaster operations.
- (e) (1) By December 1, 1996, each local agency, in order to be eligible for funding of response-related costs under disaster assistance programs, shall use the standardized emergency management system as adopted pursuant to subdivision (a) to coordinate multiple jurisdiction or multiple agency operations.
- (2) Notwithstanding paragraph (1), local agencies shall be eligible for repair, renovation, or any other nonpersonnel costs resulting from an emergency.

(f) The office shall, in cooperation with involved state and local agencies, complete an after-action report within 120 days after each declared disaster. This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.

8607.1. Legislative intent

(a) It is the intent of the Legislature that a statewide system for fire hydrants be adopted so that all firefighters can respond to emergencies calling for the use of water at any location in the State of California. Without this statewide standardized system, the lives of firefighters and those they serve would be put in serious jeopardy in a mutual aid fire response effort stretching across city and county boundaries.

(b) By January 1, 1994, the State Fire Marshal shall establish a statewide uniform color coding of fire hydrants. In determining the color coding of fire hydrants, the State Fire Marshal shall consider the national system of coding developed by the National Fire Protection Association as Standard 291 in Chapter 2 on Fire Flow Testing and Marking of Hydrants. The uniform color-coding shall not preempt local agencies from adding additional markings.

(c) Compliance with the uniform color coding requirements of subdivision (b) shall be undertaken by each agency that currently maintains fire hydrants throughout the state as part of its ongoing maintenance program for its fire hydrants.

(d) By July 1, 1994, the State Fire Marshal shall develop and adopt regulations establishing statewide uniform fire hydrant coupling sizes. The regulations adopted pursuant to this section shall include provisions that permit the use of an adapter mounted on the hydrant as a means of achieving uniformity. In determining uniform fire hydrant coupling sizes, the State Fire Marshal shall consider any system developed by the National Fire Protection Association, the National Fire Academy, or the Federal Emergency Management Agency.

(e) By December 1, 1996, each local agency, city, county, city and county, or special district in order to be eligible for any funding of mutual aid fire response related costs under disaster assistance programs, shall comply with regulations adopted pursuant to this section. Compliance may be met if at least one coupling on the hydrant is of the uniform size.

(f) Subdivision (d) shall not be applicable to the City and County of San Francisco due to the existing water system.

8607.2 Plans

(a) All public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections shall review and revise their disaster preparedness plans in conjunction with related agencies, including, but not limited to, local fire departments and the office to ensure that the plans are sufficient to address possible disaster scenarios. These plans should examine and review pumping station and distribution facility operations during an emergency, water pressure at both pumping stations and hydrants, and whether there is sufficient water reserve levels and alternative emergency power such as onsite backup generators and portable generators.

- (b) All public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections following a declared state of emergency shall furnish an assessment of their emergency response and recommendations to the Legislature within six months after each disaster, as well as implementing the recommendations in a timely manner.

- (c) By December 1, 1996, the Office of Emergency Services shall establish appropriate and insofar as practical, emergency response and recovery plans, including mutual aid plans, in coordination with public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections.

CALIFORNIA CODE OF REGULATIONS
TITLE 19
DIVISION 2
OFFICE OF EMERGENCY SERVICES

ADOPTED REGULATIONS

CHAPTER 1

Article 1. Short Title

§2400. Short Title.

This Chapter shall be known and may be cited as the Standardized Emergency Management System (SEMS) Regulations.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607

Article 2. Purpose and Scope

§2401. Purpose and Scope.

These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multi-Agency Coordination System (MACS) as developed by FIRESCOPE program, the operational area concept, and the Master Mutual Aid Agreement and related mutual aid systems.

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Local government must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930. Individual agencies' roles and responsibilities contained in existing laws or the state emergency plan are not superseded by these regulations.

Note: AUTHORITY: GOVERNMENT CODE §8607(a), §8607(b)
REFERENCE: GOVERNMENT CODE §8607
HEALTH AND SAFETY CODE §13071, §13072

Article 3. Definitions

§2402. Definitions.

- (a) "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.
- (b) "Activate" means at a minimum, a designated official of the emergency response agency implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.
- (c) "Department Operations Center" means an EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit such as Department of Public Works, Department of Health, or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.
- (d) "Disaster Assistance Program" is a program that provides state funding or reimbursement for local government response-related personnel costs incurred in response to an incident as defined in §2402(l).
- (e) "Emergency" means a condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.
- (f) "Emergency Operations Center" means a location from which centralized emergency management can be performed.
- (g) "Emergency Response Agency" means any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.
- (h) "Emergency Response Personnel" means personnel involved with an agency's response to an emergency.
- (i) "Incident" means an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- (j) "Incident Action Plan" means the plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.
- (k) "Incident Commander" means the individual responsible for the command of all functions at the field response level.
- (l) "Incident Command System (ICS)" means the nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or

multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

- (m) "Local Government" means local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDAA, §2900(y).
- (n) "Multi-agency or inter-agency coordination" means the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.
- (o) "Office of Emergency Services" means the Governor's Office of Emergency Services.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607, §8680.2, §8558(c)

Article 4. Standardized Emergency Management System

§2403. SEMS Organizational Levels and Functions.

- (a) All emergency response agencies shall use the Standardized Emergency Management System in responding to, managing, and coordinating multiple agency or multiple jurisdiction incidents, whether single or multiple discipline.
- (b) There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.
 - (1) "Field response level" commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
 - (2) "Local government level" manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
 - (3) "Operational area level" manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the coordination and communication link between the local government level and the regional level.
 - (4) "Regional level" manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code §8600 and between the operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
 - (5) "State level" manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and

between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

- (c) Local government, operational area, regional and state levels shall provide for all of the following functions within SEMS: management, operations, planning/intelligence, logistics, and finance/administration.
- (1) Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
 - (2) Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.
 - (3) Planning/Intelligence is responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation.
 - (4) Logistics is responsible for providing facilities, services, personnel, equipment, and materials.
 - (5) Finance/Administration is responsible for financial activities and administrative aspects not assigned to the other functions.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607, §8559, §8605, §8600

§2405. Field Response Level.

- (a) Emergency response agencies operating at the field response level of an incident shall utilize the Incident Command System, incorporating the functions, principles, and components of ICS.
- (1) The functions of ICS are command, operations, planning, logistics, and finance.
 - (A) Command is the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency, or delegated authority.
 - (B) Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of mission(s) in accordance with the Incident Action Plan.
 - (C) Planning (may be referred to as planning/intelligence) is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.
 - (D) Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

- (E) Finance (may be referred to as finance/administration) is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.
- (2) The principles of ICS are that:
- (A) The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple-jurisdictional responsibility with multiple-agency involvement.
 - (B) The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.
 - (C) The system shall be applicable and acceptable to all user agencies.
 - (D) The system is readily adaptable to new technology.
 - (E) The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs of the situation decrease.
 - (F) The system has basic common elements in organization, terminology and procedures.
- (3) The components of ICS are common terminology, modular organization, unified command structure, consolidated action plans, manageable span-of-control, predesignated incident facilities, comprehensive resource management, and integrated communications.
- (A) Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.
 - (B) Modular organization is the method by which the ICS organizational structure develops, based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance may be organized as separate sections, each with several units.
 - (C) Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.
 - (D) Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the jurisdiction. In the case of a unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The

action plan for the incident covers the tactical and support activities required for the operational period.

- (E) Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.
 - (F) Predesignated incident facilities are identified within ICS. The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.
 - (G) Comprehensive resource management is the identification, grouping, assignment, and tracking of resources.
 - (H) Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.
- (b) Where an agency has jurisdiction over multiple-agency incidents, it shall organize the field response using ICS to provide for coordinated decision-making with emergency response agencies.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a)(1), §8607(e), HEALTH AND SAFETY CODE §13071, §13072

§2407. Local Government Level.

- (a) The Standardized Emergency Management System as described under SEMS Organizational Levels and Functions (§2403) shall be utilized:
 - (1) when the local government emergency operations center is activated.
 - (2) when a local emergency, as defined in Government Code §8558(c), is declared or proclaimed.
- (b) When a local government EOC is activated, communications and coordination shall be established between the Incident Commander(s) and the department operations center(s) to the EOC or between the Incident Commander(s) and the EOC. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (c) Communications and coordination shall be established between a local government EOC, when activated, and any state or local emergency response agency having jurisdiction at an incident occurring within that local government's boundaries.

- (d) Local government shall use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8558(c), §8607(a), §8607(e)

§2409. Operational Area Level.

- (a) "Operational Area Level" means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated as an operational area. An operational area is used by the county and political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the operational area, as defined in Government Code §8559(b) and §8605. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system.
- (b) All local governments within a county geographic area shall be organized into a single operational area by December 1, 1995, and the county board of supervisors shall be responsible for its establishment.
- (c) The operational area authority and responsibility under SEMS shall not be affected by non-participation of any local government(s) within the operational area.
- (d) The county government shall serve as the lead agency of the operational area unless another member agency of the operational area assumes that responsibility by written agreement with county government.
- (e) The lead agency of the operational area shall:
 - (1) Coordinate information, resources and priorities among the local governments within the operational area.
 - (2) Coordinate information, resources, and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
 - (3) Use multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.
- (f) The operational area EOC shall be activated and SEMS used as described in the SEMS Organizational Levels and Functions (§2403) when any of the following conditions exists:
 - (1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
 - (2) Two or more cities within the operational area have declared or proclaimed a local emergency.

- (3) The county and one or more cities have declared or proclaimed a local emergency.
- (4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code §8558(b).
- (5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- (6) The operational area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.
- (7) The operational area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8558(c), §8559(b), §8605, §8561, §8616, §8617, §8618

§2411. Regional Level.

- (a) The regional level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any operational area EOC within the mutual aid region is activated.
- (b) The lead agency for establishment of the regional level EOC shall be OES.
- (c) The location of the regional level EOC shall be identified by OES to accommodate the needs of the operational area(s) served.
- (d) When the regional level EOC is activated, communications and coordination shall be established with the operational area(s), the state level EOC, and regional level department operations centers. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (e) The regional level shall use multi-agency or inter-agency coordination to facilitate decisions for overall regional level emergency response activities.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8600, §8559(a)

§2413. State Level.

- (a) The state level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any of the following conditions exists:
 - (1) A regional level EOC is activated.
 - (2) Upon the governor's proclamation of a state of emergency.
 - (3) Upon the governor's proclamation of an earthquake or volcanic prediction.
- (b) The lead agency for establishment of the state level EOC shall be OES.
- (c) When the state level EOC is activated, communications and coordination shall be established with the regional level EOC(s), state level department operations centers, and federal emergency response agencies. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a), §8558(b)

§2415. Mutual Aid.

- (a) "Mutual Aid" means voluntary aid and assistance by the provision of services and facilities, including but not limited to: fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.
- (b) "Mutual Aid System" means the system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions, and the state with the intent of providing adequate resources to requesting agencies. The California mutual aid system includes several discipline-specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works) which are consistent with the Master Mutual aid Agreement.
- (c) All mutual aid systems and agreements shall be consistent with SEMS and the Master Mutual aid Agreement.
- (d) Unless otherwise provided by agreement, the responsible local official in whose jurisdiction(s) an incident requiring mutual aid has occurred remains in charge and retains overall direction of personnel and equipment provided through mutual aid (as provided for in Government Code §8618).

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a)(3), §8561, §8616, §8617, §8618

Article 5. Standardized Emergency Management System Advisory Board

§2425. Establishment and Purpose.

The Director, OES, shall establish the SEMS Advisory Board consisting of representatives from emergency response agencies to provide advice on all aspects of this Chapter.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a), §8587

Article 6. Training

§2428. Minimum Performance Objectives.

- (a) Emergency response agencies shall determine the appropriate level(s) of SEMS instruction for each member of their staff, based upon staff member's potential assignment during an emergency response.
- (b) Emergency response agencies shall ensure that their emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives required by their agencies' training programs. Agencies shall use the Minimum Performance Objectives contained in the Approved Course of Instruction (ACI) Syllabus dated March 1, 1995, which are hereby incorporated by reference, as the basis for their training programs. Minimum Performance Objectives are contained in Paragraph D of each Course Module description.
- (c) SEMS minimum performance objectives shall be met through completion of materials from the ACI, completion of equivalent courses of instruction, or through incorporation of the objectives into exercises.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a) and §8607(e)

Article 7. Compliance

§2443. General Provisions

- (a) Local government must use SEMS in order to be eligible for state funding of response-related personnel costs occurring in response to an incident as defined in §2402(i). All state agencies shall use SEMS to coordinate multiple jurisdiction or multiple agency emergency and disaster operations.
- (b) Compliance with SEMS shall be documented in the areas of planning, training, exercise, and performance.
- (c) All applicants for reimbursement or response-related personnel costs shall self-certify compliance with §2445, §2446, §2447, and §2448. This self-certification shall be submitted in writing with the application.
- (d) Evidence of compliance with SEMS as set forth in §2445, §2446, §2447, and §2448 shall be available for review.

- (e) When the OES Director determines sufficient evidence exists to warrant a SEMS Compliance review, a Review Team shall be established to evaluate the compliance with SEMS of any local government which has requested funding of its response-related personnel costs under disaster assistance programs, or any operational area or state agency. The OES Director shall notify the local government, operational area, or state agency being evaluated, the SEMS Advisory Board, and the fund(s) administrator of any disaster assistance program of the establishment of the Review Team. At a minimum, participants on the Review Team shall include peers of the entity being evaluated, OES staff, and others knowledgeable in emergency operations and SEMS. The Review Team shall meet with the local government, operational area, or state agency being evaluated and solicit all pertinent information. The team may also review records and interview persons knowledgeable on the SEMS compliance activities of the entity being evaluated. The Review Team shall report its findings to the local government, operational area, or state agency that was evaluated, the SEMS Advisory Board, and the OES Director. This report must be issued within ninety (90) days of the establishment of the Review Team.
- (f) The SEMS Advisory Board shall examine the Review Team's report within sixty (60) days of submittal of the report. The SEMS Advisory Board shall also consider additional information pertinent to the evaluation. The local government, operational area, or state agency being evaluated may submit additional information to the Board, either verbally or in writing. After consideration, the SEMS Advisory Board shall submit a recommendation to the OES Director. A copy of the recommendation shall be forwarded to the local government, operational area, or state agency being evaluated.
- (g) The OES Director shall make a determination on whether or not the local government, operational area, or state agency being evaluated was in compliance with SEMS. This determination shall be forwarded to the local government, operational area, or state agency being evaluated by certified letter within thirty (30) days of the SEMS Advisory Board's recommendation. A copy of the determination shall be provided to the fund(s) administrator of any disaster assistance program.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(e), §8682.9, 8558(c)

§2444. Appeal Process.

- (a) In the event the local government, operational area, or state agency being evaluated disagrees with the determination of the OES Director, the local government, operational area, or state agency may request a reconsideration of the determination. The request must be submitted within thirty (30) days of receipt of the letter of determination.
- (b) The request for reconsideration shall be in writing and indicate why the local government, operational area, or state agency disagrees with the decision, any new or additional pertinent information, and any legal authority or other basis for the disagreement with the determination.
- (c) The OES Director shall review the request for reconsideration and make a determination. The local government, operational area, or state agency that submitted the request for reconsideration shall be notified of the OES Director's decision by certified letter within thirty

(30) days of receipt of the request for reconsideration. A copy of the determination shall be provided to the fund(s) administrator or any disaster assistance program.

(d) The OES Director's decision shall be considered final for the purposes of the appeal process.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(e)

§2445. Planning.

Local governments, operational areas, and state agencies shall include the use of SEMS in emergency plans and procedures pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a), §8607(b), §8607(c), 8607.2(c)

§2446. Training.

Local governments, operational areas, and state agencies shall document SEMS training provided to its emergency response personnel pursuant to §2428.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(c)

§2447. Exercises.

Local governments, operational areas, and state agencies shall incorporate the use of SEMS pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415 at all levels of operation when exercises are performed.

Note: AUTHORITY: GOVERNMENT CODE §8607(a), §8607.2(c)
REFERENCE: GOVERNMENT CODE §8607(c), §8607.2(c)

§2448. Performance.

Local governments, operational areas, and state agencies shall document the use of SEMS. Documentation shall include activities performed pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415 during the emergency.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(d)

Article 8. After Action Reports

§2450. Reporting Requirements.

- (a) Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in California Code of Regulations, Title 19, §2900(j).
- (b) The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(f)

SEMS TRAINING DOCUMENTATION FIELD ICS LEVEL AND EOC LEVEL

All local government staff who may participate in emergency activities in the EOC, in department operations centers (DOCS) or at the field level must maintain minimum training competencies pursuant to the approved course of instruction. A training plan and schedule should be developed to provide SEMS training to all staff with emergency roles and all existing field personnel. Provisions should be made for an on-going training program to accommodate personnel changes.

Approved SEMS Introductory, EOC and ICS Field Level Courses are available for personnel who will perform a SEMS function in an EOC, DOC or in the field. Minimum training competencies are identified in the approved SEMS courses as performance objectives. Agencies using an alternate training course should be able to demonstrate that the required competencies are being maintained.

Emergency response agencies shall determine the appropriate level(s) of SEMS instruction for each member of their staff, based upon the staff member's potential assignment during an emergency response. Emergency response agencies shall ensure that their emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives required by their agencies' training programs.

Local governments and emergency response agencies should document the training provided to emergency response personnel. SEMS training documentation may be integrated with agencies' normal training documentation systems. Agencies that do not currently have a training documentation system should establish a record-keeping system for SEMS training.

It is recommended that a SEMS training record-keeping system include:

- An individual training record for each person, kept either in their personnel file or in a separate training record file. The name of the course, instructor, location and date of the course should be included in the training record.
- Maintenance of the individual training record for as long as the person is employed in a position that involves an emergency response role. Records of personnel involved in an actual emergency should be kept at least until any training compliance issues have been resolved.
- Documentation of the agency's SEMS training program including copies of the training materials used, such as instructor syllabus, lesson plans, student notebook, exercises and tests.

LIST OF ACRONYMS AND ABBREVIATIONS

A&E	Architecture and Engineering
AC	AREA COMMAND
ADA	Americans with Disabilities Act
APCD	Air Pollution Control District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
CAA	Clean Air Act
CALDAP	California Disaster Assistance Program
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAN	Community Alert Network
CAO	Chief Administrative Office(r)
CAT	Crisis Action Team
CAV	Community Assistance Visit
CCA	Comprehensive Cooperative Agreement
CCC	California Conservation Corps
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDC	Centers for Disease Control, U.S. Public Health Service
CDF	California Department of Forestry
CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer
CEP	Comprehensive Emergency Planning
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
COE	Corps of Engineers (US Army)
COG	Continuity of Government
CPG	Civil Preparedness Guide
CPI	Consumer Price Index
CWA	Clean Water Act
DA	Damage Assessment
DAC	Disaster Application Center

DAE Disaster Assistance Employee
DAP Disaster Assistance Programs
DCS Disaster Communications Service
DFCO Deputy Federal Coordinating Officer
DFO Disaster Field Office
DHA Disaster Housing Assistance
DHHS Department of Health and Human Services
DLS Disaster Legal Services
DOB Duplication of Benefits
DOC Department Operations Center
DOD Department of Defense
DOE Department of Energy
DOL Department of Labor
DOJ Department of Justice
DOT Department of Transportation
DP Disaster Preparedness
DSA Division of the State Architect (California)
DSR Damage Survey Report
DUA Disaster Unemployment Assistance
DWI Disaster Welfare Inquiry
DWR California Department of Water Resources

EAS Emergency Alert System
ED United States Department of Education
EDD Employment Development Department
EEO Equal Employment Opportunity
EIR Environmental Impact Review
EMA Emergency Management Assistance
EMI Emergency Management Institute
EMMA Emergency Managers Mutual Aid
EMP Electromagnetic Pulse
EMSA Emergency Medical Services Authority
EMS Emergency Medical Services
EMT Emergency Medical Technician
EOC Emergency Operations Center
EOP Emergency Operating Procedures
EOP Emergency Operations Plan
EPA Environmental Protection Agency
EPI Emergency Public Information
ER Emergency Relief Program
ESA California Emergency Services Act
ESA Endangered Species Act
ESC Emergency Services Coordinator

FA Fire Administration (office symbol)
FAA Federal Aviation Administration
FAS Federal Aid System Road
FAST Federal Agency Support Team
FAX Facsimile
FBI Federal Bureau of Investigation

FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FmHA	Farmers Home Administration
FPM	Flood Plain Management
FRERP	Federal Radiological Emergency Response Plan
FTB	Franchise Tax board (State of California)
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HUD	Housing and Urban Development Program
IA	Individual Assistance
IA/O	Individual Assistance/Officer
IC	Incident Commander
ICC	Interstate Commerce Commission
ICP	Incident Command Post
ICS	Incident Command System
IFG	Individual and Family Grant Program (State of California program)
IFGP	Individual and Family Grant Program
IG	Inspector General
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
JIC	Joint Information Center
JDIC	Justice Data Interface Controller
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIS	Joint Information System
LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MC	Mobilization Center
MCR	Military Communications Representative
MHFP	Multi-Hazard Functional Plan

MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Mortgage and Rental Assistance Program
MRE	Meals Ready to Eat
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management
NCS	National Communications System
NCSP	National Communications Support System
NCSRM	National Communications System Regional Manager
NDAA	California Natural Disaster Assistance Act
NDEA	National Defense Education Act
NDM	National Disaster Medical System
NECC	National Emergency Coordination Center (FEMA)
NEIS	National Earthquake Information Service
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NIFCC	National Interagency Fire Coordination Center, U.S. Forest Service
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OFA	Other Federal Agencies
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSHA	Occupational Safety and Health Administration
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDH	Packaged Disaster Hospital
PDS	Professional Development Series
PFT	Permanent Full-Time Employee
PIO	Public Information Officer

PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PSR	Personal Service Radio
PUC	California Public Utilities Commission
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RM	Radiological Monitor
RO	Radiological Officer
RRT	Regional Response Team
SA	Salvation Army
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SEMO	STATE EMERGENCY MANAGEMENT OFFICE
SEMS	Standardized Emergency Management System
SF	Standard Form
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
Subgrantee	An eligible applicant in Federally declared disasters
TH	Temporary Housing
TSCA	Toxic Substances Control Act
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VSAT	Very Small Aperture Terminal



*Governor's Office of
Emergency Services*

Mutual Aid and Administrative Regions

