

SACRAMENTO  
COUNTY  
OFFICE OF EMERGENCY SERVICES



# EMERGENCY OPERATIONS PLAN



**MAY 2022**

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# EMERGENCY OPERATIONS PLAN

MAY 2022

## ACKNOWLEDGEMENTS

The Sacramento County Office of Emergency Services would like to thank all the individuals who contributed their time and energy into updating the County's Emergency Operations Plan. Without your active support and participation this update would not have been possible.

Finally, as with any plan, this document represents the planning strategies and guidance understood as of the date of the plan's release.



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## 1.2 Approval & Implementation

The Sacramento County Emergency Operations Plan (EOP) addresses the County's planned response to extraordinary emergency situations as a result of natural or human-caused disasters. This plan does not apply to normal day-to-day events, or the procedures used to respond to such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can have major threats to life, property, and the environment, and that require an uncommon emergency response.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate an emergency disaster affecting the County.
- Identifies the roles and responsibilities required to protect the health and safety of County residents, public and private property, and the environment, during emergency disasters.
- Establishes the operational concepts associated with a field response to emergency disasters, the County's Emergency Operation Center (EOC) activities and the recovery process.

Upon concurrence of this plan by the Board of Supervisors and department leadership that have a listed responsibility in the execution of this plan, the plan will be officially adopted and promulgated. The approval date will be included on the title page and the plan will be distributed to County departments, supporting agencies and community organizations having primary responsibilities listed in this plan, as necessary.

The County of Sacramento Emergency Operations Plan may be activated by the Director of Emergency Services or appropriate designees.

The Sacramento Office of Emergency Services has the delegated authority to carry out specific plan modifications without the signature of the County Executive or Board of Supervisors. This 2021 Emergency Operations Plan, its Emergency Support Annexes, Hazard Specific Appendices and other EOP attachments supersede all previous versions of the Sacramento County Emergency Operations Plan.



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## 1.3 Promulgation Letter

Date: May 2022

To: County Officials, Employees, and Residents

The preservation of life, property, and the environment are fundamental responsibilities of all levels of government. As disasters can occur at any time, Sacramento County must provide safeguards to save lives and minimize property and environmental damage through careful planning, preparedness measures, and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will reduce losses.

The Sacramento County Emergency Operations Plan (EOP) establishes an Emergency Management Organization. It assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts through a whole community approach. It authorizes County personnel to perform their duties and tasks before, during, and after an emergency.

This plan was developed for County departments and local special districts with emergency services responsibilities within the Sacramento County. The content is based upon guidance approved and provided by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES). The intent of the plan is to provide guidance on how to respond to an emergency from the onset, through an extended response, and into the recovery phase.

Once adopted, this plan is an extension of the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions, lessons learned from actual emergencies, and changes in State/Federal guidance.

The Sacramento County Board of Supervisors and County Executive give their full support to this Emergency Operations Plan and urge all public employees and individuals to prepare for times of emergency before they occur.

---

Ann Edwards  
County Executive



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## 1.4 Plan Concurrence

The following list of signatures documents each Board Member's and assigned emergency agencies concurrence (alignment/agreement) with the plan, their described tasks, and receipt of the most current copy of the Sacramento County Emergency Operations Plan.

### **Phil Serna**

Board of Supervisors; Supervisor – District 1

Signature

Date

### **Patrick Kennedy**

Board of Supervisors; Supervisor – District 2

Signature

Date

### **Rich Desmond**

Board of Supervisors; Supervisor – District 3

Signature

Date

### **Sue Frost**

Board of Supervisors; Supervisor – District 4

Signature

Date

### **Don Nottoli**

Board of Supervisors; Supervisor – District 5

Signature

Date

### **Chrisandra Flores**

Agricultural Commissioner

Signature

Date

### **Mike Doane, Interim**

Animal Care & Regulation

Signature

Date

### **Kimberly Gin**

Coroner

Signature

Date

### **Lisa Travis**

County Counsel

Signature

Date

### **Ann Edwards**

County Executive

Signature

Date

County Fire Coordinator

Signature

Date

### **Donna Allred**

County Clerk Recorder

Signature

Date



**Rami Zakaria**

Department of Technology

Signature

Date

**Marie Woodin**

Environmental Management

Signature

Date

**Ben Lamera**

Finance Department

Signature

Date

**Jeff Gasaway**

General Services

Signature

Date

**Chevon Kothari**

Health Services

Signature

Date

**Ethan Dye**

Human Assistance

Signature

Date

**Mary Jo Flynn-Nevins**

Office of Emergency Services

Signature

Date

**Liz Bellas**

Regional Parks

Signature

Date

**Joseph Hsieh, Interim**

Personnel Services

Signature

Date

**Marlon Yarber, Interim**

Probation

Signature

Date

**Scott Jones**

Sheriff's Department

Signature

Date

**Michael Peterson**

Water Resources

Signature

Date

School Districts

Signature

Date

Hands On Superior California

Signature

Date



**Gabriel Kendall**

Executive Director, 211

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

American Red Cross/Other NGO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State/Federal Agencies

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## 1.5 Record of Changes

Version Number	Date of Change	Change Made By	Date of Approval	Change Approved by	Description of change
1	07.11.17	Howell Consulting	07.11.17	Steve Cantelme	Plan Update
2	10.26.21	Brady Consulting	TBD	Mary Jo Flynn-Nevins	Plan Update



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## 2 Purpose, Scope, Situation, and Assumptions

### 2.1 Purpose

The purpose of the Sacramento County Emergency Operations Plan is to provide the planning basis for a coordinated response to natural and human-caused emergency disasters within or affecting the County. This plan is the principal guide for the County's response, management, and recovery from real or potential emergencies and disasters within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergencies and take appropriate actions to save lives, reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a whole community approach to emergency management to facilitate a response that includes the entire community.
- Identify the organizational framework for the overall management and coordination of the county's emergency operations by implementing the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Identify the responsibilities of local, state, and federal agencies in an emergency or disaster affecting the County.
- Define the operational concepts and procedures associated with the EOC interface with County Department Operations Centers (DOCs) and field emergency responders
- Facilitate mutual aid to supplement local resources.
- Facilitate multi-agency and multi-jurisdictional coordination between local government, the private sector, operational area (OA), state, and federal agencies.
- Support the provision for emergency public information, including information on personal protective actions the public can take.
- Serve as an operational plan and reference document that can be used for pre-emergency planning in addition to emergency operations.
- Use in coordination with applicable local, state, and federal contingency plans.

Allied agencies, special districts, private enterprises, and volunteer organizations with roles and responsibilities in this plan are encouraged to develop operating protocols and emergency action checklists to support their responsibility to this plan.



Finally, this plan is divided into several elements that contain general and specific information relating to county emergency management operations. Those elements are as follows:

- **Plan:** This section provides the structure and organization of the County of Sacramento Emergency Management Organization, identifies roles and responsibilities, describes the concept of emergency operations, and explains how the County integrates SEMS and NIMS into their emergency management organizations. In addition, this section contains supporting materials to the overall EOP and its components.
- **Functional Annexes:** The Functional Annexes contain descriptions of the methods that the County of Sacramento and its departments follow for critical functions during emergency operations. These Functional Annexes address the State Emergency Support Functions (CA-ESF) and the Federal Emergency Support Functions (ESF).
- **Support Annexes:** The support annexes focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after an emergency.
- **Hazard Specific Appendices:** Hazard-specific appendices identify hazard-specific risk areas and other essential information, such as suggested evacuation routes. They specify provisions and protocols for warning the public, disseminating emergency public information, and determining the types of protective equipment and detection devices for responders.

## 2.2 Scope

This plan's policies, procedures, and provisions apply to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and mitigation activities within the County.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the county and require a planned and coordinated response by multiple agencies or jurisdictions.

Incorporating the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0, the CalOES Emergency Operations Plan Crosswalk - Local Government, 2020; and the State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised before an emergency and establishes the framework for the implementation of the Standardized Emergency



Management System (SEMS) and National Incident Management System (NIMS) for the County.

This plan will be used in coordination with the State Emergency Plan and the National Response Framework.

This plan is part of a larger framework that supports emergency management within the State. The Sacramento County and its political subdivisions, the Inland Region of the California Office of Emergency Services (Cal OES), and the Federal government will promote effective planning and coordination before an emergency, thereby ensuring a more effective response and recovery.

Each Sacramento County department is responsible for preparing and maintaining plans, standard operating procedures (SOPs), resource lists, and checklists that detail how assigned responsibilities will be performed to support the implementation of this plan and ensure successful response during a major disaster.

Elements to be addressed in SOPs are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that a designated successor may assume during emergencies.
- Circumstances under which successor emergency authorities would become effective and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them. A 24-hour communication system should be identified to notify and recall personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center or Department Operations Center (DOC) to manage organizational resources and response personnel and maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision-makers and coordinate the agency's response efforts with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure...) to the EOC during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions is consistent with the official Sacramento County Training Plan. The County intends to fulfill the policies described herein within the capabilities and resources available at the time of an emergency or disaster event.



## 2.3 Situation Overview

The County faces a variety of hazards. Therefore, this plan was developed using an all-hazards planning approach and leverages the specific hazard and vulnerability findings identified in the Sacramento County 2021 Multi-Jurisdictional Local Hazard Mitigation Plan (as of the date of this update, the plan is still under public review). The following section provides a summary of the hazards and threats the County faces.

### 2.3.1 Hazard and Threat Analysis Summary

Hazard	Geographic Extent	Likelihood of Future Occurrences	Magnitude/Severity	Significance	Climate Change Influence
Climate Change	Extensive	Likely	Limited	Medium	–
Dam Failure	Significant	Occasional	Catastrophic	High	Medium
Drought & Water Shortage	Extensive	Likely	Limited	Medium	High
Earthquake	Extensive	Occasional	Catastrophic	Medium	Low
Earthquake Liquefaction	Limited	Occasional	Critical	Medium	Low
Floods: 1%/0.2% annual chance	Significant	Likely	Catastrophic	High	Medium
Floods: Localized Storm water	Extensive	Highly Likely	Limited	Medium	Medium
Landslides, Mudslides, and Debris Flow	Limited	Occasional	Limited	Low	Medium
Levee Failure	Extensive	Occasional	Critical	High	Medium
Pandemic	Extensive	Likely	Catastrophic	Medium	Medium
Severe Weather: Extreme Cold and Freeze	Extensive	Highly Likely	Limited	Medium	Medium
Severe Weather: Extreme Heat	Extensive	Highly Likely	Limited	Medium	High
Severe Weather: Heavy Rains and Storms	Extensive	Highly Likely	Limited	Medium	Medium
Severe Weather: Wind and Tornado	Extensive	Highly Likely	Limited	Medium	Low
Subsidence	Significant	Highly Likely	Limited	Medium	Medium
Volcano	Extensive	Unlikely	Negligible	Low	Low
Wildfire	Significant	Highly Likely	Critical	High	High





<p><b>Geographic Extent</b></p> <ul style="list-style-type: none"> <li>● <b>Limited:</b> Less than 10% of planning area</li> <li>● <b>Significant:</b> 10-50% of planning area</li> <li>● <b>Extensive:</b> 50-100% of planning area</li> </ul> <p><b>Likelihood of Future Occurrences</b></p> <ul style="list-style-type: none"> <li>● <b>Highly Likely:</b> Near 100% chance of occurrence in next year or happens every year.</li> <li>● <b>Likely:</b> Between 10 and 100% chance of occurrence in next year or has a recurrence interval of 10 years or less.</li> <li>● <b>Occasional:</b> Between 1 and 10% chance of occurrence in the next year or has a recurrence interval of 11 to 100 years.</li> <li>● <b>Unlikely:</b> Less than 1% chance of occurrence in next 100 years or has a recurrence interval of greater than every 100 years.</li> </ul>	<p><b>Magnitude/Severity</b></p> <ul style="list-style-type: none"> <li>● <b>Catastrophic:</b> More than 50 percent of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths</li> <li>● <b>Critical:</b> 25-50 percent of property severely damaged; shutdown of facilities for at least two weeks; and/or injuries and/or illnesses result in permanent disability</li> <li>● <b>Limited:</b> 10-25 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable do not result in permanent disability</li> <li>● <b>Negligible:</b> Less than 10 percent of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid</li> </ul> <p><b>Significance</b></p> <ul style="list-style-type: none"> <li>● <b>Low:</b> minimal potential impact</li> <li>● <b>Medium:</b> moderate potential impact</li> <li>● <b>High:</b> widespread potential impact</li> </ul> <p><b>Climate Change Influence</b></p> <ul style="list-style-type: none"> <li>● <b>Low:</b> minimal potential impact</li> <li>● <b>Medium:</b> moderate potential impact</li> <li>● <b>High:</b> widespread potential impact</li> </ul>
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**TABLE 1: HAZARD AND THREAT ANALYSIS SUMMARY**

More detailed information regarding the hazards to the County can be found in the Sacramento County 2021 Multi-Jurisdictional Local Hazard Mitigation Plan (as of the date of this update, the plan is still under public review).



### 2.3.2 Capability Assessment

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, Sacramento County has the capabilities to perform the necessary emergency response duties outlined in this EOP.

### 2.3.3 Mitigation Overview

Sacramento County has taken several mitigation measures for each identified hazard to minimize the likely impact of an emergency. The Sacramento County 2021 Multi-Jurisdictional Local Hazard Mitigation Plan (as of the date of this update, the plan is still under public review), identifies mitigation efforts to reduce the likelihood that a defined hazard will impact Sacramento County communities. As the cost of damage from natural disasters increases nationwide, Sacramento County recognizes the importance of identifying effective ways to reduce its vulnerability to disastrous events.

## 2.4 Planning Assumption

The following assumptions were made during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to, and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated and remote areas of the County.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. Therefore, NIMS, SEMS, and ICS must be implemented immediately by responding agencies and expanded as the situation dictates.
- Large-scale emergencies and disasters may overburden local resources and require the need for mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- The County is primarily responsible for emergency actions within County boundaries and will commit all available resources to save lives, minimize injury to persons, protect the environment and minimize property damage.



- Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely. Additionally, the media must be considered an ally in large-scale emergencies and disasters; it can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. Therefore, while responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, NIMS, SEMS, and ICS.

This plan uses the whole community concept where residents, emergency management representatives, community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interests. Engaging in the whole community emergency management planning process builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the entire community's needs, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities daily.

In keeping with the whole community approach, this plan was developed with representation from county departments and other stakeholders. The effectiveness of the emergency response is primarily based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g., fire, law, etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strength of the emergency management system and organization within the region includes Emergency Operations Centers (EOCs), mass notification systems, and communication systems.
3. The preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the County is improving the County's resiliency to emergency disasters and the region.



## 2.4.1 Quick Facts – Sacramento County

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. The County's largest city, the City of Sacramento, is the seat of government for the State of California and serves as the county seat. Sacramento became the State Capital in 1854. The County is the Sacramento Metropolitan Statistical Area (SMSA) which includes Sacramento, El Dorado, and Placer Counties.

Sacramento County encompasses approximately 994 square miles in the middle of the 400-mile long Central Valley, California's prime agricultural region. The County is bordered by Contra Costa and San Joaquin Counties on the south, Amador and El Dorado Counties on the east, Placer and Sutter Counties on the north, and Yolo and Solano Counties on the west. Sacramento County extends from the low delta lands between the Sacramento and San Joaquin rivers north to about ten miles beyond the State Capitol and east to the foothills of the Sierra Nevada Mountains. The southernmost portion of Sacramento County has direct access to the San Francisco Bay. The following bullet points are some quick facts about Sacramento County:

### Community/Area Facts:

- 30 parks with 6 million trees and four public golf courses
- Sacramento River-longest River within California, flowing south for 447 miles
- American River - in 1848, gold was found, which led to the Gold Rush
- Leading agricultural crops - wine grapes, milk, Bartlett pears, field corn, turkeys
- The area of the County is 944 square miles.

### Weather/Climate:

- Average temperature
- maximum: 73.6 F
- minimum: 49 F
- Average rainfall: 19.6 inches

### Transportation:

- 36.87 miles of light rail system
- mainline railroad tracks
- 8.8 million passengers passed through Sacramento International Airport
- 870,000 short tons of cargo shipped annually

### Public Facilities:

- 19 major public & private colleges & universities



- California State University, Sacramento - major local university and one of the 23 campuses in the California State University system
- University of California, Davis is located nearby (west of the capital) and one of the 10 campuses in the University of California system
- 16 public school districts
- 15 major art and historical museums
- 26 public libraries
- 10 hospitals

### **Population:**

- As of 2020, the estimated population was just short of 1.5 million (of this population, approximately 43% fall into the Disability Community) by the California State Department of Finance. Sacramento is the core cultural and economic center of its four-county metropolitan area (El Dorado, Placer, Sacramento, and Yolo counties), with more than 2 million. The Sacramento Metropolitan Area is the largest in the Central Valley and is the fourth largest in California, behind Los Angeles, San Francisco Bay, and San Diego.

### **History:**

- 1839 Captain John A. Sutter arrives in Sacramento
- 1848 Gold is discovered at Sutter's Mill (January 24)
- 1850 First Sacramento volunteer Fire Department is organized
- 1854 Sacramento becomes the California State Capital
- 1857 Sacramento City and County governments merge
- 1860 Pony Express begins to run between Sacramento and St. Joseph, Missouri
- 1863 Track for the first continental railroad is laid in Sacramento
- 1863 Sacramento City and County governments are separated
- 1955 Folsom Dam was completed



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## 3 Concept of Operations

During a major emergency response, the County will coordinate with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the County follows a specific response structure that designates how local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations section provides guidance to County decision-makers and plan users regarding the sequence and scope of actions to be taken during a countywide emergency response. This section will focus on three specific phases in preparation for and following an emergency disaster: response, recovery, and continuity.

### 3.1 Response

During the response phase, the County practices can be summarized in six key elements: (1) goals, priorities, and strategies; (2) plan activation; (3) proclaiming an emergency; (4) presidential declarations; (5) emergency management response levels; and (6) the sequence of events during disasters.

#### 3.1.1 Goals, Priorities, and Strategies

**Operational Goals: During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:**

- 1 Mitigate Hazards
- 2 Meet basic human needs
- 3 Address needs of People with Access and Functional Needs
- 4 Restore essential services
- 5 Support community and economic recovery

**Operational Priorities: Operational priorities govern resource allocation and the response strategies for the County and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:**

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to protect the environment from damage during an emergency.



**Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:**

- **Mitigate hazards** –As soon as practical during the disaster response, suppress, reduce, or eliminate hazards/risks to people, property, and the environment to lessen their actual or potential effects/consequences.
- **Meet basic human needs** –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- **Address needs of individuals with disabilities or access and functional needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. Therefore, the needs of these individuals must be considered and addressed.
- **Restore essential services** –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** –All community members must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably. Thus, promoting expeditious recovery of the affected areas.

### 3.1.2 Plan Activation

The County of Sacramento Emergency Operations Plan may be activated if there is an event or event(s) with potential impacts on the health & safety of the public and environment. The plan can be activated by the County Executive which is the Director of Emergency Services or their designated alternate the Chief of Emergency Services under any of the following circumstances:

- On the order of the Director of Emergency Services as designated by Chapter 2.46 – Emergency Services of the County of Sacramento Government Code.
- Upon proclamation by the Governor that a STATE OF EMERGENCY exists in an area of the state.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon the declaration by the President of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon the occurrence of a catastrophic disaster that requires an immediate government response.





### 3.1.3 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not a prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC) or state agencies.

#### **Local Emergency Proclamations:**

A Local Emergency may be proclaimed by the Director of Emergency Services as specified by Chapter 2.46 – Emergency Services of the County of Sacramento Government Code or the Deputy Director of Emergency Services who is the Chief of Emergency Services or their designee. The Sacramento Board of Supervisors must ratify a Local Emergency proclaimed by these individuals within seven (7) days.

The governing body must review the need to continue the proclamation at least every thirty (30) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. A Proclamation is usually made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within Sacramento County caused by natural, technological, or human-caused situations.

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

- Request the Governor proclaim a State of Emergency, if necessary
- 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 under 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 order



- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Article 17 of the Emergency Services Act provides for certain privileges and immunities)

### **Request for Cal OES Director's Concurrence:**

Following the Proclamation of a Local Emergency, local governments can request cost reimbursement from the State for certain disaster-related repair costs under the California Disaster Assistance Act (CDAA). The Director's concurrence with the local proclamation is required for this reimbursement. This step is not required if a Governor's Proclamation of a State of Emergency is received for the same event.

### **Request for the Governor to proclaim a State of Emergency:**

When emergency conditions exceed or have the potential to exceed local resources and capabilities, a local government may request the Governor Proclaim a State of Emergency. When the Governor Proclaims a State of Emergency, it enables local government to obtain assistance under the California Emergency Services Act (ESA), and requests cost reimbursement for disaster-related costs under the California Disaster Assistance Act (CDAA). The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within 10 days of the event. In addition to providing access to reimbursement for eligible disaster-related response and recovery expenditures, a Governor's proclamation can facilitate other actions. Such as waiver of state regulations impacting response and recovery operations.

### **Initial Damage Estimate (IDE):**

The request for a Director's Concurrence or a Governor's Proclamation should include a copy of the proclamation document and an IDE that estimates the severity and extent of the damage caused by the emergency. However, an IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or fast-moving emergencies where immediate response assistance is necessary.

### **Analysis of Request:**

The Cal OES Region reviews the request and the IDE, and a recommendation is made to the Governor through the Director of Cal OES.

### **Proclamation of a State Emergency:**

The Governor proclaims a State of Emergency based on the formal request from the County Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:



- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities to perform any activities designed to prevent or alleviate the actual and threatened damage due to the emergency. Can also direct them to provide supplemental services and equipment to political subdivisions to restore any service to provide for the health and safety of the affected area's residents.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that restrict emergency response activities.

### **Governor's Proclamation without a Local Request:**

A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. For example, the Governor can proclaim a State of Emergency if conditions of extreme peril threaten the safety of persons and property in California or if the emergency conditions are beyond the local authorities' emergency response capacity and capability. This situation is, however, unusual.

### **Proclamation of a State of War Emergency:**

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency if an enemy of the United States attacks California or the nation or if the federal government warns that an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

## **3.1.4 Presidential Declarations**

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

### **Preliminary Damage Assessment (PDA):**

Upon submitting the request, FEMA coordinates with the State to conduct a PDA and determine if the incident is sufficient to require federal assistance under the Stafford Act. This process could take a few days to a week, depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for



supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. The PDA may not be required if immediate response assistance is necessary.

### **Federal Analysis of the State's Request:**

The FEMA Regional Administrator assesses the situation and the request, then makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the State, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the State's hazard mitigation history.

### **Federal Declarations without a PDA:**

If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.

### **Declaration of Emergency or Major Disaster:**

The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (41 USC §5121 et seq.). This also allows the president to provide federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

## **3.1.5 Emergency Management Response Levels**

The County Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed normal day-to-day capabilities to respond to and mitigate an incident(s) adequately. The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated and to what level.

The California Office of Emergency Services has established three EOC activation "levels" which the County follows for planning purposes. The table below defines those levels:



Activation Level	Detail	Event or Situation	Minimum Staffing
<b>Three</b>	Level Three is a minimum activation. This level may be used for situations that initially only require a few people	<ul style="list-style-type: none"> <li>• Events with potential impacts on the health &amp; safety of the public and environment</li> <li>• Weather Alerts</li> <li>• An incident involving 2+ County departments</li> <li>• Low risk planned event</li> <li>• Wind or rainstorm</li> <li>• Power outage and Stage 1 &amp; 2 emergencies</li> </ul>	<ol style="list-style-type: none"> <li>1. EOC Director</li> <li>2. Other Designees (Such as Section Coordinators)</li> </ol>
<b>Two</b>	Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing	<ul style="list-style-type: none"> <li>• Two or more large incidents involving 2 or more departments</li> <li>• Major wind or rain</li> <li>• Major scheduled event</li> <li>• Large scale power outage and Stage 3 power emergencies</li> <li>• Hazardous Material Incident involving large scale or possible large-scale evacuations</li> </ul>	<ol style="list-style-type: none"> <li>1. EOC Director</li> <li>2. Section Coordinators</li> <li>3. Branches &amp; Units as appropriate</li> <li>4. Liaison/Agency Representatives as appropriate</li> <li>5. Public Information Officer</li> </ol>
<b>One</b>	Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major emergency requiring acute State help.	<ul style="list-style-type: none"> <li>• Major County/County or Regional emergency, multiple departments with heavy resource involvement</li> </ul>	<ol style="list-style-type: none"> <li>1. All EOC as appropriate</li> </ol>

**TABLE 2: EOC ACTIVATION LEVELS**

### 3.1.5.1 National Emergency

In the event of a declared National Emergency, the Sacramento County EOC could be activated, and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or another catastrophic event that affects the country, including Sacramento County and surrounding jurisdictions.



### 3.1.5.2 County Department/Allied Agency EOC Organization Assignments

In an EOC activation, each County department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. Section 4.3 lists the Primary (P) and Support (S) roles for each County department or organization.

### 3.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response, and the other the emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. In addition, this sequence describes the deployment of response teams, activation of emergency management organizations, and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting State and Federal disaster assistance.

#### 3.1.6.1 Before Impact

Before an emergency ever occurs, the County is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, and arranging to have necessary resources available.

To remain ready to respond, the County will keep its emergency communications systems, warning systems, and the Emergency Operations Center ready at all times.

**Routine Monitoring for Alerts, Watches, and Warnings:** Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase the awareness level of emergency personnel and the community when a threat is approaching or imminent.

**Increased Readiness:** Sufficient warning provides the opportunity for response agencies to increase their readiness, which are actions designed to increase an agency's ability to respond to an emergency effectively. These actions include, but are not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Activating Emergency Operations Centers, even if precautionary



**Pre-Impact:** When a disaster is foreseen as highly likely, action is taken to save lives, protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation begins.

**Proclaiming and Emergency:** In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the County, and the condition is beyond the capability of the County to control effectively, the County Council, or the County Manager if the Council is not in session, can proclaim a local emergency.

### 3.1.6.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, saving lives, and minimizing the effect of the disaster.

Below is a partial list of actions to be taken:

**Alert and Notification:** Local response agencies are alerted about an incident by the public through 911, another response agency, or other methods. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

**Resource Mobilization:** Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as more resources are needed to support the response. This resource mobilization continues for resources within the County and when County resources are exhausted, from surrounding unaffected jurisdictions.

**Incident Response:** Immediate response is accomplished within the County by local responders. First responders arrive at the incident and function within their established field-level plans and procedures. The responding agencies will manage all incidents per the Incident Command System organizational structures, doctrine, and procedures.

**Establishing Incident Command:** Incident Command is set to direct, order, and control resources by some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident that multiple incident management teams engaged.



**Activation of the Multiagency Coordination System:** Responding agencies will coordinate and support emergency management and incident response objectives by developing and using integrated Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the Incident Command Post, Local 911 Centers, Local Emergency Operations Centers, Regional Emergency Operations Centers, the State Emergency Operations Center, the Federal Emergency Operations Center, and National Response Framework organizational elements.

**Local Emergency Operations Center Activation:** Local jurisdictions activate their local Emergency Operations Center based on the magnitude of the need for more coordinated emergency management. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated, the local Emergency Operations Center notifies the Operational Area that the local Emergency Operations Center has been activated.

**Communications between the field and the Emergency Operations Center:** When a jurisdiction's Emergency Operation Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center(s) to the Emergency Operations Center or between the Incident Commander and the Emergency Operations Center.

**Operational Area Emergency Operations Center Activation:** If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area (Sacramento County) Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

**Department Operations Center (DOC) Activation:** Each county agency may activate a DOC to manage information and resources assigned to the incident. If a DOC is activated, an agency representative or liaison may be deployed to facilitate information flow between the Department Operations Center and the Operational Area Emergency Operations Center.

**Regional Emergency Operations Center Activation:** Whenever an Operational Area Emergency Operations Center is activated the California Office of Emergency Services Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notifies the California Office of Emergency Services





Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

**State Level Field Teams:** The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with responsible Unified Command.

**State Operations Center Activation:** The State Operations Center is activated when the Regional Emergency Operations Center activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate
- Process resource request between the affected regions, unaffected regions, and state agency Department Operation Centers
- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established
- Coordinate interstate resource request as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions

**Joint Information Center Activation:** Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

**State Department Operations Center Activation:** Each state agency may activate a Department Operations Center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may deploy to facilitate information flow between facilities.

**Federal Emergency Management Agency Regional Response Coordination Center Activation:** The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

### 3.1.6.3 Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.



### 3.1.6.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

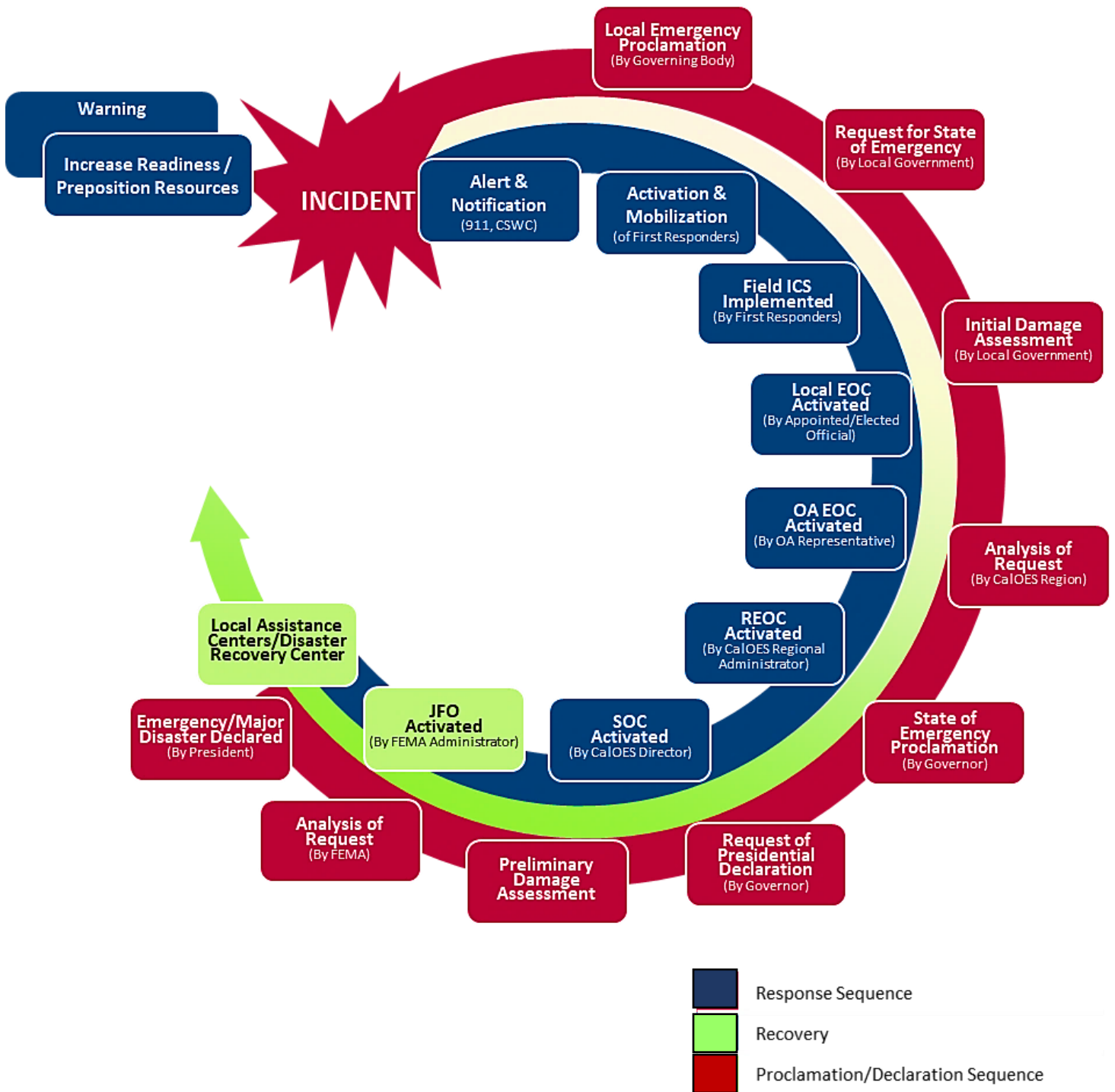
**Local Assistance Centers:** Local Assistance Centers (LAC) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by local, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible, and information needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

**Joint Field Office:** The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

**Demobilization:** As resources are no longer needed to support the response or cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. In addition, where appropriate, demobilization should consist of compliance with mutual aid and assistance provisions. Refer to the **Recovery Framework Annex E** for more information on the Recovery effort before, during, and after a disaster.



The sequence of activities occurring for the emergency response and proclamation process is illustrated in **Figure 1 – Response Phase Sequence of Events**.



## 3.2 Recovery

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- (1) Assessment of the extent and severity of damages to public and private property.
- (2) Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- (3) Repair of damaged homes, buildings, and infrastructure.
- (4) Professional counseling due to mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

### 3.2.1 Short-Term

Short-term recovery operations begin during the response phase of the emergency. Although referred to as "short-term" recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems)
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the County may provide sheltering for disaster victims until housing can be arranged.

### 3.2.2 Long-Term

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant



planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

### **3.2.3 Recovery Operations Organization**

The County's recovery operations will continue to be managed according to the ICS structure. Responsible entities will change as the response evolves into the recovery phase of the emergency. The Recovery ICS will be managed and directed by the County Executive or Designee. Recovery issues involving Operational Area jurisdictions and special districts will be coordinated and managed between the County Executive and designated representatives. Each Operational Area jurisdiction and special district will appoint a Recovery Manager to be the single point of contact for their respective recovery operations.

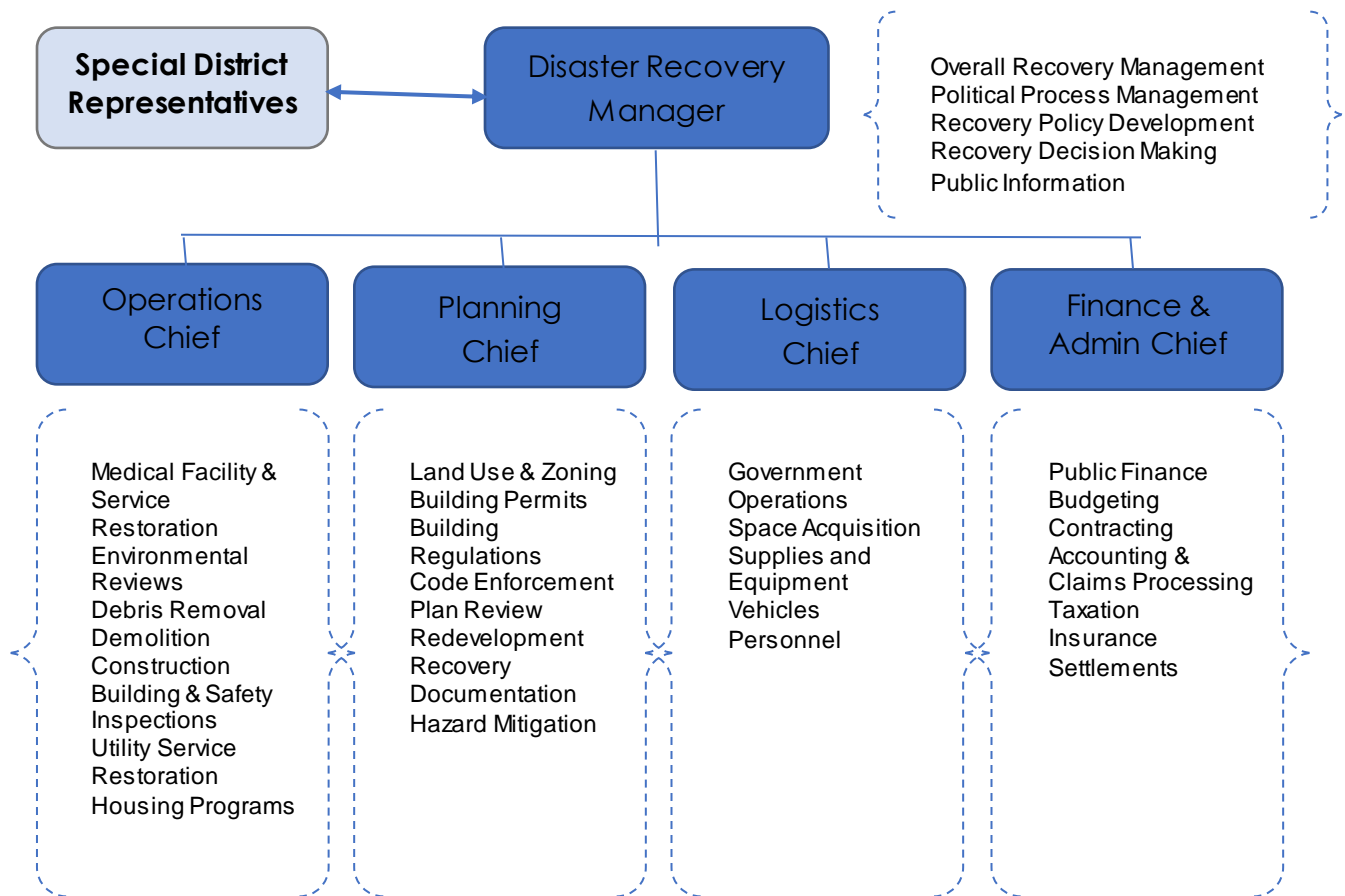
On a regularly scheduled basis, the County Executive or designee will convene meetings with County department directors, key individuals, and representatives from affected jurisdictions and special districts and from the private sector. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

Public information during the recovery process will be handled independently by each agency or jurisdiction; however, information will be coordinated among the agencies and jurisdictions, through the Office of Emergency Services.

The Office of Emergency Services will assist the County Executive in facilitating and leading the recovery process. Sacramento County departments will also be represented and responsible for certain functions throughout the recovery process.

The organizational chart used in recovery operations is shown below:





**FIGURE A: ILLUSTRATIVE COUNTY RECOVERY OPERATIONS ORGANIZATION CHART**

### 3.2.4 Community Actions

#### Individuals and Households:

Individuals and households will try to stabilize their circumstances by seeking shelter, assessing damage to their property, resuming work, resuming other regular activities, applying for federal assistance, and obtaining insurance proceeds.

#### The Private Sector:

The private sector engages in activities necessary to resume business operations, including assessing damage, implementing continuity of business plans, caring for employees, shifting operations to temporary facilities or other locations, applying for federal assistance, and obtaining insurance proceeds. In coordination with Cal OES and local governments, businesses also may play a key role in donating goods and services for community recovery.



## Non-Governmental Organizations (NGO):

Non-Governmental Organizations and Community-Based Organizations (CBO), such as the American Red Cross and the Salvation Army, may or will often provide support to individuals and households who are displaced by a disaster and work with governmental organizations to support the transition from care and shelter operations to interim housing arrangements. Community organizations active before a disaster may expand their services to meet increased needs. Such groups include faith-based organizations, neighborhood health clinics, and food distribution agencies. NGOs and CBOs may provide a range of services such as donation management, emergency food, clothing and shelter, mental and spiritual counseling, assist with non-hazardous debris removal from private property, as well as support of housing reconstruction. They provide these services independently or in coordination with federal, state, and local efforts.

### 3.2.5 Government Actions

**Local Government Actions:** Local government, including counties, cities, special districts, and tribal governments organize recovery operations according to their respective priorities and mechanisms for conducting business. These jurisdictions may work with neighboring jurisdictions to share resources or address common problems. Regional entities may also play a role in setting priorities and obtaining resources for recovery within their respective areas of authority. These organizations may undertake the following actions to stimulate recovery within their respective communities:

- Conduct a damage and safety assessment.
- Assess the housing situation, identify potential solution, and request support.
- Assess damage to public facilities and initiate temporary repairs.
- Assess damage to private property and issue permits for repairs and demolition.
- Remove debris in accordance with local debris management plan.
- Open accessible transportation routes.
- Restore services such as power, water, sewer, and accessible transportation.
- Activate accessible Local Assistance Centers (LAC) to assist individuals, households, and businesses.
- Coordinate program assistance to individuals, businesses, farmers, and ranchers.
- Document disaster-related costs for reimbursement through state and federal grant programs.
- Work with state and federal officials to assess damage, identify needs, and secure financial assistance.
- Resume governmental functions.
- Begin planning for long-term community recovery.
- Enact appropriate zoning variances to accommodate business and commercial repairs.



- Assist with the identification of temporary housing and business space.

**State Government Actions:** When a State of Emergency is proclaimed, Cal OES will lead California's recovery operations and coordinate assistance provided by other State agencies and the federal government. When federal assistance is required, Cal OES will work together with FEMA and other federal agencies to ensure effective delivery of services.

**Long-Term Recovery Efforts:** Consistent with the National Disaster Recovery Framework, Cal OES will coordinate long-term recovery efforts within the state including the six Recovery Support Functions (RSF):

- Community Planning and Capacity Building
- Economic
- Health and Social Services
- Housing
- Infrastructure Systems
- Natural and Cultural Resources

#### **3.2.4.1 Recovery Damage and Safety Assessment**

Recovery Damage and Safety Assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. An initial Damage Estimate is developed during the emergency response phase to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

For the County, the detailed damage and safety assessment will be completed by the Water Resources, and Planning and Environmental Review in coordination with the County Office of Emergency Services and other applicable County Departments. The Engineering Branch/Department of each jurisdiction will complete the detailed damage assessment. The administrative and operational divisions of special districts will, in most cases, complete the detailed damage assessment for their respective areas of responsibility.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage and safety assessment will be needed to apply for disaster financial assistance programs and to manage them if they are approved. The mitigation priorities outlined in the Sacramento County Hazard Mitigation Plan will be utilized in this process.

### **3.2.5 Programs**

#### **3.2.5.1 Public Assistance**





**State Assistance:** The California Disaster Assistance Act (CDAA) authorizes the state to provide financial assistance for costs incurred as a result of a disaster. CDAA may be implemented in circumstances when local resources are exceeded. In general, the state's share eligible under CDAA is no more than 75 percent of total state eligible costs; however, funding may vary with the type of disaster at the discretion of the Legislature. There are two levels of CDAA assistance:

- **Director's Concurrence:** Under CDAA, the Cal OES Director may concur with a local government request for state assistance independently of a Governor's Proclamation of a State of Emergency. A Director's Concurrence is limited to eligible permanent repair work. There is generally a 75%-25% cost share between state and local governments.
- **During a State of Emergency:** When the Governor proclaims a State of Emergency and authorizes CDAA, both emergency and permanent work are eligible for assistance. Again, there is generally a 75%-25% cost share between state and local governments. In addition, the State of Emergency allows certain eligible private nonprofit organizations to receive state assistance for providing essential community services during a state declared disaster.

**Federal Assistance:** Under a declaration of emergency or major disaster, the President may designate certain counties in the affected areas as eligible for the Public Assistance (PA) Grant Program. Federal disaster assistance programs available under the Stafford Act are managed by FEMA.

**FEMA Public Assistance Grant Program:** FEMA provides State agencies, local governments, tribal governments, and certain private nonprofit entities with federal grants to cover eligible disaster recovery work on a cost-share basis. In accordance with the Stafford Act, the federal cost share is a minimum of 75 percent. The State of California shares the remaining cost with the applicant. Eligible costs must be associated with:

- Debris removal.
- Emergency work necessary to save lives, protect public health and safety, and protect property.
- Restoration of damaged facilities, including buildings, equipment, and infrastructure and also to pre-disaster design, function, and capacity.
- Implementation of cost-effective hazard mitigation measures during repairs to damaged facilities to reduce the risk of future damage to those facilities.

**Assistance to Tribal Governments:** In accordance with the National Response Framework, the state coordinates with impacted tribal governments within the State of California.<sup>31</sup> Within California, tribal governments may submit Requests for Public Assistance to Cal OES. Cal OES may review and forward requests to FEMA. FEMA may then work directly with the tribal governments as grantees/recipients.



The Sandy Recovery Improvement Act of 2013 amended the Stafford Act to provide the option for the Chief Executive of a federally recognized tribe to make a direct request to the President for a major disaster or emergency declaration, and the tribes may copy the state as a courtesy. The amendment provides that tribes may continue to elect to receive assistance under a state's declaration, provided the President does not make a declaration for the tribe for the same incident.

**Non-Stafford Act Programs:** The federal government may provide recovery assistance through authorities and programs outside of the Stafford Act. These programs may be implemented in conjunction with Stafford Act programs under a disaster declaration or separately. Depending on the program, the agencies may provide assistance directly to recipients or through another State agency besides Cal OES. Examples include the following agency assistance programs:

**Natural Resources Conservation Service (NRCS):** Under the Emergency Watershed Protection Program, the NRCS provides assistance to State agencies and local governments for emergency work necessary to protect life, property, and public health and safety in watersheds damaged by a disaster, such as a wildfire or flood. A Presidential declaration is required.

**U.S. Army Corps of Engineers (USACE):** Under the Rehabilitation and Inspection Program, the USACE provides assistance for flood fighting, emergency repair, and repairs to damaged facilities. USACE provides this assistance for levees and other flood control works that meet pre-disaster criteria for participation in the program. A Presidential declaration is required. Under the Flood Control and Coastal Emergency Act (PL 84-99), the USACE has authority to supplement state and local entities in flood fighting urban and other non-agricultural areas under certain conditions. PL 84-99 also authorizes USACE to provide emergency water support and drought assistance in certain situations and allows for "advance measures" assistance to prevent or reduce flood damage or the imminent threat of unusual flooding.

**U.S. Department of Housing and Urban Development (HUD):** The HUD Community Development Block Grants may be requested by state, local, and tribal governments for a wide range of recovery purposes. A Presidential declaration is required.

### 3.2.5.2 Hazard Mitigation Grant Program

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Mitigation is taking action now - before the next disaster - to reduce human and financial consequences later. Effective mitigation requires the comprehension of local risks, undertaking of the hard choices, and investment in long-term community well-being and resilience. Without mitigation actions, safety, financial security, and self-reliance are jeopardized.

As the result of a Presidential Disaster Declaration, FEMA's Hazard Mitigation Grant Program (HMGP) funds plans and projects that reduce the effects of future natural



disasters. In California, these funds are administered by the Cal OES Hazard Mitigation Grant Program Unit. Eligible applicants include State agencies, local governments, special districts, and some private nonprofits.

### 3.2.5.3 Debris Management

Disasters may create significant quantities of debris that must be removed and disposed of to reduce threats to public health and safety and allow for the recovery of the community. Debris management poses challenges for state, local, and tribal agencies in terms of available resources for debris management operations, maintaining roads and sidewalks as accessible routes for individuals with disabilities during debris removal activities, appropriate procurement, and management of contractors, reduction of debris volume, disposal, and segregation, handling and disposal of household hazardous waste, and other hazardous materials. There are also legal requirements to recycle applicable waste streams, and specific environmental issues that need to be evaluated for compliance issues.

- **Local Responsibility:** Debris management operations are the responsibility of the affected jurisdiction; however, at the request of the state, the federal government may provide assistance for debris management following a Presidential declaration of emergency or major disaster.

**State Assistance:** Cal OES provides Debris Management Technical Assistance to local governments in the development of pre-disaster debris management plans. When a disaster occurs, Cal OES coordinates requests for state and federal assistance with debris removal and provides State agencies and local governments with guidance regarding requirements that must be met to ensure eligibility of debris management activities for funding.

- **Recycling of Debris:** To conserve California's landfill capacity, and in keeping with state policy to maximize all diversion options in order to reduce the amount of solid waste that must be disposed, it is the state's intent that disaster-related debris be recycled or centrally held until it can be processed for maximum recycling. The Integrated Waste Management Disaster Plan provides guidance on this topic.
- **State Environmental Requirements:** In a federal declaration, FEMA is responsible for ensuring compliance with federal laws, regulation, and Executive Orders (EO) for Stafford Act programs.<sup>32</sup>At the state level, Cal OES ensures the state's management of disaster assistance programs proceeds in accordance with these requirements, as well as with applicable state environmental laws and regulations. Cal OES provides guidance to communities regarding the California Environmental Quality Act (CEQA). Additionally, the Cal OES provides technical assistance to Cal OES Environmental Compliance Program applicants.



**Federal Assistance:** The following federal debris management assistance programs are coordinated by FEMA:

- **Technical Assistance:** The federal, state, local, and tribal governments coordinate as a team to identify, evaluate, and provide the most appropriate technical assistance available. FEMA may be requested to task another federal agency to provide specific technical expertise to accomplish debris management tasks.
- **Direct Federal Assistance:** FEMA, coordinating directly with the FCO, SCO, and the Public Assistance Officer (PAO), may task another federal agency, such as the U.S. Army Corps of Engineers (USACE) to perform debris management activities directly on behalf of the state, local government, or tribe when that entity does not have the resources for the work.
- **Financial Assistance:** Under the Public Assistance (PA) Program, FEMA provides financial assistance to state, local, and tribal governments for eligible debris management activities completed by those entities. Cal OES is responsible for providing the technical program assistance for those entities eligible to apply for reimbursement assistance.

### 3.3 Continuity

#### 3.3.1 Continuity of Government

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

In the aftermath of a major disaster and during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. These services can best be completed by civil government. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government.

The following two sections list out Sacramento County's Emergency Operations Policy Statements and the State of California Disaster Service Worker Code.

#### 8.1.1 County Emergency Operations Policy Statement

**Limitations:** Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by scope, magnitude, and duration of the event.



**Suspension of Routine Activities and Availability of Employees:** Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, County employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other County departments, if required.

**Households of Emergency Response Personnel:** County employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the County Emergency Operations Center.

**Non-Discrimination:** All local activities will be carried out in accordance with federal nondiscrimination laws. It is the County's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

**Citizen Preparedness:** This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the County's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The County will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

### 8.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, County employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- County employees may be required to work at any time during a declared emergency and may be assigned to disaster service work
- Assignments may require service at locations, times and under conditions other than normal work assignments



- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location

Under no circumstances will County employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

### **3.3.2 Continuity of Operations**

A critical component of the County's emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continue operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. To this end, it is essential that local government units continue to function.

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions are to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies are to designate and appoint three standby officers for each member of a 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 numbers 1, 2 and 3.

- Authorize standby officers are to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies are to convene as soon as possible when a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

For more information on the Sacramento County Continuity of Government Operations including an alternate seat of government to serve as government offices for performing day-to-day functions and persons by position to succeed key government officials and members of the emergency management organization; as well as their level and duration of authority these individuals would assume; refer to the **Continuity of Government Operations Functional Annex B.**



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## 4 Organization and Assignment of Responsibilities

### 4.1 Use of SEMS, NIMS, and ICS

For the County, this basic plan establishes the operational organization that is relied on to respond to an emergency. The County uses the Standardized Emergency Management System, The National Incident Management System, and the Incident Command System, to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within the Sacramento County.

The following sections list out the County's organization structure as well as county departmental roles and responsibilities during a Sacramento County/Operational Area Emergency Operations Center activation.

Additionally, it details out the role that Sacramento County Office of Emergency Services has during an emergency.

### 4.2 Role of Elected Official

All disasters are locally driven events, and it is the local official's role to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in preparedness efforts, which are ongoing and involve activities undertaken to prepare for disasters and emergencies, as well as to facilitate future response and recovery efforts. The following section detail some of the local official's roles and responsibilities during and following a disaster.

**Elected Officials Role during an Emergency Disaster:** The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, elected officials best serve citizens by empowering and allowing first responders and EOC staff the freedom to manage the incident as they have been trained to do. Elected officials should allow them time to stabilize the situation before attempting to step in as a decision maker. Elected officials' role as decision maker will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – first responders and County EOC staff will do this. To help in this goal, elected official's role consists of:

- Support and work with emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, declaring a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- Communicate quickly, clearly, and effectively to constituents and work with partners to ensure a coordinated message.



- Get accurate information out early and often, and ensure all messaging is accessible.
- Maintain situational awareness regarding the disaster by staying informed.
- Provide direction for response-related activities, when appropriate.
- Trust and empower emergency management staff to make the right decisions.
- Serve citizens by allowing First Responders and EOC staff to manage the incident as they are trained to do. The active participation of Elected Officials in planning / training before a disaster and leadership during the recovery period is where they will have the greatest impact and be of most value.
- Use an EOC Liaison to help stay informed during the incident.

**Elected Officials Role Following an Emergency Disaster:** The primary role of an elected official after a disaster is that of leadership. Once the first responders and EOC staff have stabilized the situation, elected officials become crucial to the recovery process. A community is built on law and order, and this stems from County Code, Zoning Regulations, Building Code, Police Enforcement, and much more. Just because a disaster occurs does not mean these regulations are null and void. On the contrary, they are crucial to make sure the community is built back right. For a County to truly recover, diligent and firm adherence to the County's Codes and Regulations must be adhered to. To help in accomplishing this goal, elected officials can:

- Understand the disaster assistance programs available and application process for State and the Federal Disaster Declarations.
- Support the community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

### 4.3 Roles of County Departments and Allied Agencies

In the event of a Sacramento County/Operational Area Emergency Operations Center activation, each county department is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the EOC to coordinate people, resources, and information to manage an incident that occurs in the County, and to communicate emergency efforts between departments and/or jurisdictions.

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to support EOC staff in the event of extended operations. The table below outlines the



designated Primary (P) and Support (S) roles for each of the County's departments and allied agencies assigned specific functions to support emergency management operations.



**Sacramento County Departments** **Allied Agencies**

Sacramento EOC Functions	Agricultural Commissioner	Animal Care & Regulation	Coroner	County Counsel	County Executive	County Fire Coordinator	County Recorder	Department of Technology	Environmental Management	Finance Department	General Services	Health & Human Services	Human Assistance	Municipal Services	Office of Emergency Services	Regional Parks	Personnel Services	Probation	Sheriff's Department	Water Resources	School Districts	Hands On Superior California	211	American Red Cross / Other NGO	State / Federal Agencies
	Access and Functional Needs													S				P							
Alerting and Warning					P										S				S		S				S
Animal Control	S	P																							S
Care and Shelter											S	P												S	S
Communications								P							S										S
Construction and Engineering														P											S
Coroner			P																						S
Donations																							P		S
Evacuation		S																		P					S
Facilities											P														S
Finance/Recovery					S					P					S										S
Fire and Rescue						P																			S
Flood Control																					P				S
Health and Medical						S			S			P													S
Law Enforcement																S		S	P						S





**EOC, DOC and Responder Personnel.** While this Emergency Operations Plan is focused on the County's organizational response, all county employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any county employee with responsibility to report to the EOC, a department operations center (DOC), or to field response operations should have a personal and family preparedness plan in place. Personal and family preparedness planning supports county employees in ensuring the safety of their loved ones, and in turn supports the employees with being available to respond to their county emergency management responsibilities.

## **4.5 Role of the Private Sector**

### **4.5.1 Contracted County Services**

In the event of an Emergency Operations Center activation, each contract county service partner is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. At a minimum contract county service partners will either provide a representative to the County EOC or provide a contact number for their Business Operations Center to coordinate people, resources, and information in order to manage an incident that occurs in the County, and to communicate emergency efforts between their organization and the County.

### **4.5.2 Residents**

The resident of the county are primary beneficiaries of the county's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies, and being prepared to evacuate or shelter-in-place for several days.

Many residents join disaster volunteers' programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow direction from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

### **4.5.3 Population with Access and Functional Needs**

Populations with access and functional needs include those members of the community that may have additional needs before, during and after an incident in



functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong
- Live in assisted living settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or a non-English speaking
- Have sight or hearing losses (impairments)
- Are transportation disadvantage; or
- Other situations that would require assistance

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind
- **Evacuation and Transportation:** Evacuation plans must incorporate disability and older adult transportation providers enable the movement of people with mobility impairments and those with transportation disadvantages
- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters
- **Americans with Disabilities Act:** When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act

For more information on People with Disabilities and Access and Functional Needs refer to the People with Disabilities and **Access and Functional Needs Annex of the County's Mass Care and Shelter Plan, both supporting documents to the County EOP.**

#### 4.5.4 At-Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:



- Homeless
- Without transportation
- Out of hearing range of community alert sirens/systems
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

#### 4.5.5 Businesses

Most of the County's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

**Target Hazards:** Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

**Hazardous Materials Area Plans:** Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The California Office of Emergency Services Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds, to submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency or Administering Agency. The administering Agency can then develop Hazardous Material Area Plans to respond to a release of hazardous materials within the county.

**Business Emergency Plans:** This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at-large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies





- A list of critical products and services
- Production shutdown procedures
- A company command post
- Alternative work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies

**Business Operations Centers:** This plan also promotes the use of business operations centers to enhance public and private coordination. Local government can effectively coordinate with businesses by establishing a business operation center that is linked to their existing emergency operations center.

#### 4.5.6 Volunteer Organizations

The County recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organizations in Sacramento are the following:

- Volunteer Organizations Active in Disasters (VOAD)
- Hands on Superior California
- American Red Cross Capital Region

#### 4.5.7 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services to minimize the need to stockpile such supplies during normal times
- Logistic measures required to quickly deliver needed supplies and services to affected areas
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies
- Systems that aid business and economic recovery after an emergency



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## 5 Direction, Control and Coordination

### 5.1 Direction and Control

The County is responsible for coordinating the resources, strategies, and policy for any event in the County that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The County Executive, working through the mechanism of the Emergency Operations Center, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the emergency response. Policy decisions may be made by the Emergency Operations Center Director that is staffed by the County Executive or designee.

### 5.2 Coordination

The Sacramento County EOC will coordinate resource requests from the local municipalities within the Operational Area. If requests exceed the supply in the Operational Area, the Operations Section will provide resources based on established priorities.

### 5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

**Operational Area Coordination:** In the event that an incident overwhelms the resources and capabilities of the County, additional support will be requested from a variety of entities, jurisdictions, and organizations. For general emergency management operations, the County will follow SEMS and make requests for additional assistance through the operational area. If the emergency requires state and federal support, representatives from the operational area will work with the state level emergency management organization (Regional Emergency Operations Center), following the established SEMS, NIMS, and ICS structures.

The Regional Emergency Operations Center will coordinate resources obtained from the Operational Areas throughout the region.

If resources are not available in the region, they will request from the State Operations Center. If the State cannot supply the resource, they will request from FEMA and other federal agencies.

Finally, when working with external partners such as private companies, non-profit organizations, nongovernment organizations, or other partners, County representatives in the EOC will ensure that these external partners work within the designated organizational structure of the County EOC. The EOC Director will designate the coordination procedures for new partners that are not already established as part of the County's emergency management operational systems.



**Mutual Aid:** California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

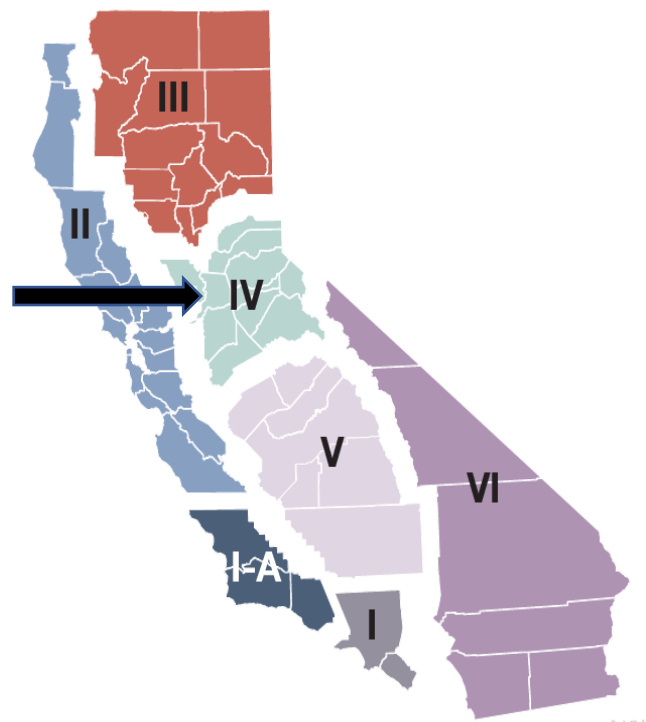
There are four approved, formal Mutual Aid Systems in California. Those systems are:

- 1 Fire and Rescue
- 2 Law Enforcement
- 3 Coroner
- 4 Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- 1 Public Information
- 2 Medical and Health
- 3 Communications
- 4 Transportation Services
- 5 Facilities
- 6 Hazardous Material Mutual Aid System
- 7 Volunteer and Private Agencies

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas. A map of the Regions is shown in **Figure 2: California Mutual Aid Regions**. The County is located in Mutual Aid Region IV.



**FIGURE 2: CALIFORNIA MUTUAL AID REGIONS**

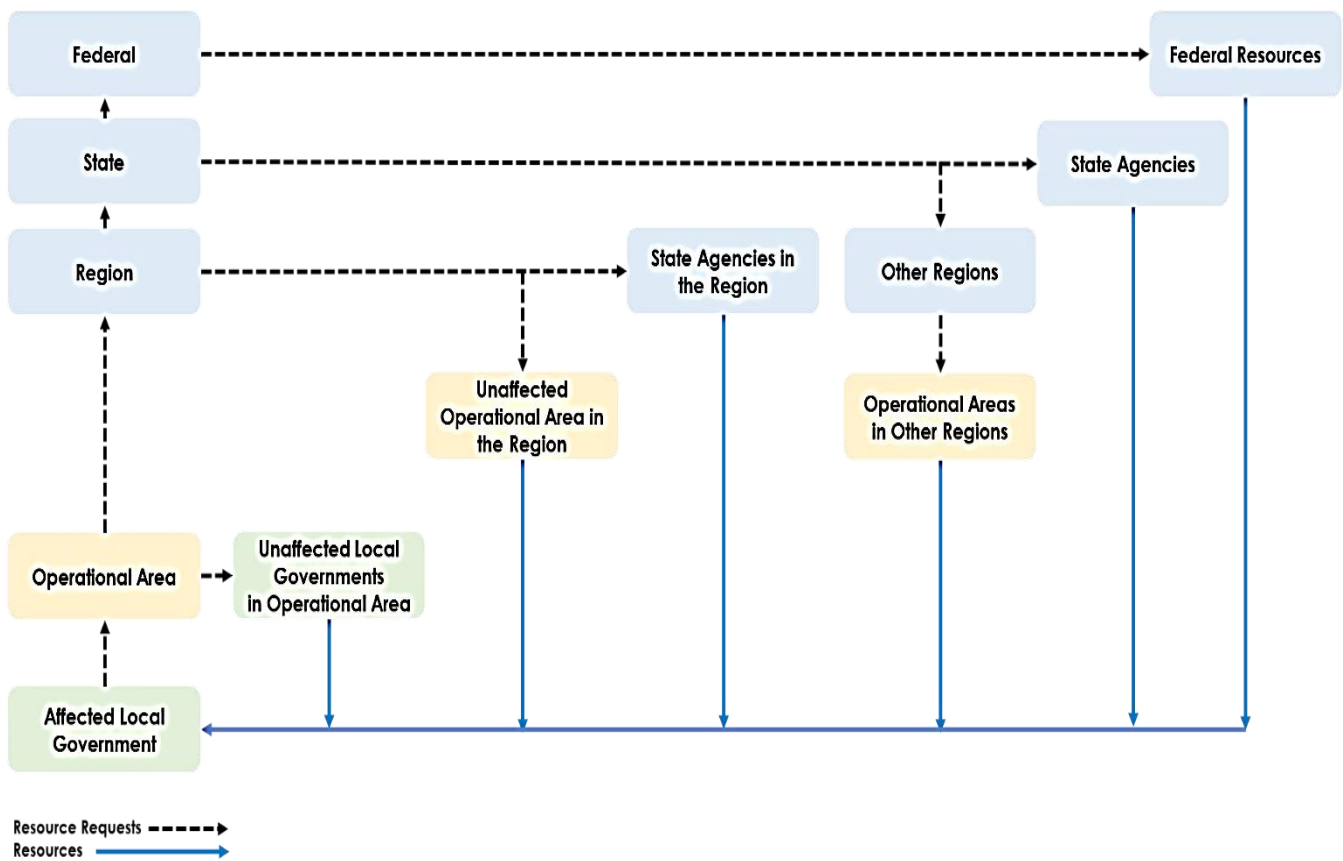


**Mutual Aid Coordination:** Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.
- **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts, and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.
- **Region Level Requests:** The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

**Figure 3: Flow of Request and Resources** illustrates these relationships.





## 5.4 NIMS, SEMS, and ICS

Emergency management operations for the County are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage.

The County will manage their internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the County EOC is organized into the sections listed below.

- Management Staff
- Operations Section
- Planning Section
- Logistics Section
- Finance Section



Detailed descriptions of the roles of each position in the EOC can be found in Part 2 of this plan.

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. NIMS has been adopted by the County by resolution to serve as its incident management system. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan, and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the Standardized Emergency Management System (SEMS), based on State of California emergency management standards, has been adopted by the County 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. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of local EOCs, reporting to operational area EOCs, which report to Regional EOCs (REOC), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the California Office of Emergency Services (CalOES) website.

**National Incident Management System:** The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- **PPD-8, National Preparedness:** Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies – and with state, local, and tribal governments to develop a National Preparedness Goal.



Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

**Standardize Emergency Management System:** The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operation Area concept and multiagency or inter-agency coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

**Standardize Emergency Management System Organization Levels:** There are five Standardized Emergency Management System organizational levels.





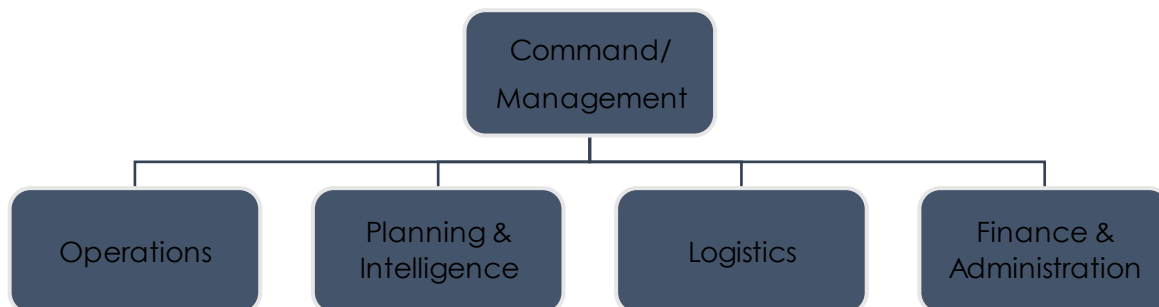
- **State:** The State Level of the Standardized Emergency Management System prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center. At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.
- **Region:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern (see figure 4); which are further divided into six mutual aid regions (see figure 2). Sacramento County is part of the Inland Region.
- **Operational Area:** An operational Area is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and the Regional, State, and Federal Levels. Tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.
- **Local Government (The County):** The Local Government Level includes cities, counties and special districts, Local governments are required to use the Standardized Emergency Management System when their Emergency



Operations Center is activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

- **Field:** The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

**Standardized Emergency Management System Functions:** The Standardized Emergency Management System requires that every emergency response involving multiple agencies include the five functions identified in **Figure 5: Standardized Emergency Management System Functions**. These functions must be applied at each level of the Standardized Emergency Management System organization.



**FIGURE 5: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS**

**Command/Management:** Command is responsible for directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the Emergency Operations Center, when activated.
- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection



and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:

- Facilitates multiagency coordination and executive decision making in support of the incident response
- Implements the policies established by the governing bodies
- Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operational Section is responsible for coordinating the tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the EOC Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel; coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center are illustrated in **Table 4: Field and Emergency Operation Center Standardize Emergency Management Functions Comparison.**



SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdiction activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident

**TABLE 4: FIELD AND EMERGENCY OPERATION CENTER STANDARDIZE EMERGENCY MANAGEMENT FUNCTIONS COMPARISON**



## 6 Communication

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as a threat is detected, using the most direct and effective means possible.

### 6.1 Warning Responsibility

When the EOC is not activated, the County Public Safety Departments will coordinate the dissemination of official alerts and warnings to the general public and allied agencies using available methods. This alert and warning activity will be coordinated through the County PIO, the dispatch center and other available alert and warning mechanisms available to the County.

### 6.2 Warning and Alert Mechanisms

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Activation of the IPAWS
- Activation of the Emergency Alert System (EAS).
- Activation of the California Law Enforcement Mutual Aid Radio System (CLEMARS).
- Activation of the Sacramento Alert (Everbridge).
- Media broadcast alerts.
- Social Media.

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability.
- Initial notice of threat.
- Time of day.
- Language barriers.
- Receiving challenges for the hearing and sight impaired.

### 6.3 Warning Conditions

Typically, warnings will be issued during periods of flash flooding, major hazardous material incidents, public health emergencies, fast moving fires, severe weather conditions, and potential acts of violence. However, warnings may be issued wherever a threat is perceived and the potential for safeguarding public safety is possible through rapid alerting.



For additional information regarding the County of Sacramento Communications and Warning procedures, refer to **Communications and Warning Functional Annex C.**

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## 7 Information Collection, Analysis and Distribution

**Before an Incident.** Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, levee monitoring data, crime reports, credible threats of intentional events, and others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the County population. This advanced information can increase the preparedness level of emergency management and response personnel, by helping them size the number of responders and material resources needed for the response. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event.

**During an Incident.** Information collected during the incident assists in determining the correct course of action and emergency management decisions. Information is collected from field responders, DOCs, private entities, the media, social media, community members, and a variety of other sources. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections, branches, and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into the EOC Action Plan.

The use of Action Plans in the County Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Documents the priorities and objectives and the task and personnel assignments associated with meeting the objectives

The Action Planning process should involve the Emergency Operations Center Manager/Director and Section Chiefs/Coordinators (one from each Section) along with other Emergency Operations Center staff, as needed, such as agency representatives.

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan will be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response



- The incident overlaps more than one operational period
- All Emergency Operations Center functions are fully staffed

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated through the operational period and revised or updated as warranted.

The Planning Chief, with input from the EOC Director, EOC Coordinator, and the Operations Chief, establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EOC Action Plans will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to County departments, Emergency Operations Center personnel, the Operational Area, and other key agencies using the County's Emergency reporting system, OASIS, radio, telephone, email, internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

**After an Incident.** Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the County and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

**Emergency Public Information.** Emergency Public Information is a priority of most importance during emergencies and disasters. County government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.

For additional information regarding the County of Sacramento Emergency Public Information, refer to **Joint Information System Functional Annex D**.





## 8 Administration, Finance and Logistics

### 8.1 Administration

Emergency management operations that support administration, finance, and logistical processes are primarily conducted within the Logistics and Finance Sections of the EOC and provide for the following:

- Track and document expenses
- Document all actions taking during emergency operations
- Procure necessary equipment, resources, and additional support
- Track and document County employee working hours
- Manage continuity of operations (COOP) for the County
- Develop staff rotation schedules for extended operations
- Manage compensation and claims related to emergency operations
- Track and document the deployment and utilization of resources
- Manage additional staff and volunteers to support emergency operations
- Manage financial and in-kind donations
- Oversee and manage information technology components and issues as they arise
- Other actions as appropriate

#### 8.1.1 Documentation

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as Emergency Operation Center Action Plans, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.

### 8.2 Finance

In the case of a major disaster, the Emergency Operations Center will support County, State, and Federal entities with cost recovery efforts, if requested and as able. County citizens may benefit from the Small Business Administration, and the County may benefit from the State and/or the Federal Emergency Management Agency Public Assistance Program. The County may assist the citizenry with public service announcement



regarding available unemployment benefits, worker's compensation, and insurance benefits.

### **8.2.1 Expenditure Tracking**

The County may be reimbursed for insurance, state and/or federal sources for disaster-related expense. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

### **8.2.2 Eligible Expenses**

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy of the emergency service. Ineligible expense includes costs for standby personnel and/or equipment and lost revenue.

### **8.2.3 Recordkeeping Requirements**

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all cost claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations
- Vehicles and equipment documentation should include the times and/or hours operated by location and operator
- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separate from vehicle and/or equipment expenses
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed



- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose
- All non-competitive procurements must be justified

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials and other expenses. The Incident Commanders, EOC Director and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel and receipts for emergency purchases of supplies, equipment, and other disaster-related expenses. The County will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for State and Federal disaster assistance applications. The expenditure data and documentation are vital to State and Federal agencies for requesting financial assistance during and after the disaster. For more information on state and federal disaster assistance programs refer to **Recovery Framework Annex**.

## 8.3 Logistics

### 8.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the County to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System (NIMS) includes mutual aid and assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

### 8.3.2 Resource Priorities

When activated, the County Emergency Operations Center establishes priorities for resource allocation during the emergency. All County resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.



### 8.3.3 Resource Requests

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

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

Resource requests from the County will be coordinated with the Sacramento Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource request and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from the EOC to the Inland Region REOC may be verbally requested and then documented. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the EOC are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel, or technical assistance not available to the County should be coordinated with the Sacramento OA EOC to the Inland Region REOC. Once the request is coordinated, approved and resources deployed, the Resource Status Unit, in coordination with various Operations Branches, is responsible for tracking the resources.



## 9 Plan Development and Maintenance

This section of the County EOP discusses the overall approach to plan development and maintenance responsibilities.

This plan is developed under the authority conveyed to the Sacramento Office of Emergency Services in accordance with the County's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

The County uses the planning process prescribed by the Federal Emergency Management Agency and the State of California. This plan and its supporting documents or annexes, such as Continuity of Operations, Communications and Warning, and Recovery, will be reviewed annually, with a full document update conducted minimally every two years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the Sacramento Office of Emergency Services, reviewed, and distributed for comment on a regular basis.

Elements of this plan may also be modified by the Sacramento Office of Emergency Services any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.

### 9.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

The County follows administrative practices required by state law and the SEMS Guidelines in Part III of the *SEMS Guidelines* documents California's Emergency Management administrative practices.

### 9.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not



have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear; therefore, some procedures may need to be suspended, relaxed, or made operational under threat of disaster. However, such action should be carefully considered, and the consequences should be projected realistically.

### 9.3 Training and Exercises

**Preparedness Planning:** County government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, county departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan (DOP) is an integral supporting component of the master Emergency Operations Plan (EOP).

Emergency readiness cannot be conducted within a vacuum. The County is responsible for working with all county departments, special districts and allied agencies that are considered a component of the Sacramento Emergency Organization. Such coordination extends to the following activities:

- Interagency plan development
- Interagency training coordination
- Interagency exercise development and presentation
- Interagency response management
- Interagency emergency public information activities

Additionally, the Sacramento Office of Emergency Services acts as the County's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, development of preparedness and mitigation strategies, grant administration and support to response agencies.

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



Public awareness and education prior to an emergency or disaster will directly affect the County of Sacramento's emergency operations and recovery efforts. For this reason, the County of Sacramento will make emergency preparedness information from county, state, and federal sources available to the member jurisdictions and our citizens upon request.

**Preparedness Actions:** In identifying general preparedness actions, county government works with community-based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

**Readiness Training:** The Sacramento Office of Emergency Services will notify holders of this plan of training opportunities associated with emergency management and operations. Individual departments and agencies within the County of Sacramento are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The Sacramento Office of Emergency Services will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed SEMS and NIMS training requirements.

**Exercise and Evaluation:** Elements of this plan will be exercised regularly. The Sacramento Office of Emergency Services will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of corrective action plans to initiate appropriate corrections.

The planning development and execution of all emergency exercises will involve close coordination between all county departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the County of Sacramento.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the Homeland Security Exercise



and Evaluation Program (HSEEP) guidance and may be designed as one or more of the following exercise types:

- Drills
- Seminars (Workshops)
- Tabletop Exercises (TTX)
- Functional Exercises (FE)
- Full Scale Exercises (FSE).

#### **9.4 Vital Record Retention**

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided to the County's emergency response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC. Documentation should include records of personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.

#### **9.5 After Action Reports and Corrective Actions**

SEMS regulations require local government agencies, to complete an After-Action Report (AAR) for each Governor proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Jurisdictions are strongly encouraged to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.





- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities conducted to date.
- Additional information as appropriate.

Findings and recommendations in the contents of the AAR will be used to further develop and update the County EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.



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## 10 Authorities and References

### FEDERAL

#### Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

#### References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

### STATE

#### Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers



- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government
- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act
- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

### References

- Standardized Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

### COUNTY

#### Authorities

- Sacramento County Emergency Services Code Chapter 2.46 of the Sacramento County Code

#### References

- Sacramento County Emergency Operations Plan, 2008
- Sacramento County Hazard Mitigation Plan, 2011 & 2016

### COUNTY

- County Resolution No. x adopting the Emergency Operations Plan, Basic Plan, on Month DD, YYT.
- County, California Municipal Code, Chapter x, Article x, Section x



## 11 Appendix A - Acronyms

Action Plan (AP)

After Action Report (AAR)

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)

California Disaster Assistance Act (CDAA)

California Emergency Services Act (ESA)

Continuity of Government (COG)

Continuity of Operations (COOP)

Department Operations Center (DOC)

Emergency Management Assistance Compact (EMAC)

Emergency Operations Center (EOC)

Emergency Operations Plan (EOP)

EOC Action Plan (EAP)

Incident Action Plan (IAP)

Incident Commander (IC)

Incident Command Post (ICP)

Incident Command System (ICS)

Joint Information Center (JIC)

Multiagency Coordination Group (MAC Group)

Multiagency Coordination System(s) (MACS)

Multi-year Training and Exercise Plan (MYTEP)

National Incident Management System (NIMS)

National Response Framework (NRF)

Operational Area (OA)

Public Information Officer (PIO)

Regional Emergency Operations Center (REOC)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

Standard Operating Procedure (SOP)

Standardized Emergency Management System (SEMS)



## State Operations Center (SOC)



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## 12 Appendix B – Glossary of Terms

**Action Plan (AP):** See EOC Action Plan and Incident Action Plan.

**Activation:** 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

**After Action Report (AAR):** A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

**California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA):** An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency. California Emergency Support Functions (CA-ESF): The CA-ESFs are a grouping of State agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad-spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

**California Emergency Services Act (ESA):** An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the natural resources of the state, and generally to





protect the health and safety and preserve the lives and property of the people of the state.

**Catastrophe:** Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

**Command Post: See Incident Command Post.**

**Command Staff:** The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS, and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

**Communications:** Process of the transmission of information through verbal, written, or symbolic means.

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority, and active command and control during response and recovery operations.

**Continuity of Operations (COOP):** Planning should be instituted, including all levels of governments, across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.



**Coordination Center:** Term used to describe any facility used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Corrective Actions:** Implementing procedures based on lessons learned from actual incidents or from training and exercises.

**Cost Unit:** Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Demobilization:** The orderly, safe, and efficient return of an incident resource to its original location and status.

**Department Operations Center (DOC):** An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

**Disaster:** A sudden calamitous emergency event bringing great damage, loss, or destruction.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

**Documentation Unit:** Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording, and safeguarding all documents relevant to an incident or within an EOC.

**Emergency:** Any incident(s), whether natural or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives, protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Management Assistance Compact (EMAC):** A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.



**Emergency Management Community:** The stakeholders in emergency response in California including the residents of California, the private sector and federal, state, local, and tribal governments.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

**Emergency Operations Plan (EOP):** The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Response Agency:** Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

**Emergency Response Personnel:** Personnel affiliated with or sponsored by emergency response agencies.

**EOC Action Plan:** The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

**Essential Facilities:** May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

**Federal:** Of or pertaining to the federal government of the United States of America.

**Finance/Administration Section:** The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.



**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC Level, it is called the EOC Action Plan.

**Incident Command:** Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects 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, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Information:** Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.



**Intelligence:** Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination. Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Local Government:** According to federal code 36a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for an incident or EOC activation.

**Management Staff: See Command Staff.**

**Mitigation:** Provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.



**Mobilization:** The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multiagency Coordination Group (MAC Group):** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident. **Mutual Aid Agreements and/or Assistance Agreements:** Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

**Mutual Aid Coordinator:** An individual at the local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

**National:** Of a nationwide character, including the federal, state, tribal, and local aspects of governance and policy.

**National Incident Management System (NIMS):** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework (NRF):** A guide to how the nation conducts all-hazards incident management. **Non-governmental Organization (NGO):** An entity with an



association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

**Officer:** 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison, and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

**Operations Section:** The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels, the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain appropriate span of control.

**Organization:** Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

**Planning Section:** The section responsible for the collection, evaluation, and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan, respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

**Political Subdivisions:** Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved



surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Regional Emergency Operations Center (REOC):** Facilities found at Cal OES Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

**Reimbursement:** Provide a mechanism to recoup funds expended for incident-specific activities.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is





maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Response Personnel:** Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners, and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

**Safety Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

**Section:** 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: a. A portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

**Situation Report:** Often contains confirmed or verified information regarding the specific details relating to the incident.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, and maintain systems, programs, services, or projects [(as defined in California Code of Regulations (CCR) Section 2900(s)] for purposes of natural disaster assistance. This may include joint powers authority established under Section 6500 of the California Code of Regulations.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and



emergency assistance from the President. The President may declare a major disaster or emergency.

**Standard Operating Procedure (SOP):** Complete reference document or an operation manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions in a uniform manner.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

**Standardized Emergency Management System (SEMS) Guidelines:** The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

**Standardized Emergency Management System (SEMS) Regulations:** Regulations establishing 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 Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept, and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at Title XIX, Division 2, Chapter 1, Section 2400 et. seq.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**State Operations Center (SOC):** The SOC is operated by the California Governor's Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). It is also responsible for providing updated situation reports to the Governor and Legislature.

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**System:** An integrated combination of people, equipment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

**Technical Assistance:** Support provided to state, tribal, and local jurisdictions when they have the resources, but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).



**Technical Specialists:** Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Unified Command:** An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Vital Records:** The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

**Volunteer:** For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.



# 13 Appendix C – EOC Activation/Response Detail

## A EOC Activation

### A.1 EOC Purpose

The County EOC is a central location from which the County can provide inter-agency coordination and executive decision-making in support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. The EOC does not command or control on-scene response efforts, but does carry out the coordination functions through:

- 1. Collecting, evaluating, and disseminating incident information.
- 2. Analyzing jurisdictional impacts and setting priority actions; and
- 3. Managing requests, procurement, and utilization of resources.

The decisions made through the EOC are designed to be broad in scope and offer general guidance on priorities. Information is disseminated through the EOC Director and tactical decisions are coordinated from field response personnel. The EOC serves as a coordinated link between the Chief Elected Official (CEO) of each jurisdiction and the field personnel coordinating the execution of event priorities.

### A.2 EOC Facilities

#### A.2.1 Primary EOC facility

Location	Sacramento County OES Building 600 Suite 122 3720 Dudley Blvd. McClellan, CA 95652
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#### A.2.2 Alternate EOC facility

If the Primary EOC is deemed unsafe for use for any reason, the alternate EOC will be activated and personnel will be recalled to this location.

Location	City of Folsom, Emergency Operations Center Folsom Police Department 46 Natoma St. Folsom, CA 95630
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### A.2.3 Initial Response

Initial field response operations will be accomplished by the appropriate County departments, member jurisdictions, volunteer agencies, and segments of the private sector. During initial response operations, field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by County emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the County Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

**Field Reports.** A field report is provided by the incident responders and includes information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the County.

### A.2.4 EOC Activation

The County EOC may be activated as needed to support County emergency operations. The EOC may be activated by one of the following:

- County Executive or Director of Emergency Services
- County Executive designated alternate or Chief of Emergency Services
- Upon the request of the Board of Directors/Disaster Council
- Upon the request of a City within the County
- Upon the request of the Field Incident Commander within the County

The County has developed EOC activation criteria that include conditions based on a hazard analysis as well as regulatory requirements. The goal is a rapid EOC activation when it is needed.

Three levels of activation have been identified that will provide EOC staffing commensurate with the coordination needs of varying emergency situations. **Table 5: EOC Activation Triggers and Levels**, contains the activation criteria for the County EOC.



## A.2.5 EOC Activation Criteria and Levels

Activation Level	Detail	Trigger Event or Situation	Minimum Staffing
<b>Three</b>	<ul style="list-style-type: none"> <li>Level Three is a minimum activation. This level may be used for situations which initially only require a few people.</li> <li>A Level Three activation is also called monitoring level activation.</li> <li>The physical EOC facility may or may not need to be opened or staffed.</li> </ul>	<ul style="list-style-type: none"> <li>Events with potential impacts on the health &amp; safety of the public and/or environment</li> <li>Weather Alerts</li> <li>Incident involving 2 or more County departments</li> <li>Low risk planned event</li> <li>Wind or rainstorm</li> <li>Power outage and Stage 1 &amp; 2 emergencies</li> </ul>	<ol style="list-style-type: none"> <li>EOC Director</li> <li>Other Designees (Such as Chiefs,)</li> </ol>
<b>Two</b>	<ul style="list-style-type: none"> <li>Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing.</li> <li>A Level Two activation are also called partial level activation.</li> <li>The physical EOC facility will need to be opened and staffed.</li> </ul>	<ul style="list-style-type: none"> <li>Two or more large incidents involving 2 or more departments</li> <li>Major wind or rain</li> <li>Major scheduled event</li> <li>Large scale power outage and Stage 3 power emergencies</li> <li>Hazardous Material Incident involving large scale or possible large-scale evacuations</li> <li>Moderate Earthquake</li> </ul>	<ol style="list-style-type: none"> <li>EOC Director</li> <li>Chiefs</li> <li>Branches &amp; Units as appropriate</li> <li>Liaison/Agency Representatives as appropriate</li> <li>Public Information Officer</li> </ol>
<b>One</b>	<ul style="list-style-type: none"> <li>Level One activation involves a complete/full activation of all EOC elements &amp; staffing. Level One would be the initial activation for any major emergency requiring acute State assistance.</li> <li>A Level One activation is also called full level activation.</li> </ul>	<ul style="list-style-type: none"> <li>Major County or Regional emergency, multiple departments with heavy resource involvement</li> <li>Major Earthquake</li> <li>Terrorism threat or incident</li> </ul>	<ol style="list-style-type: none"> <li>All EOC as appropriate</li> </ol>



Activation Level	Detail	Trigger Event or Situation	Minimum Staffing
	<ul style="list-style-type: none"> <li>The physical EOC facility will need to be opened and fully staffed.</li> </ul>		

**Table 5: EOC Activation Triggers and Levels**

**A.2.6 EOC Notification, Mobilization, Personnel Recall**

If EOC activation is required, Emergency Services will notify everyone on the EOC Recall List through Everbridge and provide directions to the primary EOC. If the primary EOC is not available or is inaccessible, the alternate EOC will be activated and direction to go the alternate EOC will be provided.

The EOC Emergency Recall List includes personnel who are part of each SEMS function in the Emergency Operations Center, as well as other technical support employees of the County. The Emergency Recall List is to be activated and implemented when an emergency or disaster affects the County and poses a major threat to life, property, and/or the environment.

**Maintenance of Emergency Recall List:** Emergency Services maintains the Emergency Recall List. Emergency Service ensures that the EOC have current copies of the Emergency Recall List. The Emergency Recall list is activated by Emergency Services and will only be implemented when directed by one of the following County employees:

- County Executive
- County Executive designated alternate
- Chief of Emergency Services

**Notification Implementation:** Once EOC activation is requested and properly authorized, the Emergency Recall List will be implemented by Emergency Services personnel. Notifications and alerts begin with the County Executive. If the County Executive cannot be reached, other designees will be contacted until someone is reached to assume the EOC Director position.

Dispatch or Emergency Services staff will provide the EOC Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by dispatch or Emergency Services staff, the EOC Director will determine what parts of the Emergency Alert List will be implemented, including what sections of the County's Emergency Operations Center will be activated and requested to respond.

Additionally, the EOC Director, when appropriate, will personally contact and inform the Board of Directors of the situation in the County.



The County Emergency Recall List consists of the following sections:

- Management
- Operations
- Planning
- Finance
- Logistics

**Mobilization:** When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations and personal go bag, and report to the designated County Emergency Operations Center. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

It is the responsibility of each department head to assign three (3) alternates for each key position. It is also the department head's responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions. Emergency Services will assist in Emergency Operations training.





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## B EOC Operations

### B.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, the County is established as an Operational Area, or one of the five SEMS levels, for use in all emergencies and disasters involving multiple agencies or multiple jurisdictions.

As an Operational Area, Sacramento County is an intermediate level of the state's emergency services organization that encompasses the county and all political subdivisions. The Operational Area manages and 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 through the Department of Emergency Services.

All local governments and most special districts within the geographical area of Sacramento County are part of the same Operational Area.

The County government is the Lead Agency of the operational area, and is responsible for:

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

The role of the operational area lead agency does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems.

It is the responsibility of the Office of Emergency Services to ensure the readiness of the EOC.

### B.2 Emergency Operation Center Protocols

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 County 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, to County/Operational Area, State and Federal agencies or if activated Emergency Operation Centers.
- 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 support DOCs, other local government EOCs, and the CalOES Inland Region Emergency Operation Center.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.

Departments with critical response functions may also activate their Department Operation Centers (DOC) that act as conduits of information between field operations and the EOC.

### B.3 Management Organization

The SEMS regulation requires local governments to provide for five functions: management, operations, planning/intelligence, logistics, and finance/administration. These functions, as seen in **Table 6: SEMS Functions** are the basis for structuring the County EOC organization.

Primary SEMS Function	Role of Local Government Level
<b>Management</b>	Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations
<b>Operations</b>	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's action plan.
<b>Planning/Intelligence</b>	Responsible for collecting, evaluating, and disseminating information; developing the local government action plan in coordination with other functions; and maintaining documentation.
<b>Logistics</b>	Responsible for providing facilities, services, personnel, equipment, and materials.
<b>Finance/Administration</b>	Responsible for financial activities and other administrative aspects, including documenting all costs and expenditures associated with a declared disaster.



## Table 6: SEMS Functions

The organizational structure for the County/Operational Area EOC provides for:

- Representatives from local governments within the operational area
- A Field Representative sent by REOC
- Operational Area Mutual Aid Coordinators or their representatives from discipline-specific mutual aid systems
- Coordinators for other major functions needed for mutual aid and inter-jurisdictional coordination
- Representatives from other agencies, community-based organizations, private sector, and volunteer service programs to function as liaison between their organizations and the operational area EOC
- Other functions as needed to carry out the local government responsibilities of the lead agency (in a combined operational area and county or other lead agency EOC)

### B.4 Resource Management

Resource requests from local government and requests to the regional level will be made through one of the following processes:

- Discipline-specific mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to Regional Mutual Aid Coordinator.
- All other resource requests will be made through appropriate branches in the Operations Section who will then initiate the resource request through the Logistics Section at each level with emphasis on the need for lateral coordination with other EOC functions.

Resource requests from local governments will be coordinated within the Operational Area to determine if the resource is available from other local governments or other sources within the Operational Area. Available resources will be allocated to the requesting local government.

If requests for a specific resource exceed the supply, the available resources will be allocated by the Operations Section consistent with priorities established through the action planning process. The EOC Management Staff is responsible for ensuring that priorities are followed.

Resources not available within the operational area will be requested through the regional level. Resource requests should be coordinated internally at the operational area level before being placed to the regional level.

Functional coordinators in Operations and Logistics are responsible for tracking resource requests.



## B.5 EOC Information Management

Within the County EOC, forms will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch and Unit will use these forms to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. This system provides an audit trail of all pertinent information necessary to document the actions taken by the County during the response to a disaster, rather than every word uttered between the various EOC Staff.

Forms will not replace face-to-face communications but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs.

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

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

Critical information from the County of Sacramento and the Sacramento Operational Area will be submitted to the State's Inland Region EOC on a Preliminary Report, Situation Summary, Status Report, and a Flash Report.

**Preliminary Report.** The Preliminary Report form will be used by the County to transmit information to the Operational Area Emergency Operations Center during the first two hours after an event.

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

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

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

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



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

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

Resource requests to the Operational Area are usually submitted through CALEOC. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the Operational Area EOC are responsible for ensuring that priorities are followed.

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

**CalEOC.** The purpose of CalEOC is to maintain an accurate flow of information, and to improve the County Office of Emergency Services' ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to respond to, manage and coordinate requests for resources; and collect, process, and disseminate information during and after a disaster.

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

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

**Operational Area Satellite Information System (OASIS).** The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing Sacramento County communication resources, which include a county-wide



radio system, amateur radio systems, and digital packet radio for data communications.

## **B.6 EOC Action Planning**

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

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

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

The Planning Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the Forms and Tools section.

## **B.7 EOC Coordination**

Inter-agency coordination inside and outside the EOC is important for:

- Establishing overall priorities
- Allocating critical resources
- Development of strategies for handling multi-agency and multi-jurisdictional response problems
- Sharing information
- Facilitating communications

Inter-agency coordination is an integral part of the functioning of a County EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the County's emergency response. Agency representatives from local governments including special districts, community-based organizations, volunteer services programs (VSPs), and private organizations, may also participate with EOC



functional elements in coordinating the County response effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

### **B.7.1 Field Responders**

Since the County EOC is also the Operational Area's operating center, communications and coordination must be established with County field responders who are responding to the emergency. When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the County EOC, via the County dispatchers or through other methods that are available.

When County Departments have activated their DOCs, the Field Incident Commander will continue to report directly to the Operations Section Chief in the County EOC and provide status reports to their DOC. When the County EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode.

### **B.7.2 Departmental Operation Centers (DOCs)**

The appropriate County EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the Sacramento County EOC in supporting field operations. Other County Department EOCs include Health and Human Services, General Services, Public Works, Public Health, and the Sheriff's Department.

### **B.7.3 Operation Area**

During EOC activation, direct communications and coordination may be established with the Operational Area and any Operational Area member jurisdictions, specifically if an emergency incident falls between the County limits and a neighbor jurisdiction. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the Operation Area EOC and neighboring County EOCs will occur along functional lines.

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





#### **B.7.4 Private, Nonprofit and Volunteer Agencies**

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

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

#### **B.7.5 Special Districts**

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

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

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

#### **B.7.6 Inland Region Emergency Operations Center**

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

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

Coordination and communications between the County EOC and the Region EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located



in the State's Inland Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

### **B.7.7 State & Federal Field Response**

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

When a state agency or federal agency is involved in field operations, coordination will be established with the County EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit, or part of a Unified Command. The incident will determine their location.



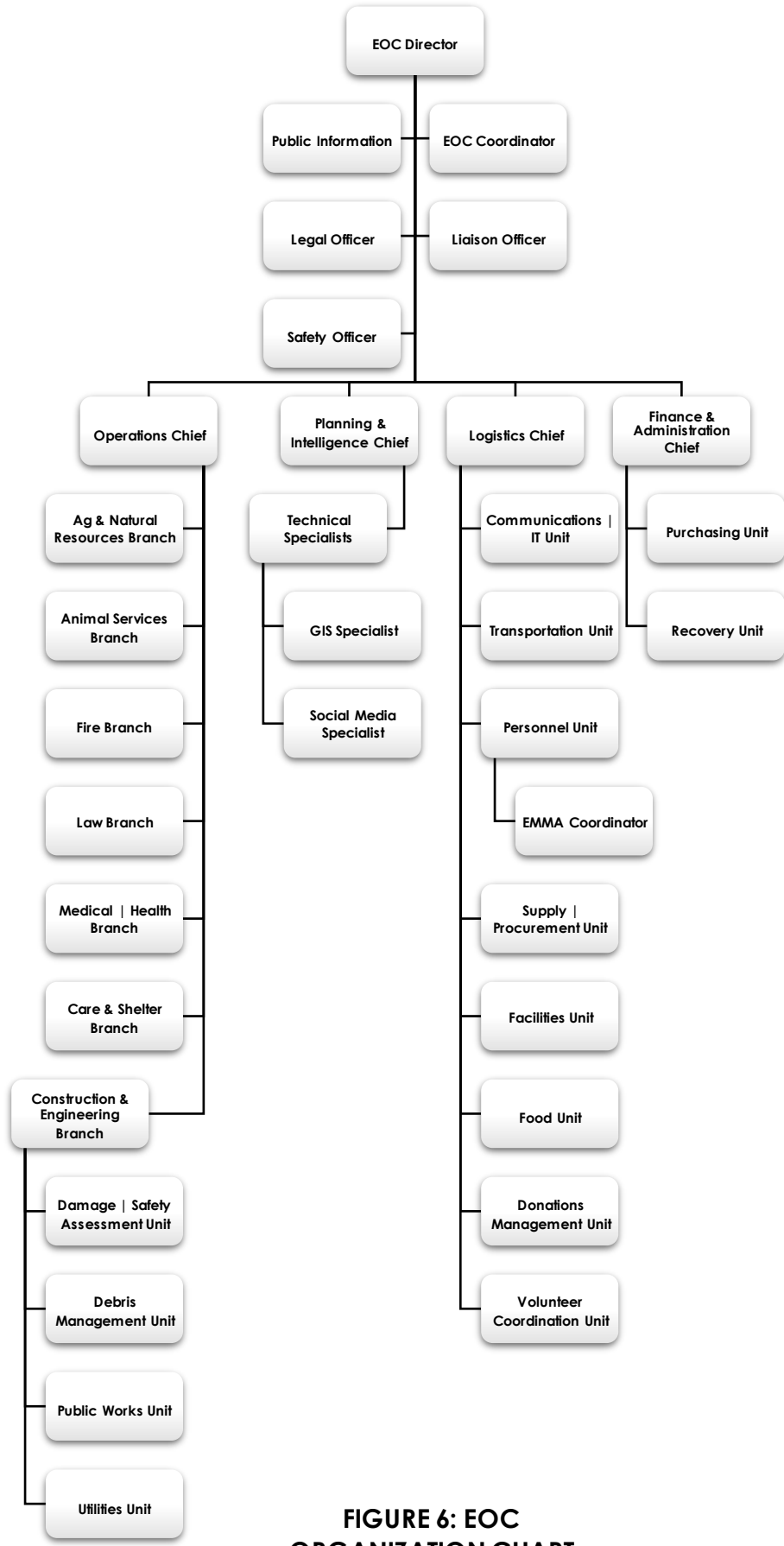
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## C EOC Organization

The following pages contain functional descriptions for each section of the County EOC. **Figure 6: EOC Organization Chart** below, provides an overview of the County's EOC organization.





**FIGURE 6: EOC ORGANIZATION CHART**



## C.1 Management Section

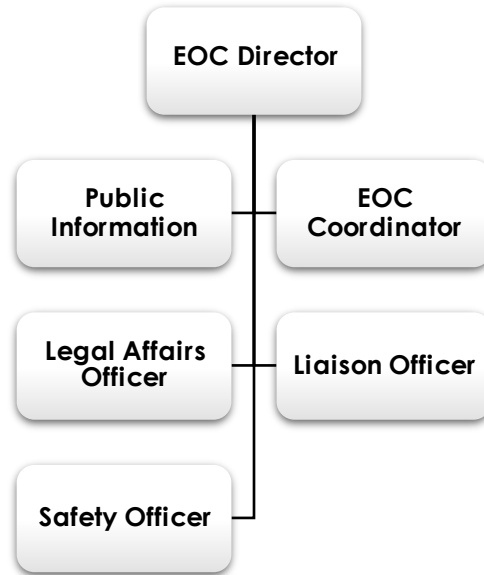


FIGURE 7: EOC MANAGEMENT SECTION

	County Department	County Executive	County Counsel	Finance	General Services	Personnel Services	Technology	Agricultural Commissioner	Animal Care & Regulation	Regional Parks	Sanitation District	County Engineering	Transportation	Waste Management & Recycling	Water Resources	Coroner	Environmental Management	Health & Human Services	Human Assistance	Office of Emergency Services
EOC Position																				
EOC Director																				





## C.2 Operations Section

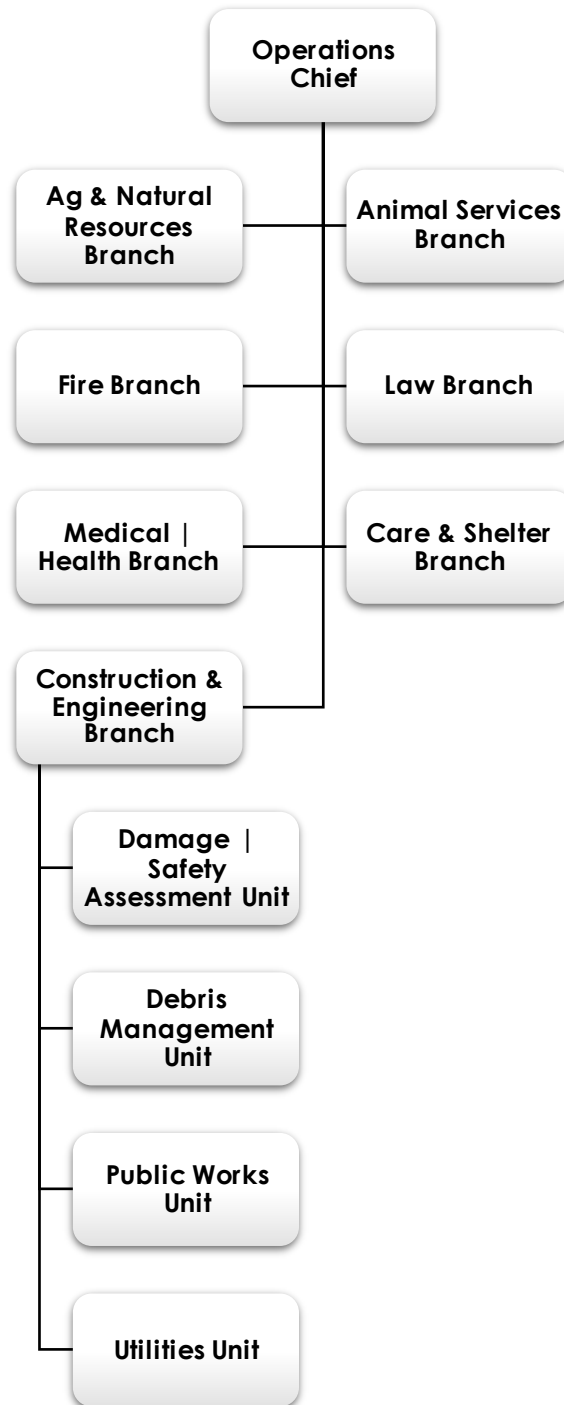


FIGURE 8: EOC OPERATIONS SECTION





	County Department	County Executive	County Counsel	Finance	General Services	Personnel Services	Technology	Agricultural Commissioner	Animal Care & Regulation	Regional Parks	Sanitation District	County Engineering	Transportation	Waste Management & Recycling	Water Resources	Coroner	Environmental Management	Health & Human Services	Human Assistance	Office of Emergency Services	Sacramento Metro Fire	Sheriff Department	EMS	Planning & Environmental Review
EOC Position																								
Operations Chief					█																█	█		
Ag & Natural Resources Branch								█																
Animal Services Branch									█												█			
Fire Branch																					█			
Law Branch																						█		
Medical/Health Branch																		█					█	
Care & Shelter Branch																			█	█				
Construction & Eng. Branch															█									





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### C.3 Planning & Intelligence Section

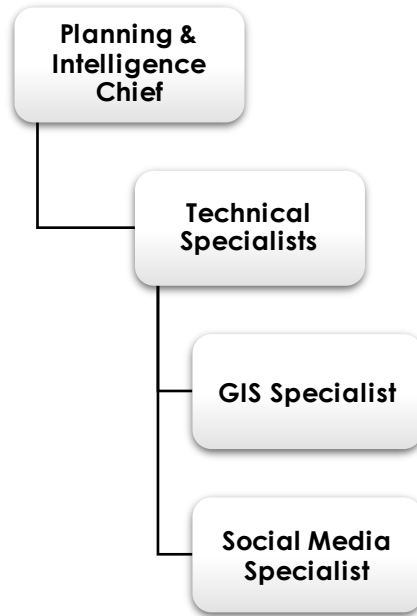


FIGURE 9: EOC PLANNING & INTELLIGENCE SECTION



	County Department	County Executive	County Counsel	Finance	General Services	Personnel Services	Technology	Agricultural Commissioner	Animal Care & Regulation	Regional Parks	Sanitation District	County Engineering	Transportation	Waste Management & Recycling	Water Resources	Coroner	Environmental Management	Health & Human Services	Human Assistance	Office of Emergency Services	Sacramento Metro Fire	Sheriff Department	EMS	Planning & Environmental Review
EOC Position																								
Planning & Intelligence Chief																								
Geographic Information Systems (GIS)																								
Social Media Tech Spec																								

**TABLE 9: COUNTY DEPARTMENT & ALLIED AGENCIES FILLING EOC PLAN & INTEL SECTION POSITIONS**

This section contains the section description and responsibilities for personnel assigned to the Planning & Intelligence Section of the County EOC. Job aids, Section Specific Forms and EOC Forms can be found **Emergency Operations Center (EOC) Functional Annex A** and in documentation resource boxes from in the primary and alternate EOC.

**Section Overview:**

- The Planning & Intelligence Section is primarily responsible for compiling, assembling, and reporting all safety/damage assessment information

**Section Responsibilities Include:**



- Collect, evaluate, analyze, display, and disseminate incident information and status of all assigned and available resources
- Functions as the primary support for decision-making to the overall emergency organization
- Provides anticipatory appraisals and develops plans necessary to cope with changing events

**Figure 9: EOC Planning & Intelligence Section**, above, shows all the positions that are part of the EOC Planning & Intelligence Section.

**Table 9: County Department & Allied Agencies filling EOC Planning & Intelligence Section Positions**, above, shows all of the departments filling in EOC Management Section positions.



## C.4 Logistics Section

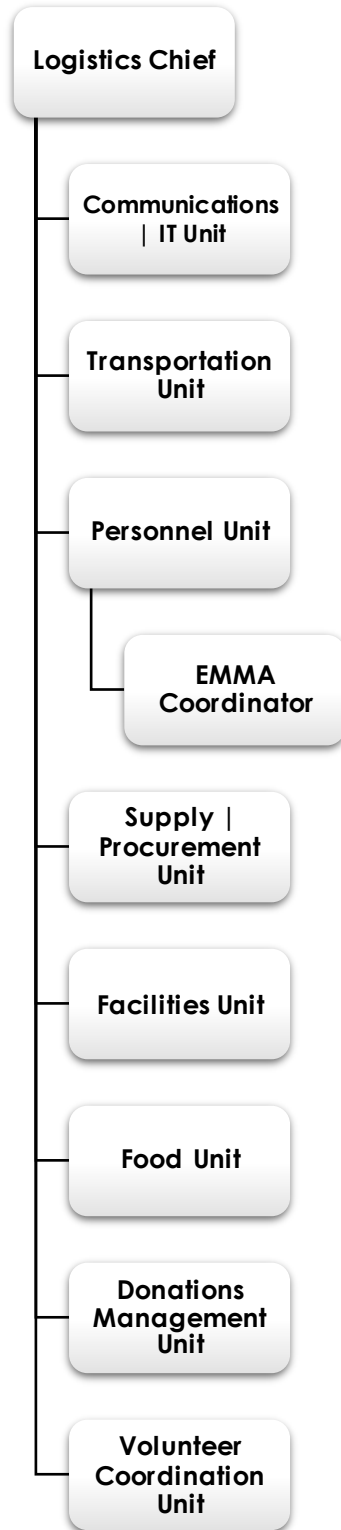


FIGURE 10: EOC LOGISTICS SECTION



	County Department	County Executive	County Counsel	Finance	General Services	Personnel Services	Technology	Agricultural Commissioner	Animal Care & Regulation	Regional Parks	Sanitation District	County Engineering	Transportation	Waste Management & Recycling	Water Resources	Coroner	Environmental Management	Health & Human Services	Human Assistance	Office of Emergency Services	Sacramento Metro Fire	Sheriff Department	EMS	Hanson Sac / VOA D
EOC Position																								
Logistics Chief					█																			
Communications / Information Unit						█																		
Transportation Unit												█												
Personnel Unit						█																		
EMMA Coordinator																				█				
Supply / Procurement Unit				█	█																			
Facilities Unit					█																			
Food Unit					█																			







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## C.5 Finance/Administration Section

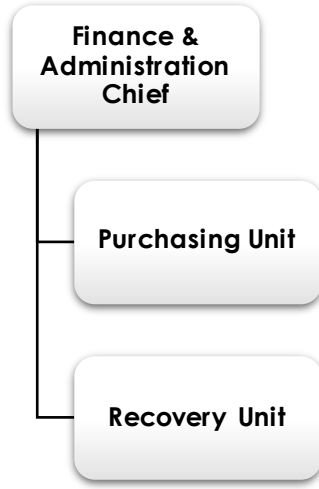


FIGURE 11: EOC FINANCE & ADMINISTRATION SECTION

	County Department	County Executive	County Counsel	County Finance	General Services	Personnel Services	Technology	Agricultural Commissioner	Animal Care & Regulation	Regional Parks	Sanitation District	County Engineering	Transportation	Waste Management & Recycling	Water Resources	Coroner	Environmental Management	Health & Human Services	Human Assistance	Office of Emergency Services	Sacramento Fire	Sheriff Department	EMS	Handson Sac / VOAD
EOC Position																								
Finance & Administration Chief																								





## D EOC Action Planning

EOC Action Planning is a process that allows for the coordination of EOC activities and the development of the EOC Action Plan.

The EOC Action Plan (EAP) is a printed document which outlines the priorities and planned response of the organization for a defined operational period (time period).

During the initial stages of incident management, EOC staff must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete information. As the incident management effort evolves over time with additional lead time, staff, information, more detailed and concise EOC Action Plans are created.

Overall – planning involves the following 5 phases:

1. Understanding the situation
2. Establishing incident objectives
3. Developing the Plan
4. Preparing and Disseminating the Plan
5. Executing, Evaluating and Revising the Plan

The basis for an efficient and effective EOC Action Planning process begin with the development and maintenance of a common operating picture.

### D.1. Common Operating Picture Guidance

In order to develop a common operating picture emergency management organization member must exercise effective situational awareness.

Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident – knowing what is going on around you [requiring] continuous monitoring of relevant sources of information regarding actual incidents and developing hazards (National Response Framework).

#### Elements of situational awareness include:

- Perception (Gather information)
- Comprehension (Interpret information)
- Projection (Anticipate future status and needs)

#### Situational awareness can be obtained through the following sources:

- Responders and government agencies
- 911 centers
- Citizens
- Media
- Social media



- Non-governmental organizations (NGOs)

Situational awareness information compiled together is used to develop a common operating picture.

A common operating picture is a continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing (NRF Resource Center).

**Having a common operating picture enables:**

- Effective and timely decision-making
- Increase collaboration among all responders and disseminates pertinent information
- Improve incident safety
- Inform predictions and proactive response
- Help ensure consistency of messages

**A common operating picture contains the following elements:**

- Data: Collect bits from various sources
- Information: Bits are put together
- Intelligence: Analyze the information
- Make recommendations for decisions



Situational awareness influences the development of a common operating picture and follows the following input/output process.

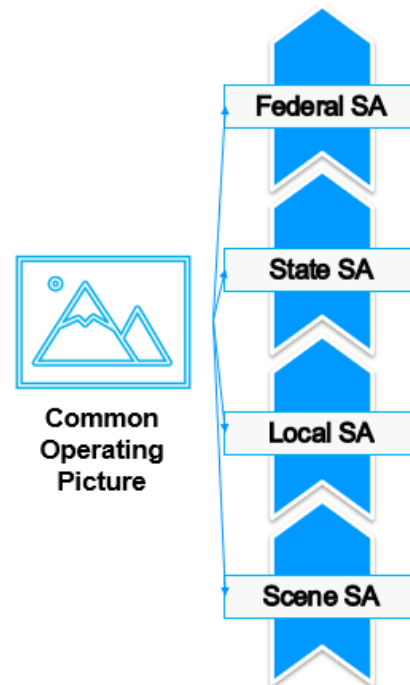


Situational Awareness shared at every SEMS level through a common operating picture helps others achieve overall incident situational awareness as shown in the diagram on the right.

If an event is not continuously monitored and the common operating picture updated and shared, situational awareness will decrease and an inaccurate operating picture will result.

Situational awareness and common operating picture information can be shared through:

- Senior leadership briefs
- Formal reports
- Information gathered from Incident/EOC Action Plans (I/EAPs), Situation Reports (SITREPs), etc.



## D.2 Planning P

The Planning “P” is a guide to the action planning process. The Planning “P” can be used for both smaller, short-term incidents and events, and for longer, more complex incident planning.

The Planning “P” depicts the stages in the action planning process.

The leg of the “P” includes initial steps to gain awareness of the situation and establish the organization for incident management. Steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations, that continues and is repeated each operational period. In this way, the Planning “P” becomes the Planning “O” after the first operation period.



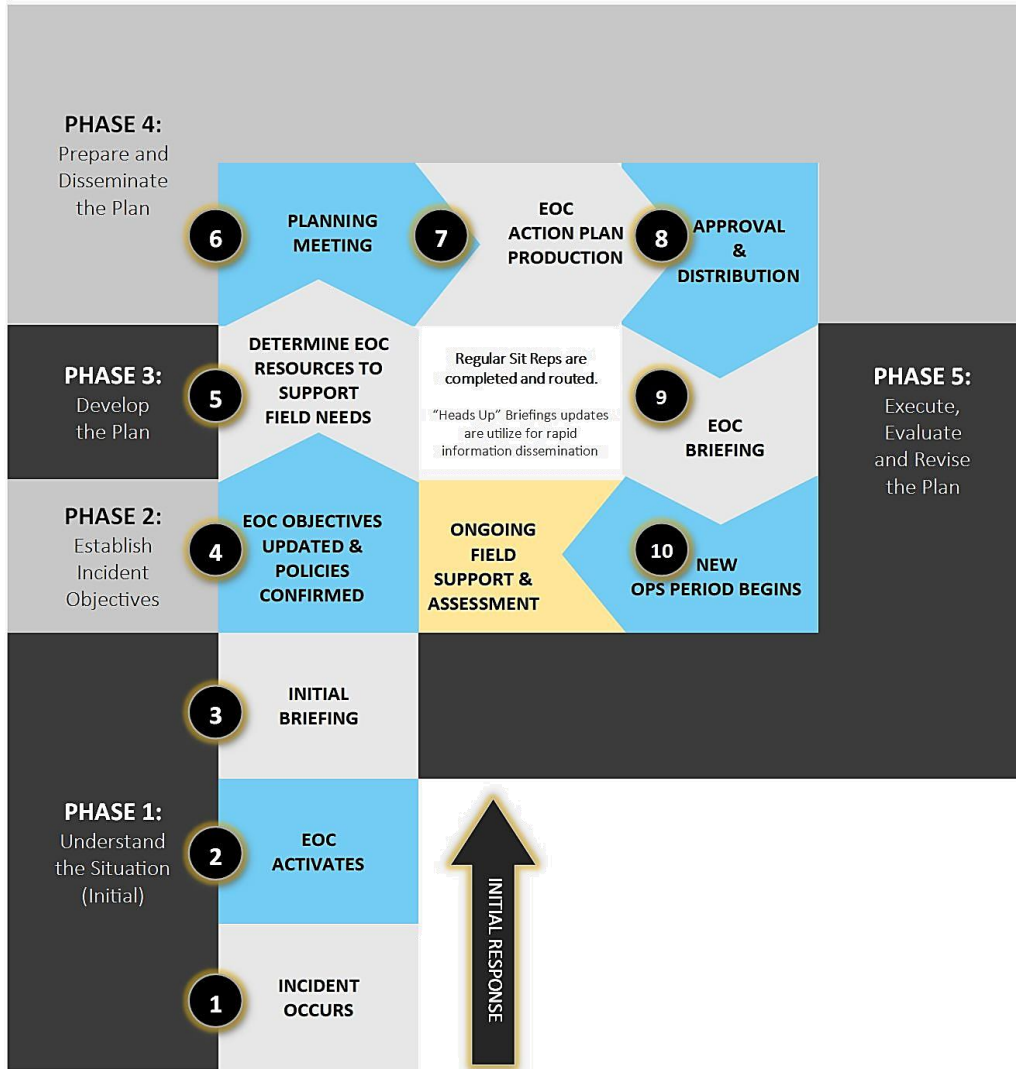


Figure 11: Planning P





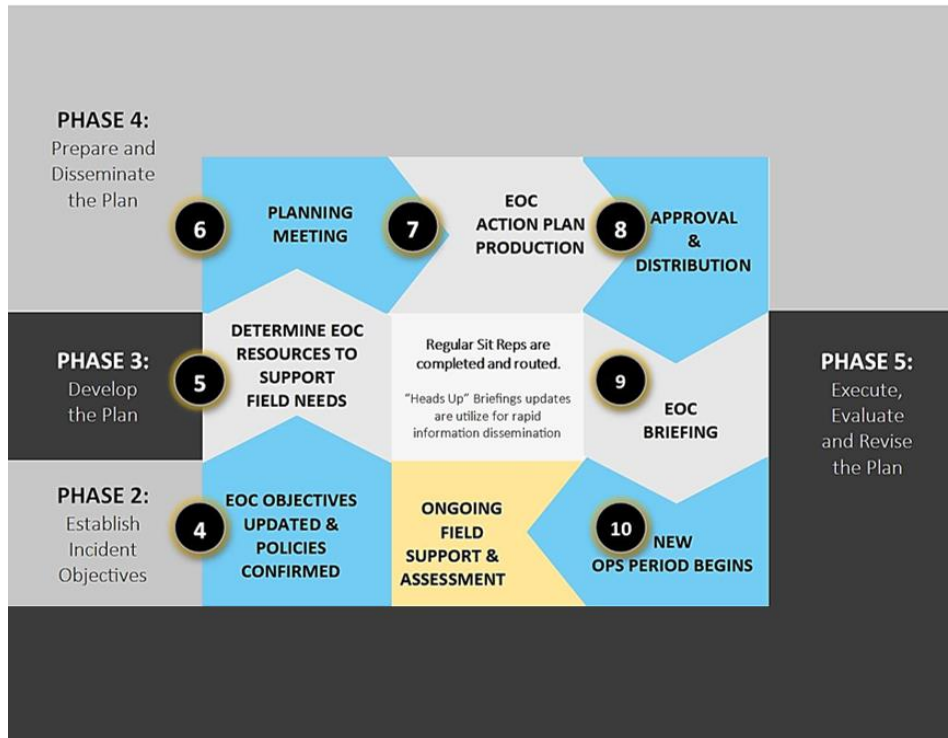
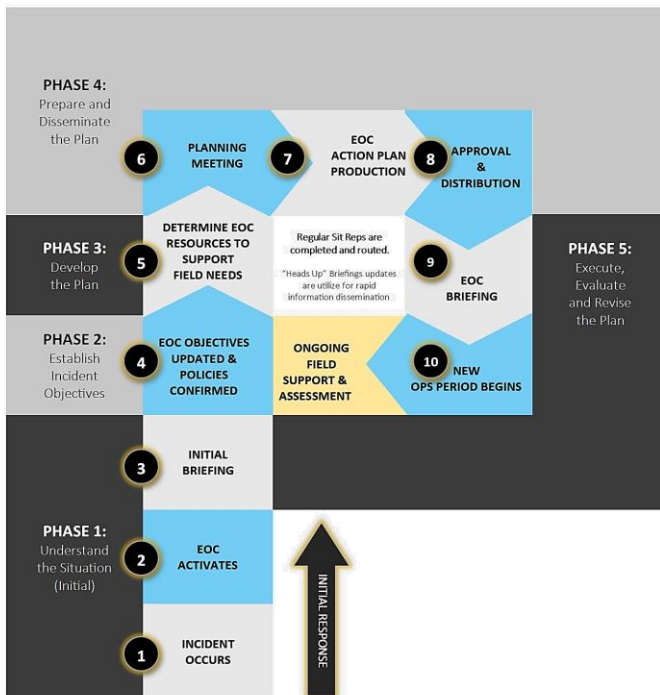


Figure 12: Ongoing O

### D.3 Planning P Meeting Agendas

The following are example Planning P meeting details and agendas:



## Initial Briefing Meeting (Planning P Step 3):

**Meeting Called By:** EOC Director

**Attended By:** All EOC personnel deemed necessary by the EOC Director.

**Led By:** EOC Director or Designee (ex: P&I Chief)

**Purpose:** Provide information on current on-scene operations, agency and jurisdictional concerns and establish working EOC organization.

**Outcome:** Organizational Structure and Common Operating Picture!

### Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### Agenda/Flow

- EOC Director brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Introduce EOC Management and General Staff
- Provide situation update to include:
  1. What has happened
  2. Affected areas and individuals
  3. Incident Command Post Objectives and Priorities if known (ICS-201 for Field)
  4. Activated emergency response facilities
  5. Jurisdictions and agencies involved
  6. Any actions we have taken
  7. Safety Concerns
  8. Agency or jurisdiction restrictions
- Verify that Incident commander(s), Area Command(s), supporting EOCs, DOCs, and coordinating agencies have been informed that the EOC is staffed and operational.
- Establish the following:
  - Event name
  - Operational period duration and work shift hours
  - Initial goals and objectives
  - EOC staffing organization, structure, pattern
  - Meeting schedule
- All resource requests will be facilitated through the EOC.
- Agree on unified logistics approach to resource ordering procedures to follow.
- Agree on resource authorization procedures.
- Agree on Information/Intelligence matters and the flow of information into the EOC and vetted information out of the EOC.
- Next meeting EOC Objectives meeting.
- Prepare for the Objectives Meeting.



## Objectives Updates & Policy Confirmation Meeting

### (Planning P Step 4):

**Meeting Called By:** EOC Director

**Attended By:** Management & General Staff

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** Develop EOC objectives to support on-scene and EOC operations and confirm policies.

**Outcome:** EOC objectives updated, and policies confirmed.

### Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### Agenda:

- P&I Chief (PSC) brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review and /or update key current actions
- Review current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s) considering on-scene incident objectives/resource priorities, limitations, and constraints
- Discuss the incidents potential for the next operational period
- Review and confirm policies by EOC Management with input from General Staff which may include:
  - Managing sensitive information/intelligence
  - Information flow into and out of the EOC
  - Resource ordering process
  - Cost sharing and cost accounting (Finance/Admin.)
  - Operational security issues
  - Establishment of a JIC
- Review, document, and/or resolve status of any open actions.



## Resource Meeting (Planning P Step 5):

**Meeting Called By:** EOC Director

**Attended By:** Management & General Staff (other EOC positions as appropriate)

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** Develop a unified EOC strategy to support emergency management and on-scene operation resource needs.

**Outcome:** Resources identified to support emergency management and field needs.

### **Ground Rules:**

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### **Agenda:**

- P&I Chief brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review current and projected incident situation
- Review and /or update key current actions
- Review coordination and support objectives and ensures accountability for each
- Resources on-scene, en-route, and ordered are identified (Plans Section and Operations Section)
- Resource priorities are discussed P&I Chief and Operations Chief
- PSC and OSC develop strategic and resource needs
- Logs Chief verify support requirements and contributes logistics info as necessary
- Logs Chief reviews resource ordering process
- F&A Chief evaluates funding /fiscal implications
- Quick recap of the meeting and assignments
- End meeting and prepare for Planning Meeting
- Sections/Staff conduct break out meetings to fill in the information gaps that may exist
- Prepare for Planning Meeting



## Planning Meeting (Planning P Step 6):

**Meeting Called By:** EOC Director

**Attended By:** Management & General Staff (other EOC positions as appropriate)

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** Validate EOC Action Plan components: objectives, policies, authorities, resources etc.

**Outcome:** Validation of EOC Action Plan.

### Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### Agenda:

- Planning & Intelligence Chief/Coordinator brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Situation Unit provides briefing on current situation, resources at risk, weather forecast, and incident projections.
- Planning & Intelligence Chief/Coordinator reviews coordination and support priorities, objectives, and decisions
- Operations Chief provides briefing on current operations followed with an overview on the proposed plan including strategy work assignments, resource commitment, contingencies, Operations Section organizational structure, and needed support facilities
- Planning & Intelligence Chief/Coordinator reviews Operations Chief proposed plan to ensure that the EOC Management Priorities and operational objectives are met.
- Planning & Intelligence Chief/Coordinator reviews and validates responsibility for any open actions/tasks and management objectives.
  - Planning & Intelligence Chief/Coordinator conducts round robin of EOC Management Group and Management Staff members to solicit their final input and commitment to the proposed plan.
  - Logistics Chief covers transport, communications and supply updates and issues,
  - Finance Chief covers fiscal issues,
  - Public Information Officer covers public affairs and public information issues,
  - Liaison Officer covers interagency issues, and
  - Safety Officer covers any safety concerns or considerations



- Planning & Intelligence Chief/Coordinator requests EOC Management Group's approval of the plan as presented. EOC Management Group may provide final comments
- Planning & Intelligence Chief/Coordinator issues assignments to appropriate EOC members for developing Coordination Plan support documentation along with deadlines.
- Planning Section prepares the EOC Action Plan using the forms and /or format as described in the EOP or determined during the Planning meeting preparation phase.
- Sections conduct break out meetings to fill in the information gaps that may exist.



## **EOC Briefing Meeting (Planning P Step 9):**

**Meeting Called By:** EOC Director

**Attended By:** All EOC personnel

**Led By:** Planning & Intelligence Chief/Coordinator or Designee

**Purpose:** To brief the oncoming shift on the EOC Action Plan and status of on-scene operations

**Outcome:** Oncoming shift understands EOC Action Plan and situation to execute

### **Ground Rules:**

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

### **Agenda:**

- Planning & Intelligence Chief/Coordinator brings meeting to order, conducts roll call for personnel required to attend both incoming and out-going shift, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Planning & Intelligence Chief/Coordinator reviews objectives and any changes to the EOC Action Plan
- Situation Unit conducts Situation Briefing.
- Operations Chief discusses current response actions and accomplishments.
- Logistics Chief covers transport, communications, and supply updates
- Finance Chief covers fiscal issues.
- Public Information Officer covers public affairs and public information issues
- Safety Officer covers any safety concerns or considerations
- Liaison Officer covers interagency issues and Intel covers intelligence issues
- Planning & Intelligence Chief/Coordinator solicits final comments and adjourns briefing.
- Out-going Sections Chiefs/Coordinators conduct individual break out meetings with the on-coming Section Chiefs/Coordinators to complete process



## E EOC Deactivation

The County EOC may be deactivated by one of the following:

- County Executive
- County Executive designated alternate
- Chief of Emergency Services
- Upon the request of the Board of Directors/Disaster Council
- Upon the request of a City within the County
- Upon the request of the Field Incident Commander within the County

The County has developed the following EOC deactivation criteria that include conditions that must be met:





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## E.1 EOC Deactivation Criteria

Met (Yes or No)	Detail
	The EOC Management and General Staff alongside the Incident Command/Unified Command/Area Command has determined that the response effort can be suspended or substantially scaled down.
	The affected area(s) are in a stable condition, and there is a high probability that they can be maintained in that condition.
	Emergency conditions no longer constitute a critical danger to people, the environment or property.
	Existing conditions no longer meet established emergency or EOC Activation criteria and it appears unlikely that conditions will deteriorate.
	All injured have been treated and/or transported to medical facilities.
	All initial emergency notifications have been completed.
	<p>Intent to deactivate the EOC has been discussed/coordinated with in the EOC amongst the general staff and approved by the EOC Director as well as local agencies, the operational area etc. the state and all other organizations responsible for response. Notification, of intent to deactivate the EOC will include:</p> <ul style="list-style-type: none"> <li>● Reasons for Deactivation</li> <li>● Date/time Deactivation will be effective</li> </ul> <p>NOTE: The intent to deactivate the EOC should be discussed with agencies / organizations sufficiently in advance of the effective date/time that recipients have the opportunity to discuss the decision and its bases before it becomes effective. This will also ensure that a demobilization plan is developed, and operations are transitioned to recovery and/or a formal Recovery Plan is drafted.</p>
	<p>Decision regarding the need for a formal Recovery Plan has been made based on a review of the following criteria:</p> <ul style="list-style-type: none"> <li>● Technical criteria for resumption of new normal for affected community.</li> <li>● Investigation and fact-finding activities are expected to be lengthy or involve multiple contractors and/or jurisdictions.</li> <li>● Substantial and prolonged coordination and communications will be required with off-site governments, agencies, and/or response organizations to assess the extent of area or property damage as well as to rebuild impacted critical infrastructure / the community.</li> <li>● The event resulted in a large number of injuries, or illnesses requiring on going coordination and public information.</li> </ul>



**Table x: EOC Deactivation Criteria**

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## H Supporting Documentation

The following document and resource links include materials that self-certify compliance with SEMS. This includes evidence of training, planning, exercises, and performance. Note that this is not all inclusive.

- [Integrated Preparedness Plan \(2020\)](#)
- [Regional Mass Notification Test - February 2018](#)
- [Regional Mass Notification Test - March 2017](#)
- [February 2017 Winter Storms - April 2017](#)
- [January 2017 Winter Storms - April 2017](#)
- [VTX Agriculture - Animal Evacuation June 2016](#)
- [VTX Flood March 2016](#)
- [VTX Multi Casualty Incident \(MCI\) September 2016](#)
- [VTX Tornado March 2016](#)
- [VTX Winter Storm December 2016](#)

