Imperial County
Emergency Operations Plan (EOP)

Prepared By:

Imperial County

Office of Emergency Services

March 2016

Imperial County Emergency Operations Plan (EOP)

Part 1 – Basic Plan

LETTER OF PROMULGATION / COUNTY BOARD RESOLUTION

Board of Supervisors
County of Imperial

JACK TERRAZAS
BOARD OF SUPERVISORS CHAIRMAN
SECOND DISTRICT SUPERVISOR
IMPERIAL COUNTY

March 15, 2016

TO: OFFICIALS, EMPLOYEES, PUBLIC AND PRIVATE ORGANIZATIONS, AND RESIDENTS OF IMPERIAL COUNTY

SUBJECT: LETTER OF PROMULGATION

The preservation of life and property is an inherent responsibility of local, state, and federal government. The Imperial County Office of Emergency Services has updated this Emergency Operations Plan (EOP) to ensure the most effective allocation of resources for the benefit and protection of the residents of Imperial County in time of emergency.

This EOP establishes the framework of the Imperial County Operational Area's emergency organization consisting of the County, cities, towns, special districts, schools, volunteer and private sector organizations, as well as State and Federal agencies and conforms to current State and Federal guidelines for emergency plans. This EOP further defines functions, assigns responsibilities, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) standards.

The Imperial County Board of Supervisors give their utmost support to the plan and urges all officials, employees, public and private organizations, and residents- individually and collectively- to do their share to safeguard our communities against the impacts of natural and manmade disaster and acts of terrorism in conjunction with the Imperial County Operational Area.

This EOP is an extension of the State of California Emergency Plan and the National Response Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions. This promulgation letter constitutes support of the continued implementation of SEMS and NIMS by the County, cities, towns, and special districts of Imperial County.

Sincerely,

JACK TERRAZAS
Board of Supervisors Chairman
Second District Supervisor
Imperial County

BOS APPROVED: 03-15-16
M.O. #10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF IMPERIAL, STATE OF CALIFORNIA, APPROVING AND AUTHORIZING REVISIONS TO THE IMPERIAL COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN.

RESOLUTION NO. 2016-032

On Tuesday, March 15, 2016, on motion of Supervisor R. Kelley seconded by Supervisor M. Kelley and carried, the Board of Supervisors of the County of Imperial finds and resolves as follows:

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal government, and the County of Imperial has prepared an Operational Area Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of its civilian population in time of emergency; and

WHEREAS, this updated EOP establishes the framework of an emergency organization consisting of the County, cities, towns, special districts, schools, volunteers and business organizations, and further defines functions, assigns responsibilities, specifies policies and general procedures within the EOP; and

WHEREAS, the objective of this updated EOP is to incorporate and coordinate the essential facilities, equipment, and personnel of the County of Imperial into an essential organization capable of responding to any emergency therein; and

WHEREAS, the EOP provides for coordination of planning efforts of various emergency staff and service elements utilizing the Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS); and

WHEREAS, the formal recognition of NIMS principles and policies was adopted by the County of Imperial on February 21, 2006 and the County EOP has been reviewed and updated to meet federal requirements that all local emergency plans be NIMS compliant; and

WHEREAS, the EOP is an extension of the California Emergency Plan, which has been revised by the Governor's Office of Emergency Services and the EOP will be revised as necessary to meet changing conditions; and

WHEREAS, the Board of Supervisors gives its full support to this revised EOP and urges all officials, employees, public and private organizations, and citizens, individually and collectively, to do their share in furthering the total emergency effort of the County of Imperial;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Imperial, State of California, hereby authorizes this EOP to be adopted, that the Imperial County Fire Department/Office of Emergency Services Coordinator is hereby authorized to implement future non-substantive amendments to this updated plan, that a copy of the Board of Supervisors' approved Imperial County Operational Area Emergency Operations Plan (EOP) be forwarded to the Governor's Office of Emergency Services, and the plan become effective immediately.

PASSED AND ADOPTED by the Board of Supervisors of the County of Imperial, State of California, by the following vote:

AYES: Terrazas, M. Kelley, R. Kelley, Castillo
NOES: None
ABSENT: Renison

****

BOS APPROVED: 03-15-16
M.O. #10

STATE OF CALIFORNIA
COUNTY OF IMPERIAL

I, **BLANCA ACOSTA,** Clerk of the Board of Supervisors of the County of Imperial, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by said Board of Supervisors by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of March 15, item No.10.

BLANCA ACOSTA Clerk of the Board of Supervisors County of Imperial, State of California

BOS APPROVED: 03-15-16
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BLANCA ACOSTA Clerk of the Board of Supervisors County of Imperial, State of California

SIGNED CONCURRENCE BY PRINCIPLE ORGANIZATIONS

Imperial County
Office of Emergency Services
1078 Dogwood Road, Suite 104, Heber, CA 92249
(442) 265-6000 Fax (760) 482-2427

Tony Rouhotas, Jr.
Fire Chief/OES
Coordinator

Rosa Hernandez
Deputy Coordinator

SIGNED CONCURRENCE BY PRINCIPLE ORGANIZATIONS

The undersigned representatives of principle organizations concur with the Mission, Goals, and Objectives of the Imperial County Operational Area Emergency Operation Plan (EOP). As needed, revisions will be submitted by review by the undersigned or their designees.

ORGANIZATION

County Disaster Council

Jack Terrazas, Chairman, Board of Supervisor

Signature _____ Date 05/23/16

County Fire Department

Tony Rouhotas, Jr., Imperial County
Fire Chief/ OES Coordinator

Signature _____ Date 05/23/16

Imperial County Operational Area Coordinating Council

Rosa Hernandez, Imperial County Office of Emergency Services
Deputy Coordinator

Signature _____ Date 05/31/2016

Preparedness Starts With You!

RECORD OF CHANGES

RECORD OF CHANGES			
Change #	**Date**	**Person Making Change**	**Summary of Change**

RECORD OF DISTRIBUTION

RECORD OF PLAN DISTRIBUTION			
Name & Title	**Agency**	**Date of Delivery**	**# of Copies**

SECTION 1: FORWARD

The Emergency Management Program of Imperial County, hereafter referred to as (the County) is governed by a wide range of laws, regulations, plan, and policies. The program is administered and coordinated by the Imperial County Fire Department, Office of Emergency Services. The National Response Framework (NRF), National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the State of California Emergency Operations Plan provide planning and policy guidance to counties and local entities. Collectively, these documents support the foundation for the County's Emergency Operations Plan (EOP).

The EOP is an all-hazard plan describing how the County will organize and respond to incidents. It is based on and is compatible with the laws, regulations, plans, and policies listed above. The EOP describes how various agencies and organizations in the County will coordinate resources and activities with other Federal, State, County, local and private sector partners.

It is recognized that response to emergency or disaster conditions to maximize the safety of the public and to minimize property damage is a primary responsibility of government. It is the goal of Imperial County that responses to such conditions are done in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the County has adopted the principles of the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), the National Response Framework (NRF), and the Incident Command System (ICS).

Public officials, departments, employees, and volunteers that perform emergency and/or first response functions must be properly prepared. Department heads and elected officials shall, to the extent possible, ensure that necessary training is provided to themselves and their employees to further prepare them to successfully carry out assigned emergency response roles. To the extent possible, procurement and maintenance of essential response equipment will also be accomplished in support of this goal. All emergency response personnel and essential support staff must be familiar with this EOP and the supporting procedures and documents.

1.1 Recent Trend in Emergency Management

Since 1996, a variety of emerging trends have influenced emergency management, including an increasing diversity of California's population, greater vulnerability to floods, earthquakes and wildland fires as development expands, and the need for more emphasis on disaster recovery and hazard mitigation efforts to reduce disaster impact. At the national level, significant events, such as Hurricane Katrina, captured the world's largest attention and have widely influenced emergency management today.

According to a 2011 report issued by FEMA's Strategic Foresight Initiative (SFI); the emergency management community faces a future of challenges likely to be far different from those we confront today with ***increasing complexity and decreasing predictability in its operating environment.*** Complexity will take the form of more incidents, new and unfamiliar threats, more information to analyze (possibly with less time to process it), new players and participants, sophisticated technologies, and exceedingly high public expectations.

Emergency services in Imperial County are provided without regard to race, gender, color, national origin, socioeconomic status, age, disability, marital status, religion, sexual orientation, or political affiliation.

1.2 OES Mission Statement

The mission of the Imperial County Fire Department and Office of Emergency Services is to prevent the loss of life, protect the environment and loss of property, and provide to the community. Through leadership and guidance, strengthen county-wide emergency management capabilities to ensure the protection of life and property before, during and after disasters.

SECTION 2: TABLE OF CONTENTS

Part I: Basic Plan

LETTER OF PROMULGATION / COUNTY BOARD RESOLUTION ..... i - iii
SIGNED CONCURRENCE BY PRINCIPLE ORGANIZTIONS iv
RECORD OF CHANGES v
RECORD OF DISTRIBUTION vi

SECTION 1: FORWARD 1
1.1 Recent Trends in Emergency Management 1
1.2 OES Mission Statement 2
SECTION 2: TABLE OF CONTENTS 3
SECTION 3: INTRODUCTION 11
3.1 Purpose 11
3.2 Scope 11
3.3 Plan Organization 11
3.3.1 Basic Plan 11
3.3.2 Emergency Function Annexes 12
3.3.3 Support Annexes 12
3.3.4 Hazard Specific Annexes 12
3.3.5 Appendices 12
3.4 Relationship to Other Plans 13
3.4.1 Emergency Operations Plan (EOP) 13
3.4.2 Multi-Jurisdictional Hazard Mitigation Plan (MHMP) 13
3.4.3 Continuity of Operations (COOP) Plan 13
3.4.4 Recovery Plan 13
SECTION 4: SITUATION/ASSUMPTIONS 14
4.1 Situation 14
4.2 Assumptions 15
4.3 Natural Hazards 16
4.4 Industrial / Technological / Man-Made Hazards 16
SECTION 5: EMERGENCY MANAGEMENT ORGANIZATION 17
5.1 Emergency Organization 17
5.2 Roles and Responsibilities 17
5.2.1 Board of Supervisors and Disaster Council 18
5.2.2 Disaster Council 19

5.2.3 Disaster Council Membership 20
5.2.4 County Department Roles 21
5.3 Chart: Imperial County Emergency Organization 29
5.3.1 County Government/Operational Area 30
5.3.2 State Government 30
5.3.3 Federal Government 30
5.3.4 Private Sector 30
5.3.5 Non-Governmental Organizations 30
5.3.6 Individuals and Households 31
5.4 Standardized Emergency Management System (SEMS) Functions 31
5.4.1 Command 31
5.4.2 Management 31
5.4.3 Operations 31
5.4.4 Logistics 32
5.4.5 Planning/Intelligence 32
5.4.6 Finance/Administration 32
5.4.7 Standard ICS Structure (SEMS Functions) Chart 32
5.5 Emergency Functions 32
5.5.1 Table: California Emergency Functions 34
5.5.2 Matrix: California Emergency Functions 36
SECTION 6: CONCEPT OF OPERATION 37
6.1 Overview 37
6.2 Emergency Management Phases 38
6.2.1 Disaster Cycle Chart 38
6.2.2 Preparedness Phase/Planning Phase 38
6.2.3 Response Phase 39
6.2.4 Recovery Phase 40
6.2.5 Mitigation Phase 40
6.3 Emergency Proclamations 41
6.3.1 Overview 41
6.3.2 Local Emergency Proclamation 41
6.3.3 State of Emergency 42
6.3.4 State of War Emergency 43
6.3.5 County Emergency Proclamation Sample 44
6.4 EOC Responder 45

6.4.1 Overview 45
6.4.2 Notification/Mobilization 45
6.4.3 Operational Period/Incident Action Planning 45
6.4.4 Shift Change 46
6.4.5 Deactivation 46
6.5 Standardized Emergency Management System (SEMS) Organization/Coordination Levels 47
6.5.1 Multi-Agency or Inter-Agency Coordination 48
6.5.2 Coordination with Special Districts 48
6.5.3 Coordination with Private/Non-Profit Agencies and Volunteer Groups 48
6.6 Incident Command System (ICS) 49
6.6.1 Principles of ICS 50
6.6.2 Unified Command 50
SECTION 7: EMERGENCY OPERATIONS CENTER (EOC) 52
7.1 Overview 52
7.1.1 Chart: Imperial County EOC Organization 54
7.2 Special Districts, Private, and Non-Profit Agencies 55
7.3 Primary and Alternate Emergency Operations Centers 55
7.4 Activation Levels and Deactivation of Emergency Operations Center 55
7.4.1 Event/Incident Monitoring 55
7.4.2 Level I EOC Activation 56
7.4.3 Level II EOC Activation 56
7.4.4 Level III EOC Activation 57
7.4.5 Chart: Activation Event Examples 57
7.4.6 Who May Activate 58
7.4.7 How to Activate 58
7.4.8 Deactivation 58
7.5 Field / EOC Communications and Coordination 58
7.6 Field / EOC Direction and Control Interface 59
7.6.1 Command and Control 59
7.6.2 Coordination with the Operational Area Cities and Towns 59
7.6.3 Multi-Agency or Inter-Agency Coordination (MACS) 59
7.7 Field Coordination with Department Operation Centers (DC's) and Emergency Operations Centers (EOC's) 60

SECTION 8: MUTUAL AID 61

8.1 Overview 61
8.1.1 Mutual Aid Regions 62
8.1.2 Mutual Aid Agreements 63
8.1.3 Mutual Aid Coordination 63
8.1.4 Interstate Mutual Aid 64
8.1.5 Volunteer and Private Mutual Aid 64
8.1.6 Mutual Aid Resource Management 64
8.1.7 Resource Ordering 64
8.1.8 Resource Directories 65
8.1.9 Daily Updates 65
8.1.10 Federal Assistance 65
SECTION 9: INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION 66
9.1 Overview 66
9.2 Technology 66
9.2.1 California Emergency Operations Center (CalEOC) 66
SECTION 10: PUBLIC INFORMATION 68
10.1 Overview 68
10.2 Government Responsibility 68
10.3 Function 69
10.4 Joint Information Center (JIC) 69
10.5 Public Awareness and Education 70
10.5.1 Emergency Public Information 70
10.5.2 Emergency Alert System (EAS) 70
10.5.3 Telephone Emergency Notification System (TENS) 70
SECTION 11: ACCESS AND FUNCTIONAL NEEDS 72
SECTION 12: CONTINUITY OF GOVERNMENT 73
12.1 Overview 73
12.1.1 Succession and Powers of the Director of Emergency Services 73
12.1.2 Succession of Officers Who Head Departments 74
12.1.3 Standby Officers 74
12.1.4 Reconstituting the Government Body with Temporary Officers 74
12.1.5 Meeting of Governing During an Emergency 75
12.1.6 Duties of Governing Body During an Emergency 75
12.1.7 Chart: Imperial County Lines of Succession 75

12.2 Alternate Government Facilities 78

12.2.1 Imperial County Seat of Government 78
12.2.2 Alternate Seat of Government 78
12.3 Vital Record Retention 78
SECTION 13: RECOVERY 80
13.1 Overview 80
13.1.1 Short Term Recovery 80
13.1.2 Long Term Recovery 81
13.1.3 Recovery Organization 81
13.1.4 Chart: Recovery Operations Organization 82
13.1.5 Recovery Operations Responsibilities 83
13.2 Recovery Damage/Safety Assessment 84
13.2.1 Overview 84
13.3 Recovery Documentation and Reporting 85
13.3.1 Recovery Documentation 85
13.3.2 Recovery Reporting 85
13.4 Recovery After Action Reports 85
13.4.1 Use of After Action Reports 86
13.4.2 Coordination 86
13.4.3 Sample: EOC Activation Period / AAR Report 87
13.5 Recovery Disaster Assistance 90
13.5.1 Individual Assistance Program 90
13.5.2 Public Assistance Program 90
13.5.3 Eligible Applicants 90
13.5.4 Eligible Work 91
13.5.5 Hazard Mitigation Grant Programs 91
SECTION 14: ADMINISTRATION AND LOGISTICS 93
14.1 Plan Implementation Overview 93
14.2 Administration 93
14.3 Logistics 94
SECTION 15 MAINTENCANCE AND DISTRIBUTION 95
15.1 Overview 95
15.2 Review and Approval 95
SECTION 16: STANDARD OPERATING PROCEDURE (SOP) DEVELOPMENT 96

SECTION 17: TRAINING AND EXERCISES 97
17.1 Training 97
17.2 Exercises 97
17.2.1 Discussion or Orientation Exercise 97
17.2.2 Drills 98
17.2.3 Tabletop Exercises 98
17.2.4 Functional Exercise 98
17.2.5 Full Scale Exercise 98
17.2.6 Tests 98

Part II Functional Annexes

SECTION 18: SEMS EOC POSITION CHECKLISTS 99
18.1 Overview 99
18.1.1 Management Section 101
18.1.2 Operations Section 111
18.1.3 Planning/Intelligence Section 134
18.1.4 Logistics Section 142
18.1.5 Finance/Administration Section 154

Part III Appendices

SECTION 19: THREATS AND HAZARDS 160
19.1 Overview 160
19.2 Scope 160
19.3 Characteristics 160
19.4 Risk and Impact Analysis Summary 160
SECTION 20: NATURAL HAZARDS 162
20.1 Overview 162
20.2 Major Earthquake 162
20.2.1 Overview 162
20.2.2 Ground Shaking 163
20.2.3 Liquefaction 163
20.2.4 Damage to Vital Public Services, Systems and Facilities 164
20.2.5 Communications 164
20.2.6 Dams, Flood Control Channels, Pumping Stations 164
20.2.7 Electrical Power 165
20.2.8 Fire Operations 165

20.2.9 Highways and Bridges....165
20.2.10 Natural Gas....165
20.2.11 Petroleum Fuels....165
20.2.12 Railroads....166
20.2.13 Sanitation Systems....166
20.2.14 Water Supply....166
20.2.15 Fault Maps....168
20.3 Modified Mercalli Scale of Earthquake Intensities....170
SECTION 21: WEATHER HAZARDS....171
21.1 Floods....171
21.2 Extreme Heat....171
21.3 Fire....172
21.4 Windstorms....172
21.5 Thunderstorms....172
SECTION 22: ENVIRONMENTAL HAZARDS....174
22.1 Overview....174
22.2 Air Pollution....174
22.2.1 Effects....174
22.2.2 Air Quality....174
22.3 Water Pollution and Supply....175
22.3.1 Effects....175
22.4 Industrial/Technological Hazards....175
22.5 Public Safety Communications Failure....175
22.6 Aircraft Crash....176
22.6.1 Mass Casualty Operations....177
22.6.2 Coroner Operations....177
22.6.3 Special Hazards....177
22.7 Hazardous Materials Incidents....177
22.7.1 Types of Incidents....177
22.7.2 Other Incidents....178
22.8 Power Failure....178
22.9 Conflict Hazards....178
22.10 Domestic and International Terrorism....178
22.11 Civil Disturbances....179
22.12 Public Health Hazards....180

22.13 Epidemics 180
22.13.1 Examples 180
22.13.2 Threatened 181
22.13.3 Emergency 181
22.14 Animal Control 182
22.15 Compound and Complex Hazards 182
22.16 Immigrant and Indigenous Community Reactions to Disasters 183
22.17 Water Releases and Dam Failure 183
22.18 Evacuations Due to Dam Failure 184
SECTION 23: NATIONAL SECURITY THREATS 185
23.1 Overview 185
23.2 Nuclear War 185
23.3 Chemical and Biological Warfare 186
SECTION 24: GLOSSARY OF TERMS 188
SECTION 25: AUTHORITIES AND REFRENCES 200
SECTION 26: CONTACT LISTS 201
26.1 County Contacts 201
26.2 Utility Contacts 201
26.3 Federal and State Contacts 201
26.4 Transportation and Infrastructure Contacts 202
26.5 Non-Government Contacts 202
SECTION 27: SUPPORTING DOCUMENTATION 203
27.1 NIMS/CAST/TEP Overview 203

SECTION 3: INTRODUCTION

3.1 Purpose

The Imperial County Emergency Operations Plan (EOP) provides a comprehensive, single source of guidance and procedures for the County to prepare for and respond to significant or catastrophic natural, environmental or conflict-related risks that produce situations requiring coordinated response. It further provides guidance regarding management concepts relating to response and abatement of various emergency situations, identifies organizational structures and relationships, and describes responsibilities and functions necessary to protect life and property. The Plan is consistent with the requirements of the Standardized Emergency Management System (SEMS) as defined in Government Code Section 8607(a) and the National Incident Management System (NIMS), as defined by Presidential Executive Orders for managing response to multi-agency and multi-jurisdictional emergencies. As such, the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. SEMS/NIMS incorporate the use of the Incident Command System (ICS), mutual aid, the operational area concept, and multi/interagency coordination.

Imperial County Operational Area Resolution No. 1010 forming the Operational Area and Disaster Council was originally adopted by the County Board of Supervisors on 02/27/1990 and is reviewed and revised as appropriate. Imperial County Operational Area Resolution No. 2006-013 recognized that the Imperial County Operational Area will continue to use SEMS to meet the objective of the National Incident Management System (NIMS), which was adopted by the Board of Supervisors on 02/21/2006.

3.2 Scope

This plan provides guidance on response to the County's most likely and demanding emergency conditions. It does not supersede the well-established protocols for coping with day-to-day emergencies involving law enforcement, the fire service, medical aid, transportation services, flood control, or other discipline-specific emergency response systems. Rather, it places emphasis on those unusual and unique emergency conditions that will require extraordinary response beyond the ability of any one or set of organizations to respond. Neither does this plan include detailed response level operating instructions. Each organization identified in this plan is responsible for, and expected to develop, implement, and test procedures, instructions, and standard operating guides (SOGs) on checklists that reflect cognizance of the emergency management concepts contained herein. Coordinated response and support roles must be defined by these organizations to facilitate the ability to respond to any given incident. This Plan meets the requirements of NIMS for the purpose of emergency management.

3.3 Plan Organization

There are five parts to a comprehensive Emergency Operations Plan: The Basic Plan, Emergency Function Annexes, Support Annexes, Hazard-specific Annexes and Appendices.

3.3.1 BASIC PLAN

The basic plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that Imperial County will utilize to guide and support emergency management efforts. The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which the County has structured its emergency management organization, including the emergency declaration process, activation of mutual aid agreements, and request for resources;
- Describe the context under which the County will respond to an incident, including a community profile and discussion of hazards and threats facing the community;
- Assign and describe roles and responsibilities for the County's agencies tasked with emergency preparedness and response functions;
- Describe a concept of operations for the County that provides a framework upon which the County will conduct its emergency operations and coordinate with other agencies and jurisdictions;
- Describe the County's emergency response structure, including activation and operation of the County Emergency Operations Center (EOC) and implementation of ICS; and
- Discuss the County's protocols for maintaining and reviewing this EOP, including training, exercises, and plan maintenance.

3.3.2 EMERGENCY FUNCTION ANNEXES

This plan implements Emergency Function working groups, which will develop functional annexes that follow an established format to describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures and related policies and procedures. The functional annexes will be developed separately from the basic plan and will make reference to existing agency and department plans and procedures.

3.3.3 SUPPORT ANNEXES

The support annexes describe the framework through which Imperial County departments and agencies, the private sector, not-for-profit and voluntary organizations, and other non-governmental organizations coordinate and execute the common emergency management strategies. The actions described in the support annexes apply to nearly every type of emergency.

3.3.4 HAZARD SPECIFIC ANNEXES

The hazard, threat, or incident-specific annexes describe the policies, situation, concept of operations, and responsibilities for particular hazards, threats, or incidents. Additionally, these annexes may be referenced as plans or standard operating guides (SOGs) that have already been developed, plans/SOGs that are under development, or plans/SOGs that are scheduled for future development.

3.3.5 APPENDICES

Subsequent plans and procedures that are developed in support of the Emergency Plan, such as mutual aid plans, hazard-specific plans, catastrophic plans and related procedures will be incorporated by reference and maintained separate from the basic plan.

3.4 Relationship to Other Plans

3.4.1 EMERGENCY OPERATIONS PLAN (EOP)

The intent of the County's EOP is to provide the concept of operations and strategic activities for responding to any type of emergency incident impacting the County. Other individual communities may maintain similar plans or procedures for implementation in response to localized incidents or initial activities prior to escalation to Imperial County.

A number of agency and organization-specific plans and organizational procedures support the County EOP and annexes. These plans and procedures are interrelated and have a direct influence on the County's preparation prior to a major emergency or disaster, its activities in response to such an emergency or disaster, and its ability to successfully recover from such incidents or events. These plans also provide local, regional, and State agencies and entities with a consolidated framework for coordinating activities and resources, thus promoting efficient use of resources during all phases of emergency management.

3.4.2 MULTI-JURISDICTION HAZARD MITIGATION PLAN (MHMP)

Imperial County and the surrounding jurisdictions have developed an Updated Multi-Jurisdiction Hazard Mitigation Plan (MHMP) and is pending FEMA approval. The plan identifies hazards, assesses the losses associated with the hazards, and investigates the vulnerability of the community towards different hazards. The plan also identifies alternatives for the future of the community to better prepare, minimize loss and educate the public of the hazards identified. The Imperial County MHMP presents updated information regarding hazards being faced by the County, presents mitigation measures to help reduce consequences from hazards, and outreach/education efforts within the unincorporated area of the County since 2007.

3.4.3 CONTINUITY OF OPERATIONS (COOP) PLAN

A Continuity of Operations (COOP) Plan is scheduled for future development. Once the plan has been developed and implemented, this plan will be used in conjunction with the EOP during various emergency situations. The COOP plan details the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. Parts of this plan identify essential functions of local government, private sector businesses, and community services and delineate procedures to support their continuation.

3.4.4 RECOVERY PLAN

The County is in the process of developing a Recovery Plan in 2015. This plan will also be used in conjunction with the EOP. The purpose of the plan is to provide for efficient coordination and policy guidance during the disaster recovery process. The recovery process includes the restoration of damaged or destroyed public facilities and infrastructure and the coordination of available services and assistance to citizens and businesses impacted by the disaster.

This plan will provide an organizational framework, policy guidance and methods for use during the recovery process. This plan will provide for the assignment of responsibilities within the County's organizational structure and includes opportunities for participation by community members.

SECTION 4: SITUATION/ASSUMPTIONS

4.1 Situation

Imperial County is located in the far southeastern portion of California. With an area of 4,597 square miles, bordering on Mexico to the south, Riverside County to the north, San Diego County to the west, and the State of Arizona on the east. The terrain varies from 235 feet below sea level at the Salton Sea to 4,548 feet at Blue Angel Peak.

Although this region is a desert, with high temperatures and low rainfall of three inches per year, the economy is heavily based on agriculture due to the availability of irrigation water, which is supplied wholly from the Colorado River via the All-American Canal. A vast system of canals, check dams, and pipelines carry the water all over the county, a system which forms the Imperial Irrigation District. The water distribution system includes over 1,400 miles of canal with 1,200 miles of pipeline. Imported water and a long growing season allow two crop cycles each year, and the Imperial Valley is a major source of winter fruits and vegetables, cotton, and grain for the United States and international markets. Alfalfa is another major crop produced in Imperial County.

A secondary industry of the Imperial Valley region is tourism. Many visitors come to the area to visit the Salton Sea, at 235 feet below sea level, and the Glamis Sand Dunes, one of the largest dune fields in America. Another unique feature of the Imperial Valley is the New River, which flows from south to north, from the nearby border city of Mexicali, Mexico to the Salton Sea.

Other significant contributors to the local economy are government, solar, wind, geothermal electric power plants, state prisons, retail trade, and services. The County's future employment conditions will depend on several potential and on-going projects, which include the new industrial and commercial developments in the Gateway of America international border crossing, regional landfill, construction, geothermal industries, expansion of the U.S. Plaster City Gypsum Plant.

Mexico runs all along our southern boundary and there are three international ports of entry. There are two ports of entry located in Calexico, and the third port is at Andrade in eastern Imperial County. Through these three ports travel over 35 million people and over 300,000 cargo trucks each year.

The organizations described or noted in this Plan will be aware of significant emergency conditions as they arise. These conditions will trigger a response consistent with the respective responsibilities and roles defined either by this Plan, or other legal and policy frameworks. The responding organizations will be constrained in their response by the level of training, readiness activities, and interagency coordination undertaken prior to the event.

- The citizens of Imperial County will be expected to provide for their immediate needs to the extent possible for at least 72 hours following a catastrophic event, or for at least 24 hours following a location-specific event. This may include public, as well as, private resources in the form of lifeline services.
- A catastrophic earthquake would adversely impact local, county, and state government response capabilities. Consequently, a number of local emergencies will be declared.

- Communications, electrical power, water and natural gas lines, sewer lines and fuel stations will be seriously impaired during the first 24 hours following a major earthquake and may not be fully restored for 30 days or more.
- Transportation corridors will be affected so only equipment, foodstuffs, supplies, and materials on hand will be available for use during the first 72 hours of emergency operations.
- It is possible only emergency response personnel on duty at the time of a significant earthquake will be available during the first 6 hours. Mission capability may be available within 24 hours.
- In event of a catastrophic earthquake, a clear picture regarding the extent of damage, loss of life, and injuries, may not be known for at least 36 hours.
- The OA EOC's capability may be limited for at least 8 hours if communications links to other agencies and county departments are degraded.

4.2 Assumptions

- Essential County services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/SEMS protocol.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that State and Federal assistance is required.
- County support of City emergency operations will be based on the principal of self-help. The Cities/Towns will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Parts or the entire County may be affected by environmental and technological emergencies.
- The United States Department of Homeland Security provides threat conditions over the United States and identifies possible targets.
- Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.
- County communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
    - Familiar with established policies and procedures;

- Assigned pre-designated tasks;
- Provided with assembly instructions; and
- Formally trained in their duties, roles, and responsibilities required during emergency operations.

- The County's planning strategies will make every effort to consider the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations.

4.3 Natural Hazards

During the 2014 update of the Imperial County Multi-Jurisdiction Hazard Mitigation Plan, the planning team identified the following natural hazards:

Wildfires	Flood
Earthquake/Geologic Hazards	Dam Inundation
Infestation	Drought
High Winds	Lightning
Extreme Heat	Extreme Cold

4.4 Industrial/ Technological/ Man-Made Hazards

In addition to natural hazards, the County may be faced with the following industrial, technological or man-made hazards:

Civil Unrest	Airplane Crash
Terrorism	Utility Failure/ Power Disruption
Public Health Hazards/Epidemics	Train Derailment
Hazardous Materials Incident	Mass Fatalities Incident
Communications Failure	

SECTION 5: EMERGENCY MANAGEMENT ORGANIZATION

5.1 Emergency Organization

Imperial County Code Chapter 2 of Division 1 of Title 2: Administration, establishes the Imperial County Emergency Services Organization, the Office of Emergency Services (OES), and the Imperial County Disaster Council. OES and the Disaster Council prepare and execute preparedness and response plans for protection of life and property within the County in the event of an emergency.

5.2 Roles and Responsibilities

All participating agencies and response organizations will have various roles and responsibilities throughout an emergency. Therefore, it is critical the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand/or contract as the situation evolves. Typical duties may also change depending on the severity and size of incident(s) and the availability of local resources. Because of this, it is also important to develop and maintain depth within the command structure and response organizations.

Imperial County conducts all emergency management functions in accordance with SEMS and NIMS. During an emergency, the County has the responsibility to manage and coordinate the overall emergency response and recovery activities. The Office of Emergency Services along with each County Department is responsible for ensuring critical staff are identified and trained at a level enabling effective execution of existing response policies, plans, and procedures.

Most County Departments have emergency functions in addition to their normal daily duties. The Office of Emergency Services in conjunction with representatives from each County Department is responsible for developing and maintaining Standard Operating Guides (SOGs).

The Operational Area (OA) Emergency Management system consists of all County Departments, the Cities and Towns, unincorporated areas and Special Districts, together with the private and volunteer sector. This system represents all resources available within the County that may be applied to disaster response and recovery. The goal is to support emergency activities to protect life, property, and the environment.

The OA was formed in 1995 with a cooperative agreement between Imperial County and the Cities/Towns located within the County. This agreement formed the Imperial County Disaster Council as part of the Imperial County Operational Area and recognizes the County Office of Emergency Services as the lead agency for the Operational Area.

In 2006, the Operational Area Resolution was amended to include the National Incident Management System (NIMS) as an integral component of the OA disaster management system.

The OA Emergency Management Organization operates from established:

- County EOC
- City/Town EOC
- Incident Command Posts (ICPs)

- Department/District Operations Center (DOC) for county departments and special districts
- Fire/Emergency Management/Staging
- Specialized centers representing businesses, industries, and the volunteer sector.

During a state of war emergency, a state of emergency, or a local emergency, the County's Director of Emergency Services will coordinate the activities of all OA constituents. In addition, a number of mutual aid systems can also be activated to support the emergency organization.

Emergency mutual aid response and recovery activities are conducted at the request and under the direction of the affected local governments. For purposes of this Plan, such actions will initially be coordinated via the ICPs representing geographical areas of the county and operational area. Resource requests for response and recovery will originate at the lowest level of government and move progressively forward to the next level until filled.

County Departments, Special Districts, and Cities/Towns with mandated responsibilities for emergency response will follow their established plans and procedures. During complex emergencies involving multiple jurisdictions and agencies, coordination of resources can be achieved through the use of liaison officers, agency representatives, and unified command.

When support requirements cannot be met with county or local government resources, the county acting on behalf of the OA will request assistance from those state agencies having statutory authority to provide assistance via the Governor's Office of Emergency Services (State OES). If events require assistance beyond the state's capability, the state may request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

The County has established essential communications support requirements for the operational area's mutual aid partners via dispatch centers, mobile communications vehicles, proprietary information systems and other resources. This communications structure provides the telecommunications infrastructure for linking elements of the County Operational Area emergency organization.

Roles and responsibilities of the Board of Supervisors, Disaster Council, Individual County Departments, other levels of government, private sector, non-governmental organizations and individuals and households are described below to further clarify the County's emergency management structure.

5.2.1 BOARD OF SUPERVISORS AND DISASTER COUNCIL

Overview

The role of the Board of Supervisors, as the governing body for the County of Imperial in a disaster situation, is to develop and/or review policy actions and decisions for emergency response and recovery activities. Included in these efforts is proclaiming a local state of emergency if warranted as the first step in an effort to receive state and federal assistance for the County. The role of the Board of Supervisors is to provide policy guidance, advice, and support to the county and OA emergency organizations and, in particular to the Director of Emergency Services. The Chairman of the Board may be called upon to meet the requirements of the California Emergency Services Act if a Local Emergency proclamation is required. The

County Fire Chief and his Office of Emergency Services will provide the lead staff support role in providing recommendations in fulfilling these duties.

Responsibility

Per Imperial County Code section 2.104.050, the Board will have the following duties:

- The chairperson of the board of supervisors shall be the director of emergency services. The county fire chief is designated as the assistant director of emergency services.
- The members of the Board of Supervisors shall provide the emergency organization with overall policy direction for emergency response and recovery activities, for the four levels of readiness.
- The Chairman or Vice-Chairman of the Board of Supervisors has the authority under California Government Code section 8630 to declare a local state of emergency. In their absence the remaining board members in succession by the longest office held will step in to fulfill the duties. The other members of the Board of Supervisors must ratify the action(s) of the Chairman or Vice-Chairman within seven (7) days or and renew every 30 days to continue or the emergency proclamation will expire.

Functions

- Proclaim a local emergency, or ratify a proclamation made by city managers in accordance with the provisions of the California Emergency Services Act.
- Govern the County and maintain necessary levels of operations.
- Remain visible and available to calm and assist constituents.
- Provide liaison and escort to visiting State and Federal officials.
- Remain available to provide media with information on government role in disaster mitigation, planning and recovery.
- Initiate immediate and long-term procedures to restore the community, mitigate hazards, and assist in sheltering and other related decisions.
- Take steps to insure immediate action on emergency measures such as acting pursuant to emergency ordinance to waive permit fees, acquire goods and services, issue curfew orders, or other emergency regulations that may require the action of the governing body.
- Develop legislation to mitigate future emergencies.

Notes

- The Board of Supervisors ratifies local emergencies that are proclaimed by the Director of Emergency Services.
- The Governor proclaims State disasters.
- The President declares Federal disasters.

5.2.2 DISASTER COUNCIL

Overview

Per Imperial County Code sections 2.104.030 – 2.104.040, the role of the Disaster Council to develop and recommend for adoption by the board of supervisors, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.

5.2.3 DISASTER COUNCIL MEMBERSHIP

The Imperial County disaster council consists of the following:

A. The chairperson of the board of supervisors, who shall be chairperson.
B. The assistant director of emergency services, who shall be vice-chairperson
C. Chiefs of emergency services as are provided for in a current emergency plan of the county.
D. Representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the board of supervisors.

1) Citizen Corps Council

The County's Disaster Council shall also serve as the County's Citizen Corps Council.
For further information see Citizen Corps Program Annex/Community Emergency Report Team (CERT).

5.2.4 COUNTY DEPARTMENT ROLES

Aging and Adult Administration	Emergency Role:	• Provide information and assistance to targeted populations • Provide staff at Local Assistance Centers (LAC) • Provide staff at shelter as needed
Agricultural Commissioner's Office	Emergency Role:	• Monitor Pest and insect infestation • Provide information regarding damage or threats of damage to the county's agricultural industry • Provide staff at Local Assistance Centers (LAC)
	EOC Role:	Planning/ Intelligence Section
Airport	Emergency Role:	• Advise on coordination and act as liaison with all airports in the County(military and civilian) • Act as liaison in all matters of aviation and coordinate with agencies including Federal Aviation Administration(FAA), Transportation Security administration(TSA), other law enforcement agencies and/or Homeland Security agencies
	EOC Role:	Logistic Section
Assessor's Office	Emergency Role:	• Assist in development of damage assessment information and Support Damage Assessment Unit • Determine dollar value of disaster caused damage
	EOC Role:	Planning/Intelligence Section – Advanced Planning and Demobilization Units
Auditor/Controller	Emergency Role:	• Record and maintain a permanent record of all receipts and expenditures during disaster response and recovery • Establish a disaster accounting system • Assist in development of damage assessment data • Recovery phase • Ensure liquidity of treasury pool to meet cash demands of County length of emergency
	EOC Role:	Finance Section
Behavioral Health	Emergency Role:	• Disaster Crisis counseling services • Linkage to other resources agencies • Provide relief for disaster workers • Provide staff/counselors at Local Assistance Centers (LAC) • Provide staff/counselors at shelters as needed
	EOC Role:	Operations Section- care and shelter branch
Clerk of the Board	Emergency Role:	• Maintain a record of all meetings and actions taken by the Board of Supervisors when acting as the "Policy Group"

Community and Economic Development	Emergency Role:	• Update department's long-term recovery plans starting as soon as emergency occurs • Advise policy group on availability of economic development financial aid • Support Policy Group- Recovery Phase
	EOC Role:	Finance Admin Section
County Counsel	Emergency Role:	• Serve as legal advisor to Management Section before, during and after each proclaimed local emergency • Prepare and review proclamations and other actions taken or contemplated for legal effect and liability
	EOC Role:	Management Section- Legal Advisor
County Executive Office	Emergency Role:	• Proclaim "local emergency" when Board not in session • Control and direct the County's emergency organization • Represent the County in all dealings pertaining to emergencies
	EOC Role:	Management Section- Director of Emergency Services
District Attorney	Emergency Role:	• Continue essential criminal prosecutions and, if necessary, initiate "Motion to Extend Time" through appropriate magistrate • DA Investigators will provide protection for DA staff members and building security for DA facilities and be available to respond to assist other law enforcement agencies for mutual aid as required • Prosecute offenders who initiated disaster or who prey on those victimized by the disaster • Offer advice on criminal matters to EOC staff and others are necessary
Facilities Management	Emergency Role:	• Re-establish power (i.e., utility service) to County buildings • Assist in determining status and condition of County buildings • Remove debris from County buildings and grounds • Support Local Assistance Center(LAC)
	EOC Role:	Logistic Section- Facilities Branch
Fire Department: Administration	Emergency Role:	• Management of emergency organization; fire suppression and rescue, fire mutual aid, emergency services, hazardous materials, and communications • Support field operations • Management and Operations Section
	EOC Role:	Support Planning/Intelligence Section

Fire Department: Fire Prevention	Emergency Role:	• Fire/arson investigation operations • Damage assessment operations • Inspect/investigate potential threat to public safety • Suppression support activities
	EOC Role:	• Damage assessment operations • Public outreach/information operations • Action planning operations
Fire Department: Hazardous Materials	Emergency Role:	• Respond to all hazardous materials emergencies for the purpose of protecting life, property, and the environment
	EOC Role:	Operations – Haz Mat Branch Support Planning and Intelligence Section
Fire Department: Office of Emergency Services (OES)	Emergency Role:	• Lead agency for the Imperial County Operational Area (OA) • Provide timely and accurate situation status and resource status reports to appropriate policymakers, elected officials, and to State OES Southern Region EOC(REOC) • Provide accurate and timely information to the general public related to operational area and state emergency response • Monitor situation status and resource status in each local jurisdiction within the county • Coordinate with each local jurisdiction to facilitate the rapid and efficient procurement of resources needed in response to an emergency • Provide any appropriate services needed to support the area-wide response • Assist in the coordination between County departments to efficiently utilize County resources to produce the most effective response to an emergency • Assist in the facilitation of the rapid restoration of business, government, and other institutions
	EOC Role:	• Overall EOC management • Planning/Intelligence Section and support to other EOC Sections as required
Fire Department: Suppression	Emergency Role:	• Respond to all fire incidents for the purpose of protecting life, property and the environment • Search and rescue operations • Manage/Activate Incident Command posts (ICP's) • OA Fire/Rescue coordination
Fleet Services	Emergency Role:	• Provide emergency transportation and service needs of the County's fleet • Provide fuel and vehicle/equipment support to all County Departments • Provide emergency generators and support to existing generators

	EOC Role:	Support transportation/Logistics Section
Human Resources: Administration	Emergency Role:	• Establish and implement a system of registering disaster workers and citizen volunteers • Review employment actions taken by County during a local proclamation
	EOC Role:	Logistics and Finance Sections
Human Resources: Risk Management	Emergency Role:	• Provide safety and risk management services to emergency organizations
	EOC Role:	• Management Section – ADA Coordinator/ EOC Safety Officer • Support Finance Section – Compensation Unit
Information/Tech Services	Emergency Role:	• Provide communications, computer, and date services during an emergency
	EOC Role:	Logistics Section – Information Systems, Communications and Computer Systems Branch
Library	Emergency Role:	Provide archive and records management
	EOC Role:	Planning/Intelligence Section – Documentation Unit
Planning and Development Services: Administration	Emergency Role:	• Coordinate critical building damage assessment • Support Recovery phase
	EOC Role:	Operations Section
Planning and Development Services: Building and Safety	Emergency Role:	• Damage assessment of privately owned structures • Support damage assessment activities County wide
	EOC Role:	Operations Section
Planning and Development Services: Planning	Emergency Role:	• Provide, public information and warning when potential earthquake presents a hazard to citizens • Provide general information on ways to mitigate the potential effects of disasters • Support Department Operations Center(DOC)
	EOC Role:	Planning/Intelligence Section – Advanced Planning Unit and Demobilization Unit
Planning and Development Services: Parks/Recreation	Emergency Role:	• Establish Human shelters, Animal shelters, Staging areas, Fire camps, Incident Command Posts, Field treatment sites(FTS), and temporary morgues • Coordinate with solid waste management for disposal of waste • Account for cultural resources • Support Department Operations Center(DOC)

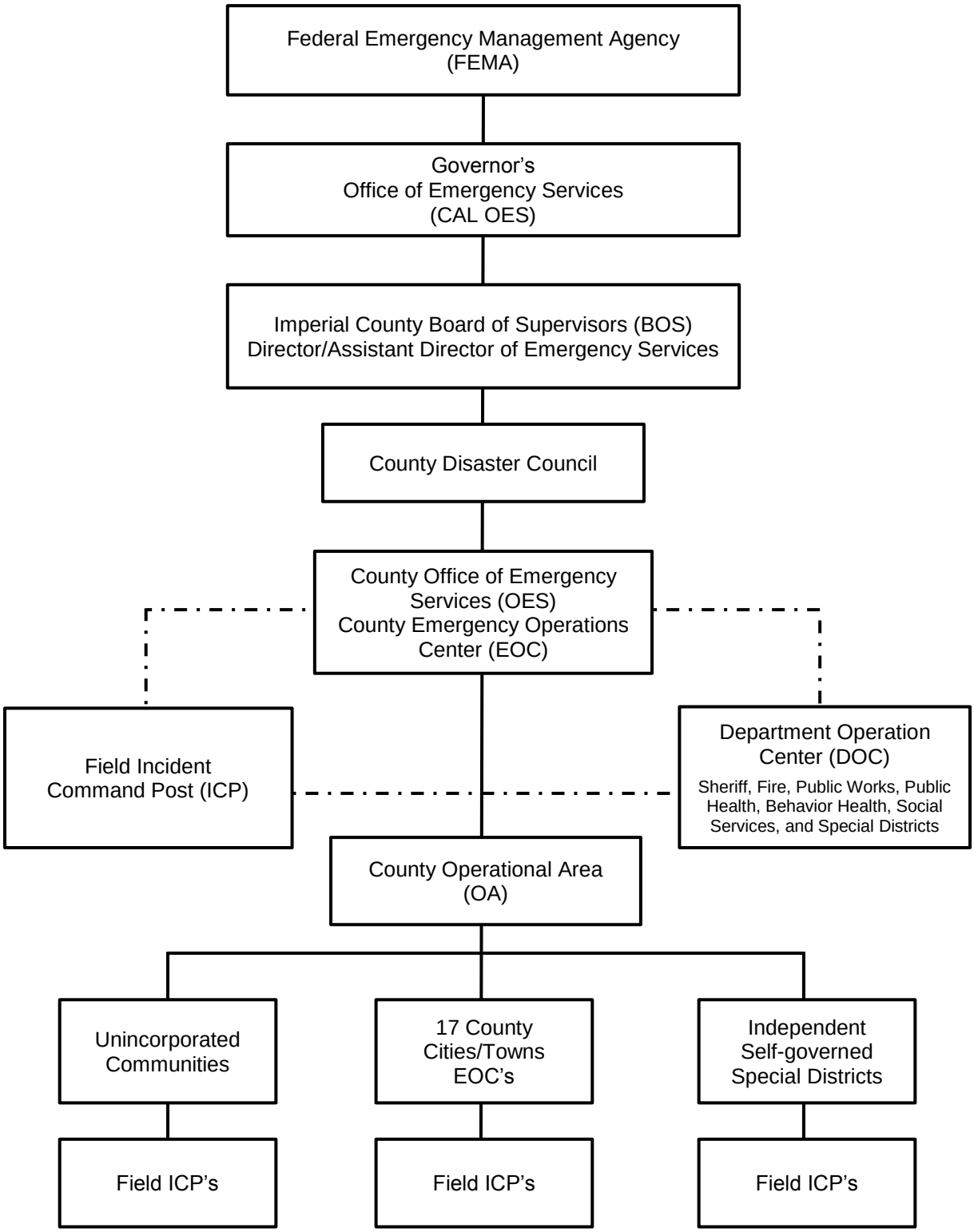
	EOC Role:	Operations/ Logistics Section
Probation	Emergency Role:	• Provide for the safety and security of the community by maintaining juvenile institutions • Act as a law enforcement resource as needed, where directed by the Chief or his designee
Public Defender	Emergency Role:	• Continue to provide essential defense services to criminal prosecutions as mandated under the state and federal constitutions and state statutory laws • Offer legal advice on criminal matters to EOC staff and others as necessary
Public Health: Administration	Emergency Role:	• Hospital capacity assessment and resource reallocation • Regional disaster medical health coordinator Environmental health assessment and mitigation Laboratory/epidemiological evaluation • Organize mass immunization or mass prophylaxis responses • Provide staff at shelters as needed • Support Department Operations Center (DOC)
	EOC Role:	Operations Section – Medical and Health Branch
Public Health: Animal Control	Emergency Role:	• Coordinate control and boarding services for animals displaced by a disaster situation • Evacuation and care of animals • Assessment of causes of illness and death among animals • Coordination with the State Veterinary Diagnostic Laboratory
	EOC Role:	Operations Section- Animal Care Unit
Public Health: Emergency Medical Services (EMS)	Emergency Role:	• Coordinate provisions of out-of-hospital acute and pre-hospital medical care, transportation to patients with illnesses and injuries • Provide subject matter technical support to Local Assistance Centers(LAC) • Coordinate provision of staff at shelters as needed with Public Health
	EOC Role:	Operations Section- Medical Health Branch
Public Health: Environmental Health Services	Emergency Role:	• Protect public health, promote safety and prevent environmental hazards during disasters • Prevention of illness and injury during disasters
	EOC Role:	Operations Section- Medical and Health Branch

Public Works: Transportation	Emergency Role:	• Determine surface routes to be reopened following major disaster, and establish priorities for opening those routes in coordination with cities/towns and Cal Trans • Erect barricade and roadblocks around disaster areas • Survey roads and flood control facilities • Traffic signal maintenance • Traffic signs and pavement striping maintenance • Storm repairs and clean up • Maintenance of bridges and metal pipe and concrete box culverts • Maintenance of drainage facilities such as inlets, ditches, dikes, and gutters
	EOC Role:	Operations Section-Public Works Branch Logistics Section- Transportation Branch
Public Works: Administration	Emergency Role:	• Survey roads, flood control, and solid waste facilities • Assist purchasing to procure heavy equipment • Assist with public works mutual aid • Coordinate/activate Department Operations Center(DOC)
	EOC Role:	Operations Section- Public Works Branch
Public Works: Solid Waste Management	Emergency Role:	• Conduct damage assessment of infrastructure and facilities • Determine waste disposal methods • Support recovery phase
	EOC Role:	Operations Section
Procurement Services	Emergency Role:	• Responsible for procurement and purchase of equipment and materials needed by emergency organization
	EOC Role:	Logistics Section and Finance/Admin Section
Real Estate Services (CEO)	Emergency Role:	• Assist in assessing condition of property/facilities owned or leased by the County and right of way issues associated with roads and flood control channels • Determine facilities needs of County departments and procure alternative facilities as needed to continue operations and services • Work with damage/safety assessment team(s) to determine condition of owned and leased facilities and need for replacement facilities
	EOC Role:	Support Planning/Intelligence Section

Sheriff- Coroner	Emergency Role:	• Coordinate law enforcement response to proclaimed disasters • Control and allocate all law enforcement resources sent in or from outside the County • Serve as action agency which implements evacuation of disaster victims • Direct movement of people, vehicles and equipment in and around disaster areas • Coordinate law enforcement mutual aid within OES Region VI • Provide security of EOC and County buildings • Coordinate/activate Department Operations Center (DOC) when necessary
	EOC Role:	• Operations Section – Law Branch/Area Law Coordinator • Planning/Intelligence Section • Management Section – when emergency is criminal in nature (e.g., terrorism)
Social Services	Emergency Role:	• Support the American Red Cross with care and shelter operation • Support Local Assistance Centers(LAC) • Provide staff at shelters as needed • Damage assessment of social services facilities
	EOC Role:	Operations Section – Care and Shelter Branch
Special Districts	Emergency Role:	• Provide information regarding condition of Board Governed and Self Governed Special Districts, including water, sanitation, road, park, dam and TV translator districts throughout the County • Conduct damage assessment of all infrastructure and assist in getting services on line
	EOC Role:	Operations Section
Superintendent of Schools	Emergency Role:	Provide information regarding condition of all schools in County; coordinate mutual aid between school districts; monitor school district evacuations; provide updated information to media
	EOC Role:	Operations Section – School Branch
	Support Role:	DOC, Safety Coordinator to coordinate with County Risk Management
Treasurer – Tax Collector	Emergency Role:	• Ensure liquidity of treasury pool to meet cash demands of County during length of emergency • Support recovery phase

	EOC Role:	Planning/Intelligence Section – Advance Planning/Resources Branch
Veterans Affairs	Emergency Role:	• Support Local Assistance Centers (LAC)
	EOC Role:	• Provide staff at shelters as needed

5.3 Chart: Imperial County Emergency Organization



5.3.1 COUNTY GOVERNMENT/OPERATIONAL AREA

The California Emergency Services Act designates each County as an Operational Area (OA) to coordinate emergency activities and resources of its political subdivisions. The governing bodies of political subdivisions within each County coordinate to establish the lead agency for the OA. The Operational Area lead agency serves as a coordinating link between the local government level and the region level of state government. OA responsibilities involve coordinating with the jurisdictions and organizations to deploy field-level emergency response personnel, activate emergency operations centers, and issue orders to protect the public.

5.3.2 STATE GOVERNMENT

During a state of war emergency, a state of emergency, or a local emergency, the Cal OES Secretary coordinates the emergency activities of all state agencies in connection with such emergency and has the authority to use any state government resource to fulfill mutual aid requests or to support emergency operations. Cal OES operates the California State Warning Center (CSWC) 24-hours a day to receive and disseminate emergency alerts and warnings. When needed the State Operations Center (SOC) and Regional Emergency Operations Centers (REOCs) are activated to coordinate emergency management information and resources. Cal OES also coordinates the delivery of federal grant programs under Presidential declarations of emergency and major disaster.

5.3.3 FEDERAL GOVERNMENT

The federal government supports emergency management throughout the nation and in California by providing tools, resources, and guidance to support California's emergency management system. When an emergency occurs that exceeds, or is anticipated to exceed resources located within the state, or when federal departments or agencies acting under their own authorities are partners in the unified command for an emergency, the federal government will implement the National Response Framework (NRF) to access federal department and agency capabilities, organize the federal response and ensure coordination with all response partners.

5.3.4 PRIVATE SECTOR

Private sector organizations play a key role before, during, and after an emergency. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent.

5.3.5 NON-GOVERNMENTAL ORGANIZATIONS

Non-governmental Organizations (NGOs) play extremely important roles before, during, and after an emergency. For the County, NGOs such as the American Red Cross (ARC) provide sheltering, emergency food supplies, counseling services, and other vital services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

5.3.6 INDIVIDUALS AND HOUSEHOLDS

Although not formally a part of the County's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes,
- Preparing emergency supply kits and household emergency plans,
- Monitoring emergency communications carefully,
- Volunteering with established organizations, and
- Enrolling in emergency response training courses

5.4 Standardized Emergency Management System (SEMS) Functions

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five SEMS functions identified below. These functions must be applied at each level of the SEMS organization.

5.4.1 COMMAND

Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. 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 (ICS), the Incident Commander (IC), 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 IC 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 (DOC) or EOC, when activated.

5.4.2 MANAGEMENT

Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management.

Within the EOC, the primary Management functions are to:

- Facilitate multiagency coordination and executive decision making in support of the incident response,
- Implement the policies established by the governing bodies, and
- Facilitate the activities of the Multiagency Coordination (MAC) Group.

5.4.3 OPERATIONS

Operations is responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP).

- At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP).
- In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.

5.4.4 LOGISTICS

Logistics is responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers 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.

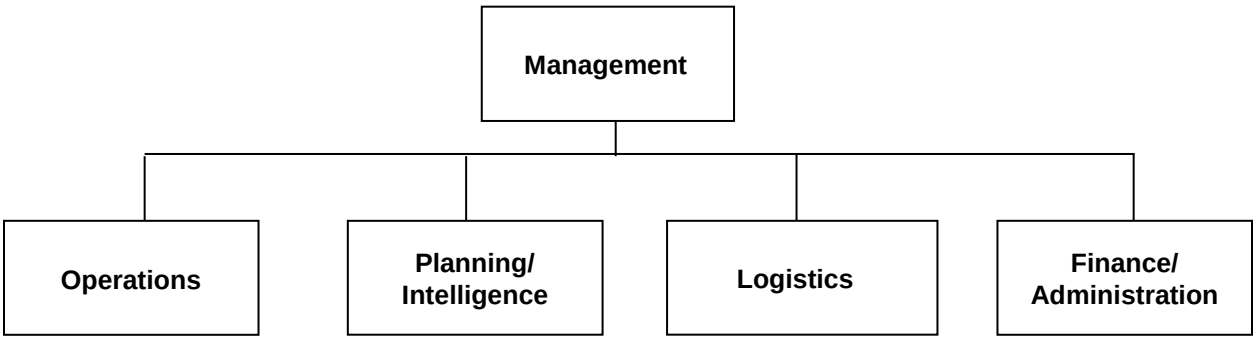
5.4.5 PLANNING/INTELLIGENCE

Planning and Intelligence is responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan (IAP) at the Field Level or the Action Plan (AP) at an EOC.
Planning/Intelligence also maintains information for the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

5.4.6 FINANCE/ADMINISTRATION

Finance and Administration is 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 EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

5.4.7 STANDARD ICS STRUCTURE (SEMS FUNCTIONS) Chart



5.5 Emergency Functions

The California State Emergency Plan establishes the California Emergency Functions (CA-EFs), which consists of seventeen primary activities deemed essential to addressing the emergency management needs of communities in all phases of emergency management. The California Emergency Functions were designed to bring together discipline-specific stakeholders

at all levels of government to collaborate and function within four phases of emergency management. The EFs consist of an alliance of agencies, departments and other stakeholders with similar functional responsibilities. This grouping allows each EF to collaboratively mitigate, prepare for, cohesively respond to and effectively recover from an emergency.

5.5.1 TABLE: CALIFORNIA EMERGENCY FUNCTIONS

CA-EF Title		Definition	County Department
1	Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents; including flood control.	County Public Works Department: Transportation
2	Communications	Provides resources, support and restoration of government emergency telecommunications, including voice data, and public safety radio.	County Information/Technical Services Department
3	Construction & Engineering	Organizes capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support.	County Public Works Department: Construction & Engineering/ Facilities Mgmt.
4	Fire & Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wild land fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	County Fire Department: Suppression
5	Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the EOP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	County Fire Department: Office of Emergency Services
6	Care & Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	County Social Services Department/ Office of Emergency Services
7	Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	County Procurement Services Dept.
8	Public Health & Medical	Coordinates Public Health and Medical activities and services in support of the jurisdictions' resource needs for preparedness, response, and recovery from emergencies and disasters.	County Public Health Department/EMS
9	Search and Rescue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons that may involve criminal acts and water rescues.	County Sheriff/ Coroner Department
10	Hazardous Materials	Coordinates resources and supports the responsible agencies to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	County Fire Department: HazMat

11	Food & Agriculture	Coordinates activities during emergencies impacting the agriculture and food production industries, specifically farms and ranches; supports the recovery of impacted industries and resources after incidents.	County Agriculture Weights and Measures
12	Utilities	Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	County Public Works Department/ County Special Districts
13	Law Enforcement	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	County Sheriff/ Coroner Department
14	Long-Term Recovery	Supports and enables economic recovery from the long-term consequences of extraordinary emergencies and disasters.	County Auditor- Controller
15	Public Information	Supports the dissemination of accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including people with access and functional needs.	CAO Public Information/ County Fire Public Information/ County Sheriff-Coroner PIO
16	Evacuation	Supports the safe evacuation of persons, domestic animals and livestock from hazardous areas.	County Sheriff/Coroner Department(Including Transit Agencies and Animal Control)
17	Volunteer & Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response	County Fire Department: Office of Emergency Services

5.5.2 MATRIX: CALIFORNIA EMERGENCY FUNCTIONS

	California Emergency Functions	County Executive Office	County Public Health Office: Public Information	County Agriculture Commissioner	County Auditor-Controller	County Fire Department: HazMat	County Fire Department: OES	County Fire Department: Public Information Officer	County Fire Department: Suppression	County Social Services Department/OES	County Information/Technical Services Department	County Public Health Department/ICEMA	County Public Works Department: Construction & Engineering/ Facilities Mgmt.	County Public Works Department	County Public Works Department: Transportation	County Procurement Services Dept.	County Sheriff/Coroner Department	County Sheriff/Coroner Department: Public Information Officer	County Special Districts
1	Transportation														P				
2	Communications										P								
3	Construction & Engineering												P						
4	Fire & Rescue								P										
5	Management	S					P												
6	Care & Shelter	S					S			P		S							
7	Resources	S				S	S		S		S	S		S	S	P	S		S
8	Public Health & Medical											P							
9	Search & Rescue								S									P	
10	Hazardous Materials					P			S										
11	Food & Agriculture			P															
12	Utilities													P					P
13	Law Enforcement																P		
14	Long Term Recovery	S			P		S						S						
15	Public Information		P				S	P				S		S			S	P	
16	Evacuation								S								P		
17	Volunteers & Donations Management						P												

SECTION 6: CONCEPT OF OPERATIONS

6.1 Overview

The emergency response of governmental agencies in Imperial County is an extension of day-to-day operations. Emergency operations rely on the normal authority and responsibility of government, plus police powers that may be invoked by executive authority under specified conditions. Governmental agencies at all levels must work together effectively, along with the private sector, business and the industry, community based organizations and volunteers in order to meet the challenges posed by a disaster.

The organizational scheme for emergency operations will incorporate requirements of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and will be applied via the OA EOC, and the Department/Special District Operations Centers (DOCs).

SEMS is the system required by Government Code Section 8607(a) for Managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, region and state. NIMS is required by Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. SEMS helps unify all elements of Imperial County's emergency management organization into a single integrated system. Its use is mandatory in order to be eligible for state funding of response related personnel costs resulting from a disaster.

Imperial County's emergency management organization is comprised of the County of Imperial's departments and Board-Governed Special Districts. The Imperial County Operational Area (OA) comprises 7 cities and 11 towns, over 22 Special Districts, 27 public school districts, utility organizations and volunteers.

Under SEMS, the OA means an intermediate level of the state's emergency services organization that encompasses the County and all political subdivisions located within the geographical boundaries of the County, including Special Districts.

The OA manages information, resources, and priorities among local governments within the OA. It serves as the coordination and communication link between the local government level and regional level of state government.

It is important to note, that while an OA always encompasses the entire county area, it does not necessarily mean that the county government manages and coordinates the OA response within the County. The governing bodies of the County and the political subdivisions within the County develop the organization, structure, and operating procedures for the OA.

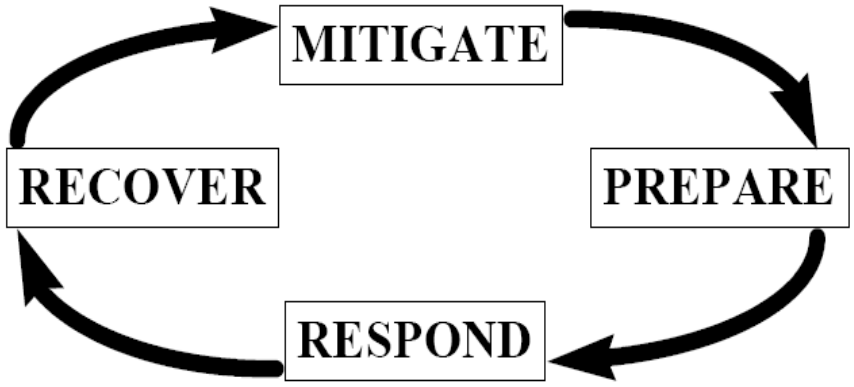
In Imperial County, even though the county acts as lead agency, OA management and coordination are shared via operation of a mutual aid zone system. OA representation via the Cities/Towns will channel requests to the OA. The County OES provides staff to coordinate and

staff the County OA EOC. This ensures that information, resources, and priorities represent consensus and shared responsibilities.

6.2 Emergency Management Phases

Emergency management can be categorized into a series of phases. Each phase is unique and will cause the initiation of a response level consistent with it.

6.2.1 DISASTER CYCLE CHART



6.2.2 PREPAREDNESS PHASE/PLANNING PHASE

Day-to-day

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analysis, writing mutual aid agreements, training response personnel, and improving public information and communications systems.

These preparedness activities are part of the implementation of the County Operational Area plan, as well as related plans and procedures, which are in effect at all times to provide authorization to accomplish these essential preparedness activities.

Increased Readiness

As a crisis begins to develop, government takes action to increase its readiness. Actions taken during the buildup of a crisis situation are designated to increase an organization's ability to respond effectively to a disaster. Increase readiness actions include briefing government officials, reviewing plans, preparing information for release to the public, updating resource lists, and testing warning and communications systems.

Events that may trigger increased readiness are:

- Issuance of a credible long-term earthquake prediction;
- A flood or severe winter storm advisory;
- Wind surge;
- An expansive hazardous materials accident;
- And outbreak of disease activity;

- A rapidly-deteriorating International situation that could lead to an attack upon the United States; or
- Information or circumstances indicating the potential for acts of violence, terrorism, or civil unrest.

6.2.3 RESPONSE PHASE

Pre-Impact

When emergency management authorities are able to recognize the approach of a potential disaster, actions are taken to save lives and protect property. The response phase is activated to coordinate emergency response activities. During this phase, warning systems may be activated, resources may be mobilized, EOC may be activated, and evacuation may begin.

Immediate Impact

During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response actions are accomplished within the affected area by government agencies (including mutual aid) and segments of the private sector. During this phase, Incident Command Posts (ICPs) and EOCs may be activated, and emergency instructions may be issued to the public.

Some examples of initial response activities include:

- Brief the CEO and key officials or employees on the situation;
- Disseminate warnings, emergency public information, and instructions to the cities/towns and citizens of Imperial County;
- Conduct evacuations and/or rescue operations;
- Care for displaced persons and treat the injured;
- Conduct initial damage assessments and surveys;
- Assess the need for mutual aid assistance;
- Restrict movement of traffic and people;
- Establish Unified Command(s);
- Coordinate with state and federal agencies working on the field; and
- Develop and implement incident Action Plans.

Sustained

As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Zone or countywide mutual aid may be provided to assist with these efforts. Response support facilities may also be established. The incident's resource requirements continually change to meet the needs of the incident.

Examples of sustained response activities include:

- Preparation of detailed damage assessments;
- Operation of the mass care and shelter facilities;
- Conduct coroner operations;
- Procure required resources to sustain operations;
- Document situation status;
- Protect, control, and allocate resources;

- Restore vital utility services;
- Document expenditures;
- Develop and implement Action Plans for extended operations;
- Disseminate emergency public information;
- Declare a local emergency;
- Request a gubernational and federal declaration, if required;
- Prioritized resource allocations; and
- Inter/multi agency coordination.

6.2.4 RECOVERY PHASE

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is comprised of steps the County will take during and after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short and long-term process.

Short term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g. power, communications, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g. food, clothing, and shelter). Recovery also includes cost recovery activities.

The recovery period is also an opportune time to institute mitigation measure, particularly those related to the recent emergency. This is also the phase of reassessing procedures and functions of all annexes of this disaster plan for deficiencies. Resources to restore or upgrade damaged areas may be available if it can be shown extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

6.2.5 MITIGATION PHASE

Mitigation planning includes a review of ways to avert future emergencies and reduce the impact of future disasters. Specific hazard mitigation plans are prepared subsequent to a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster. Mitigation efforts include, but are not limited to:

- Amend local ordinances and statues, such as zoning ordinances, building codes, and other enforcement codes;
- Initiate structural retrofitting measures;
- Assess tax levies or abatements;
- Emphasize public education and awareness;
- Undertake flood control project;
- Remove fuel in areas having a high potential for wildfires; and
- Assess and alter land use planning.

6.3 Emergency Proclamations

6.3.1 OVERVIEW

To those directly affected, every disaster is catastrophic and merits a "proclamation" of an emergency. There are, however, a variety of governmental disaster proclamations/declarations that may be issued independently of one another. Sometimes mayors, County executives, or governors issue formal declarations that may or may not involve special emergency powers (for the issuing government) or be eligible for special assistance funds. The California Emergency Services Act provides for three types of emergency proclamations in California:

- Local Emergency Proclamation
- Governor's Proclamation of State of Emergency
- 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). During a state of emergency or state of war emergency, the Governor has complete authority over all agencies of state government.

6.3.2 LOCAL EMERGENCY PROCLAMATION

The local governing body or a duly authorized local official may proclaim a local emergency, as described in the California Emergency Services Act and as provided in its local emergency ordinance. Proclamations are normally made when conditions of disaster or of extreme peril to the safety of persons and property exist within the jurisdictional limits of a County, city and County, or city. A local emergency may be proclaimed when conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage that requires extraordinary measures beyond authority vested in the California Public Utilities Commission (PUC).

Local proclamations may authorize additional emergency powers to local officials per local ordinance. A Local Emergency provides local governing bodies with expanded emergency police powers and authorities, which include:

- Authorization to promulgate and suspend local orders and regulations necessary to provide for the protection of life and property.
- Authority to acquire or commandeer supplies and equipment for public use.
- Power to conduct and perform emergency response activities under emergency conditions with broadened immunities from legal liability for performance or failure of performance.

As provided in the Imperial County Code, a local emergency may be proclaimed for good and sufficient causes by:

- The Board of Supervisors acting as a body if the Board is in session; or, if the Board is not in session,
- The Director of Emergency Services/Chief Executive Officer and;
- Whenever a local emergency is proclaimed when the Board of Supervisors is not in session, the Board shall take action to ratify the proclamation within seven (7) days.

The proclamation of a local emergency provides confirmation of the disaster condition and may trigger activation of the jurisdiction's recovery and reconstruction organization. This organization will most likely be separate from the emergency organization dedicated to response and rise into being as the response organization begins demobilization. Such an organization is authorized via the Disaster Recovery Reconstruction Act of 1986 and may have powers parallel to those of a community redevelopment agency, except that the reconstruction authority would be authorized to operate beyond the confines of designated redevelopment areas and would have financing sources other than tax increment sources.

6.3.3 STATE OF EMERGENCY

A disaster may be of such magnitude that it requires extraordinary action by the state in order to protect the lives, property, and environment of its citizens. The Emergency Services Act allows the Governor to proclaim a state of emergency when conditions of disaster have risen or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation, governor's warning of an earthquake or volcanic prediction, an earthquake, or other conditions resulting from a labor controversy or conditions causing a 'state of war emergency' which conditions, by reasons of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single County, city and County, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

When the situation warrants, the County's Board of Supervisors may petition the Governor to proclaim a State of Emergency including Imperial County.

This petition must include:

- A resolution requesting the Governor to proclaim a State of Emergency.
- Initial Damage Estimate (IDE) Report data depicting the conditions existing within the OA.
- A summary of County Operational Area resources committed to the mitigation of the effects of the current disaster including dollars, manpower, equipment, facilities, etc.
- In the event that the Board believes the situation is of such a serious nature that Federal assistance is required, the Governor should be petitioned to request a declaration of Federal Emergency from the President of the United States.

Whenever the Governor declares a State of Emergency the following will apply:

- Mutual aid shall be rendered as needed;
- The Governor shall have the right to exercise all police powers vested in the State by the Constitution and the laws of the State of California within the designated area;
- The Governor may suspend orders, rules, or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business;
- The Governor may commandeer or make use of any private property or personnel (other than media) in carrying out the responsibilities of his office; and
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

Provided that the State of Emergency proclaimed by the Governor does not cause a Presidential Declaration of a State of Emergency or State of War, a local OA has other options for short-term recovery and include such programs as:

- The California Disaster Assistance Act, and
- The Corps of Engineers Emergency Authorities, including those for flood fighting, authorized under the provisions of Public Law 84-99, Flood and Coastal Storm Emergencies (33 U.S.C. 701n) (69 Stat. 186) as amended.

The Disaster Assistance Act is the Act linked to SEMS, which authorizes reimbursement of personnel-related disaster expenses. It does not supplant federal assistance otherwise available in the absence of state financial relief.

Public Law 84-99 (Flood Fighting) gives authority to the U.S. Army Corps of Engineers to prevent and control floods, and when local interests have exhausted their resources, provide assistance as appropriate. It is not always necessary to proclaim a Local Emergency prior to requesting assistance in flood fighting from the Corps. Requests for Corps assistance are to be coordinated by the County's Public Works Group, and processed through County OES to the State's Regional Emergency Operations Center (REOC) at Los Alamitos.

6.3.4 STATE OF WAR EMERGENCY

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such 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.

6.3.5 COUNTY EMERGENCY PROCLAMATION SAMPLE

COUNTY OF IMPERIAL
STATE OF CALIFORNIA
PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY
(By Director of Emergency Services)

WHEREAS, California Government Code section 8630 and Imperial County Code section 2.104.060 et seq. empower the Chairman of the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when Imperial County is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session; and

WHEREAS, the Chairman of the Board of Supervisors of the County of Imperial does hereby find:

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, the Board of Supervisors of the County of Imperial is not in session and cannot immediately be called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency exist throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers and duties of the emergency organization of the County shall be those prescribed by State law, by charter, ordinances, and resolutions of this County, and by the current County of Imperial Emergency Plan, as approved by the Board of Supervisors.

IT IS FURTHER PROCLAIMED AND ORDERED that this local emergency be ratified by the County Board of Supervisors in accordance to section 8630 of the California Government Code.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors or it is terminated by operation of law.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the Governor of California.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Secretary of the California Governor's Office of Emergency Services (Cal OES).

Dated: _____

Time of Signing: _____

_____

RYAN E. KELLEY
Director of Emergency Services,
County of Imperial and
Chairman of the Board of Supervisors

6.4 EOC Responder

6.4.1 OVERVIEW

In order to ensure that Imperial County can sustain EOC operations for any type/length of activation, OES has implemented *EOC Responder* training, which includes ICS training, SEMS training, EOC Section specific training, and Web EOC orientation. Upon completion of the EOC Responder training, personnel are added to a confidential/limited access *EOC Responder Database* and *Department Roster* to be utilized for EOC responder call-outs. The database is comprised of contact information from County Department/Division personnel and personnel from other governmental, utilities and non-profit agencies that have been designated as EOC Responders for their respective department/division or agency.

6.4.2 NOTIFICATION/MOBILIZATION

In the event of an emergency or disaster requiring activation of the EOC or an impending activation, the *EOC Responder Roster* may be accessed for EOC Responder notifications. The database may be used by Logistics Section personnel (or EOC personnel as designed by the EOC Director) when the EOC Director requests an enhanced staffing level at the EOC. Upon activation of the EOC, each functional coordinator assesses the need for one or more EFs to support their emergency response and recovery activities. Each EF mobilizes according to its functional annex.

Emergency notification and mobilization is based upon regular position assignment, not individuals. These assignments may be changed as an incident develops, or as needs are assessed. Emergency assignments allow employees to know when to respond during disaster operations and minimize the amount of phone calls necessary. This system does not affect the handling of smaller, local emergencies. These will be handled by on-duty units, mutual aid, and/or limited call-out of off-duty officers.

Trained County personnel/EOC responders will be notified and fill the EOC section positions as needed.

6.4.3 OPERATIONAL PERIOD/INCIDENT ACTION PLANNING

FEMA defines an Operational Period as, "*the period of time scheduled for executing a given set of operational actions as specified in the IAP. The length of the operational period is typically 12 to 24 hours at the beginning of an incident requiring extensive response efforts, and are subsequently reviewed and adjusted throughout the life cycle of the incident as operations require."*

Typically during Operational Area EOC activations, the operational period may be a 12 hour shift for EOC responders however, the initial operational period may vary from less than 12 hours, or may exceed 12 hours depending on the severity of the incident and the availability of EOC responders.

Although many important tasks are accomplished during this initial period, efforts focus primarily on situational awareness and establishing initial incident priorities. Gaining an understanding of the situation includes gathering, recording, analyzing, and displaying information regarding the scale, scope, complexity, and potential incident impacts.

Comprehensive situational awareness is essential in order to develop and implement an effective Incident Action Plan (IAP – Field Level) or Event Action Plan (EAP – EOC Level), a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident

during an operational period. Incident objectives answer the question of what must be accomplished during the operational period. The IAP is a set of activities, repeated each operational period, that provides a consistent rhythm and structure to incident management.

6.4.4 SHIFT CHANGE

Before the initial operational period concludes and it has been determined that the incident requires multiple operational periods, shifts will be changed at the designated intervals until deactivation. Shift changes should allow for one-half-hour overlap to brief incoming personnel and would generally be scheduled one hour later than field personnel to stagger personnel during a shift change.

6.4.5 DEACTIVATION

Deactivation is called by the EOC Director.

6.5 Standardized Emergency Management System (SEMS) Organization/ Coordination Levels

There are five SEMS organization levels:

1. **Field Level:** 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.

2. **Local Government Level:** includes Cities/Towns, Counties and Special Districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

3. **Operational Area (OA) Level:** 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 OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

4. **Regional Level:** manages and coordinates information and resources among OAs within the mutual aid region and also between the OA 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 California Governor's Office of Emergency Services (CalOES) Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC).

5. **State Level:** prioritizes tasks and coordinates state resources in response to the requests 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 (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

6.5.1 MULTI-AGENCY OR INTER-AGENCY COORDINATION

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

- Establishing priorities for response;

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

6.5.2 COORDINATION WITH SPECIAL DISTRICTS

Special Districts are formed under various laws that provide the necessary authority to operate. Special Districts often have unique resources, capabilities, and vulnerabilities. Coordination and communications with the EOC should be established among Special Districts who are involved in emergency response. This may be accomplished in various ways depending on the local situation. Special Districts will work with the local government in their service areas to determine how best to establish coordination and communications in an emergency. If possible, the Special District will have a liaison representative at the County EOC and direct communications should be established between the Special District DOC and the County EOC.

6.5.3 COORDINATION WITH PRIVATE/NON-PROFIT AGENCIES AND VOLUNTEER GROUPS

Imperial County recognizes the valuable assistance and resources provided by non-governmental private sector partnerships and the importance of organizations that perform voluntary services in the community. As a result, the County continues to cultivate relationships with private/non-profit agencies and has established an extensive trained volunteer base to support emergency response operations within the County.

The County EOC will generally be the coordination point for private/non-profit agencies and volunteer groups for deployment to support emergency response activities. Private/non-profit agencies or volunteer groups that play a key role(s) in the response may have representative(s) in the EOC. Private/non-profit agencies and volunteer groups that have countywide response roles and cannot respond to numerous city EOCs may be represented at the OA level.

During an emergency, the County EOC may establish communication with private/non-profit agencies and volunteer groups through an agency representative, volunteer coordinator, or authorized personnel. Coordination, activation, and deployment of these members may be incident driven and will follow the appropriate organization response guidelines that have been established for the specific private/non-profit agency or volunteer group.

The following volunteer programs are managed and/or supported by OES and may be activated to provide support to the OA during EOC activations, Shelter activations, and/or other jurisdictional specific incidents:

Community Emergency Response Teams (CERT)
The Community Emergency Response Team (CERT) Program educates people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue and disaster medical operations. Using their training, CERT members can assist others in their neighborhood or workplace following an event and can take a more active role in preparing their community. CERT members may be activated as follows:

- In unincorporated communities that support a Community Emergency Response Team (CERT) Program, a CERT may be activated by contacting the assigned local CERT County Liaison.

- In Cities/Towns that support a CERT Program, the local Emergency Manager should be contacted for details regarding the activation of that jurisdiction's CERT.

Imperial Valley Disaster Recovery Team (IVDRT)/Voluntary Organizations Active in Disaster (VOAD)
Imperial Valley Disaster Recovery Team (IV DRT) is an organization, based within a community or geographic area, which is composed of representatives from public, private, non-profit and faith-based agencies, community groups, and businesses. Their mission is to strengthen area-wide disaster coordination and address the long term and unmet needs of Imperial County residents.

Radio Amateur Civil Emergency Services (RACES)
Radio Amateur Civil Emergency Service (RACES) volunteers hold an FCC issued HAM Radio license. These members volunteer their time to provide Auxiliary Emergency Communications for the County and affiliated Cities within the Imperial County Operational Area. The RACES mission is to provide support for any possible need relative to communications in an emergency.

The RACES unit of OES provides a variety of professional non paid skills, including emergency tactical, administrative and logistical communications for all government agencies between the County and City Governments and neighboring State Agencies. This includes operations on all authorized equipment and frequencies when needed.

Spontaneous Unaffiliated Volunteers (SUV)
A widely recognized need existing in Imperial County immediately following a disaster or incident is the successful management of Spontaneous Unaffiliated Volunteers (SUV) who respond to an incident with the intent on helping. It becomes essential to direct the outpouring of human resources to where it's most needed as quickly as possible to mitigate potential chaos and to give people an opportunity to be involved in the recovery of their own community.

The Imperial County VOAD serves as the Lead Coordinating Organization.

6.6 Incident Command System (ICS)

The Incident Command System (ICS) is a nationally recognized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS uses a common organizational structure to effectively accomplish management of the incident by objectives.

The **five functions** of the ICS organization are command, operations, planning, logistics, and finance:

Command
Responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. It includes the incident commander (IC) who is responsible for the overall management of the incident. The command function also includes the Information Officer, Liaison Officer, and Safety Officer.

Operations
Responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan (IAP). Operations develop

the operations portion of the IAP, requests resources to support tactical operations, maintain close communication with the Incident Commander, and ensure safer tactical operations. The operations function includes branches, divisions, groups, and air operations personnel.

Planning
Responsible for the collection, evaluation, documentation, and use of information about the development of the incident. The planning function includes the resource unit, situation unit, documentation unit, and demobilization unit.

Logistics
Responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. The logistics function includes the supply unit, facilities unit, ground support unit, communications unit, food unit, and medical unit.

Finance
Responsible for all financial and cost analysis aspects of the incident, and/or any administrative aspects not handled by the other functions. The finance function includes the time unit, procurement unit, compensation/claims unit, and the cost unit.

6.6.1 PRINCIPLES OF ICS

The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. Components of ICS are:

- Common terminology;
- Modular organization;
- Unified command structure;
- Consolidated action plans;
- Manageable span-of-control;
- Pre-designed incident facilities;
- Comprehensive resource management; and
- Integrated communications.

Common titles for organizational functions, resources, and facilities within ICS are utilized. The organizational structure is developed based upon the type and size of an incident. Staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander (IC). At all incidents there will be five functions. Initially, the IC may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

6.6.2 UNIFIED COMMAND

Unified command structure is a unified team effort that allows all agencies with responsibility for the incident to manage an incident by establishing a common set of incident objectives and strategies.

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, County, regional, State, and Federal agencies into the same organizational system, maximizing coordination of response activities and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among

several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization.

SECTION 7: EMERGENCY OPERATIONS CENTER (EOC)

7.1 Overview

The Imperial County Emergency Operations Center (EOC) is a centralized location for decision making regarding the Operational Area's emergency response. The EOC is where the emergency response actions can be managed and resource allocations and responses can be tracked and coordinated with the field, Cities/Towns, and the State. The County's Emergency Services Coordinator is responsible for the operational readiness of the EOC.

When an emergency or disaster occurs, or has the potential to occur, the County will activate the EOC. Under SEMS, and expanded by the Imperial County OA, any one City/Town that activates its EOC for an emergency will trigger an OA EOC activation. In turn, this activates the State OES Region and State Operations Center.

The EOC will organize according to the SEMS functions of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration and will activate those functions necessary for the emergency. The five (5) SEMS EOC functions are shown below:

1. Management Section Activities and Responsibilities:

a. Overall EOC Management
b. Facilitation of Multiagency Coordination System (MACS) and MAC Groups
c. Public Information Coordination and Joint Information Center (JIC) Management
d. Provision for Public Safety and Risk Communications and Policy

2. Operations Section Activities and Responsibilities:

a. Transportation
b. Construction and Engineering
c. Fire and Rescue
d. Care and Shelter
e. Resources
f. Public Health and Medical
g. Hazardous Materials
h. Utilities
i. Law Enforcement
j. Long-Term Recovery
k. Evacuation
l. Volunteer and Donations Management
m. Others as Needed

3. Planning/Intelligence Section Activities and Responsibilities:

a. Situation Status
b. Resource Status
c. Situation Analysis
d. Information Display

e. Documentation
f. Advance Planning
g. Technical Services
h. Action Planning
i. Demobilization

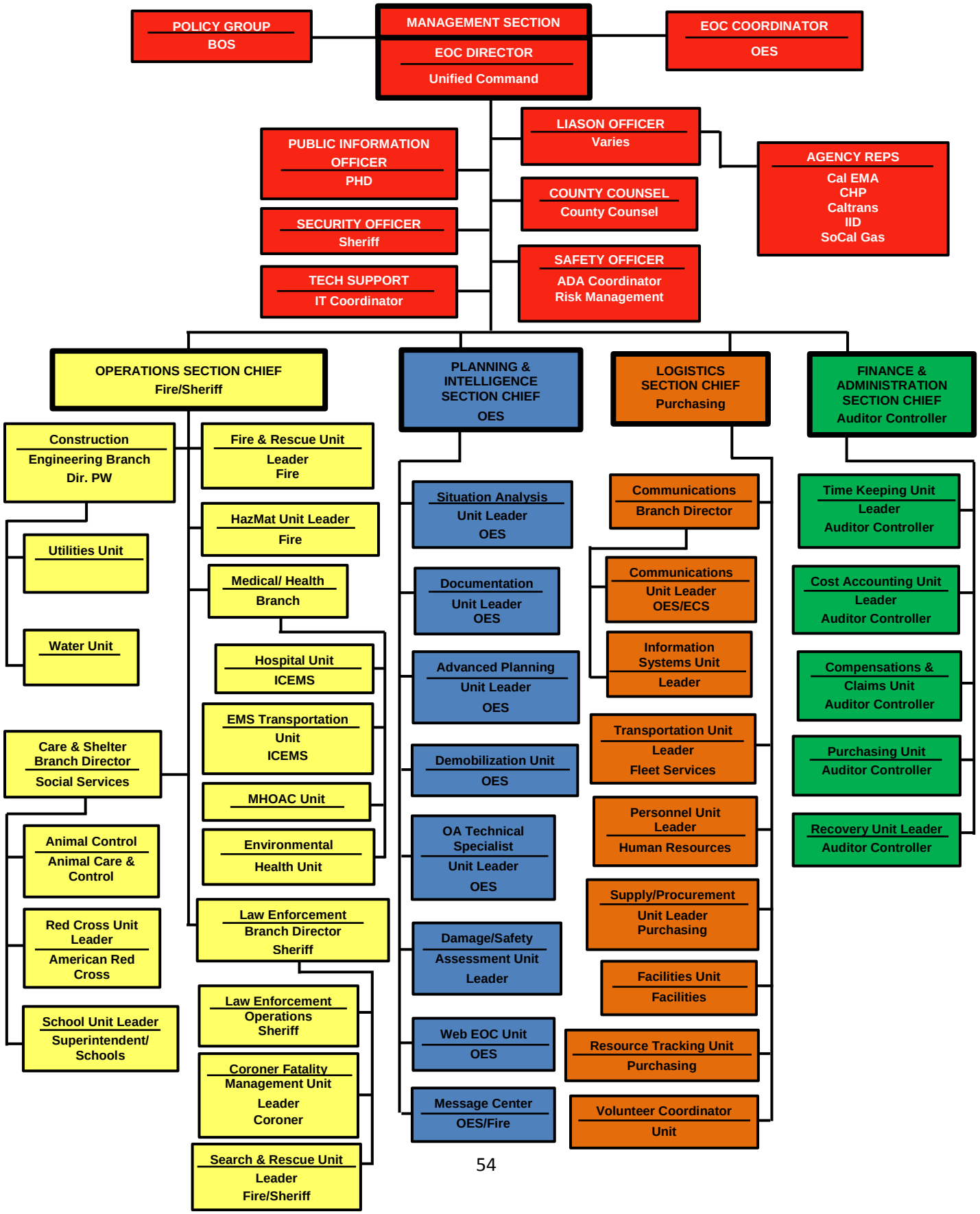
4. Logistics Section Activities and Responsibilities:

a. Field Incident Support
b. Communications Support
c. Transportation Support
d. Personnel
e. Supply and Procurement
f. Resource Tracking
g. Sanitation Services
h. Computer Support

5. Finance/Administration Activities and Responsibilities:

a. Fiscal Management
b. Time-Keeping
c. Purchasing
d. Compensation and Claims
e. Cost Recovery
f. Travel Request, Forms, and Claims

7.1.1 CHART: IMPERIAL COUNTY EOC ORGANIZATION



7.2 Special Districts, Private, and Non-Profit Agencies

Depending on the size and kind of incident, involvement from Special Districts, utilities, volunteer organizations and/or private organizations may be necessary in the County's EOC. During EOC activations, these agencies respond to County-focused emergencies and will coordinate and communicate directly with staff in the EOC. Ideally, the agency will provide a representative to the EOC and will serve in the Management Section to better facilitate coordination.

7.3 Primary and Alternate Emergency Operations Centers

As a place, the OA EOC differs greatly from one organization to another, but the functions are much less variable. The OA EOC is responsible not only for assembling and directing local government response but also for communicating with all other levels of government, with the private sector, and the public (both the public at large and the public at risk).

According to SEMS, the OA EOC is structured to fulfill an organization standard, which includes the functions of management, finance and administration, logistics, operations, and planning/intelligence. Although each of the SEMS functions is necessary, coordination, communications, and intelligence are critical.

Communications issues are important to the County's emergency response capability. These issues include channel capacity, the importance of multiple channels, and the planning for a viable emergency communications system. An alternate EOC will be activated in when the primary is not functional.

Primary OA EOC Location
OA EOC
1078 Dogwood Road, Suite 104
Heber, CA 92249
(760) 482-2400

Alternate EOCs Location
County Planning & Development Services
801 Main Street
El Centro, CA 92243

7.4 Activation Levels and Deactivation of Emergency Operations Center

7.4.1 EVENT/INCIDENT MONITORING

"Monitoring" refers to the staffing of an EOC facility to carry out duties related to a training exercise, a pre-planned event, or minor incident that would not require the Operational Area, State Region and State Emergency Operations Centers to activate in support.

The City/Town may bring responders into the EOC to assist in monitoring an event that has the potential to escalate to the point that activation is necessary.

Imperial County OES supports the Operational Area (OA) with a Duty Officer that is on call 24 hours per day (24/7) and is always interested in such "monitoring" events. Under any circumstances, County OES must be notified if and when the EOC is formally activated.

Examples: Parades, holiday activities, sports events, political events, concerts, minor fire/hazmat, and winter storm incidents, etc.

Listed below are the recommended three Levels of Activation. Establishing Levels of Activation facilitates the implementation of an appropriate emergency response. Levels of Activation ensure that assets are committed in phases according to the specific requirements of any threat or hazard. Increasing and decreasing EOC staffing is a principle of SEMS and its incorporation of ICS as modified in the EOC environment.

7.4.2 LEVEL I EOC ACTIVATION

Level I is often referred to as "Low-level Activation." The EOC is staffed with the daily operating staff members of OES, who carry out additional duties in support of activation. Department Operations Centers (DOCs) may also be activated.

Level I may prompt the minimum staffing of the EOC with an Emergency Manager, a Public Information Officer (PIO), a Duty Officer, an Emergency Communications Services (ECS) Officer and a few EOC responders to specifically fill designated EOC sections (Management, Operations, Planning/Intelligence, Logistics, and/or Finance/Administration). Per SEMS and ICS principles, if Section positions are not filled, the EOC Director/Manager is responsible for all sections. Section Coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level, etc. These additional duties often include communication, coordination, monitoring, receiving, and distributing information pertaining to the emergency or disaster. After hours, a **Level I** EOC Activation is usually staffed by the on-call County OES Duty Officer.

Example: To support the activation of a City/Town EOC within the Operational Area for an event such as flooding or for imminent threat condition such as fire, etc.

7.4.3 LEVEL II EOC ACTIVATION

Moving to **Level II** means that **Level I** staffing has been deemed insufficient to meet the needs of the incident and additional positions need to be filled in the EOC.

Level II is often referred to as "Medium-level Activation." The EOC is staffed with the daily operating staff members of County OES who carry out additional duties in support of activation. Additional trained EOC responders are also called in to staff specific functions within the Management, Operations, Planning/Intelligence, Logistics and Finance/Administration per SEMS/NIMS protocols. This may involve staffing the unfilled Section Chief positions and some Branch and Unit positions as needed. The decision to call in additional trained EOC responders is based upon the magnitude of the emergency or disaster as determined by the EOC Director.

Level II activation may necessitate a 24-hour A-shift/B-shift operation. After hours, **Level II** EOC Activation may be staffed by a reduced number of EOC Responders in the EOC or by an on-call County OES Duty Officer. Staffing is at the discretion of the EOC Director as guided by incident activities. County Department Operations Centers (DOCs) may also be activated.

Example: Earthquake with damage, flooding, or isolated to one or two Cities/Towns or in a remote area.

7.4.4 LEVEL III EOC ACTIVATION

Level III is often referred to as "Full or High-level Activation." This encompasses the staffing of **Levels I** and **II** along with additional trained EOC Responders to staff most, if not all, of the positions within the Management, Operations, Planning/Intelligence, Logistics and Finance/Administration SEMS Sections. All Sections have Section Chiefs, and most Branches and Units are also staffed.

During a **Level III** Activation, the EOC operates on a 24-hour basis, rotating personnel into the EOC on 12-hour shifts. County Department Operations Centers (DOCs) may also be activated.

7.4.5 CHART: ACTIVATION EVENT EXAMPLES

Listed below are examples and characteristics of potential disastrous events that could occur within the boundaries of Imperial County and how the OA EOC will respond.

Event Examples and Characteristics	Threat Assessment	County Response Level	Response
• Earthquake Predictions/Advisories • Severe Weather Conditions • Minor localized incidents • Short-term with 4-12 hour period of concern	**LOW**	**I**	• Initially activate with County OES staff • Increase or reduce staff as appropriate
• Moderate Earthquake Affecting OA • Major fire, wind or rain storm affecting county • Two (2) or more large scale incidents involving three (3) or more departments or Cities • Major scheduled event • Longer term incident, two or more shifts	**MEDIUM**	**II**	• Activate Level Two EOC staff: * EOC Section Coordinator/ Branch Leaders as appropriate * Liaison Reps as Appropriate • Activate Recovery Organization if warranted.
• Major county or regional emergency • Three (3) or more departments with heavy resource involvement • Mutual aid resources unavailable for 24-hours • Portions of county cutoff/isolated • Significant injury, damage, loss • Long duration; several days to weeks	**HIGH**	**III**	• Activate full EOC organization • Brief full EOC organization • Operate 12 hour shifts • Activate Recovery Organization • Request mutual aid via REOC • Demobilize Branches not required

7.4.6 WHO MAY ACTIVATE

The following County personnel are authorized to activate the County OA EOC provided that all criteria for EOC activation are met:

- Chairman of the Board of Supervisors
- County Executive Officer
- County Fire Chief/OES Coordinator
- County Assistant Fire Chief

7.4.7 HOW TO ACTIVATE

An authorized individual activating the EOC must contact:

- The OES Coordinator or designee
- Imperial County Fire Department Communication Center
- Identify yourself and provide callback confirmation telephone number if requested
- Briefly describe the emergency/disaster situation causing the request
- Request EOC Responder staffing at a Level I, II, or III.

The EOC Director will follow the activation set up procedures set forth in the ***Management Section of the EOC Standard Operating Procedure (EOC SOG).***

7.4.8 DEACTIVATION

Deactivation (demobilization) of the EOC will occur upon order of the EOC Director based on incident status. Deactivation may occur through a gradual decrease in staffing or all at once. EOC Responders must follow the deactivation procedures set forth in each Section of the ***EOC Standard Operating Guide (EOC SOG).***

When de-activation occurs, staff is responsible for:

- Ensuring that any open actions not yet completed will be taken care of after the de-activation
- Ensuring that all required forms or reports are completed and turned in prior to de-activation
- Being prepared to submit and/or participate in developing an After Action Report

7.5 Field/EOC Communications and Coordination

Responsibility for emergency response is based on statutory authority. The emergency response is coordinated under SEMS/ICS, which provides a flexible, adaptable and expandable response organization to address all-hazards of varying magnitude and complexity.

An EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed that which is available from within the jurisdiction. Field Incident Commanders and EOCs will establish communications when the EOC is activated. Local government EOCs will establish communications with the Operational Area EOC (OAEOC). The OAEOC will communicate with the Regional Emergency Operations Center (REOC) and the REOC will communicate with the State Operations Center (SOC).

7.6 Field/EOC Direction and Control Interface

7.6.1 COMMAND AND CONTROL

During response to minor or moderate events, jurisdictions may manage the emergency with existing resources and may or may not activate their local EOC. Personnel that are part of a field level emergency response will utilize the Incident Command System (ICS) to manage and direct on-scene operations.

During multiple-incident situations within the County, an Area Command may be established to provide for the ICs at separate locations. Generally, an Area Commander will be assigned and receive policy direction from the EOC.

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

7.6.2 COORDINATION WITH THE OPERATIONAL AREA CITIES AND TOWNS

Coordination and communications should be established between activated local government EOCs and the Operational Area (OA). For most of the Cities/Towns, this channel is through the Emergency Services Coordinator or designee by phone, radio, or computer. The Emergency Services Coordinator will notify and communicate with Imperial County Fire Office of Emergency Services who serves as the County Operational Area EOC. The OA responsibilities involve coordinating with the city and other organizations to deploy field-level emergency response personnel, activate emergency operations centers, and issue orders to protect the public.

The Multi-Agency Coordination System (MACS) is the decision-making system used by member jurisdictions of the Imperial County Operational Area. Agencies and disciplines involved at any level of the SEMS organization work together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

7.6.3 MULTI-AGENCY OR INTER-AGENCY COORDINATION (MACS)

Multi-Agency Coordination (MAC) is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. MAC occurs across the jurisdictional lines, or across levels of government. The primary function of MAC is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources. MACS consist of a combination of elements: personnel, procedures, protocols, business practices and communications integrated into a common system.

In the EOC, representatives who are authorized to represent or commit agency resources and funds are brought together to form Multi-Agency Coordination Groups (MACS Groups) that can:

- Commit agency resources and funds,
- Provide coordinated decision making,
- Allocate resources among cooperating agencies,
- Establish priorities among incidents,
- Harmonize agency policies, and

- Provide strategic guidance to support incident management activities.

MACS Groups may include:

- Representatives from the County's departments and agencies;
- Representatives from outside agencies including Special Districts, volunteer agencies, and private organizations;
- Coordination with agencies not represented in the EOC may be accomplished through other methods of communications; and
- Involvement by all departments and agencies in the EOC action planning process is essential for effective emergency management within the County.

7.7 Field Coordination with Department Operations Centers (DOCs) and Emergency Operations Centers (EOCs)

Communication and coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the County's EOC may be activated to coordinate the overall response. Incident Commanders (ICs) in the field may communicate with the Department Operations Centers (DOCs) which in turn will communicate and coordinate with the EOC. Depending on the incident, the ICs may communicate directly with the EOC, usually to their counterpart in the Operations section. When the EOC is directly overseeing the incident command teams, the EOC is operating in a centralized coordination and direction mode.

SECTION 8: MUTUAL AID

8.1 Overview

California's emergency assistance is based on a statewide mutual aid system designed to ensure that adequate support and/or additional resources are provided to a jurisdiction 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. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

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 monies 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.

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, 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.

8.1.1 MUTUAL AID REGIONS

To facilitate the coordination and flow of mutual aid, the State is divided into **six** Mutual Aid Regions. Imperial County is located in region VI.

8.1.2 MUTUAL AID AGREEMENTS

The ***California Disaster and Civil Defense MMAA*** creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the State. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of local jurisdictions to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist for law enforcement, fire, public works, medical services and emergency managers.

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

- Law Enforcement Mutual Aid Plan
- Search and Rescue Mutual Aid Plan
- Coroner Mutual Aid Plan
- Urban Search and Rescue Mutual Aid Plan
- Emergency Managers Mutual Aid Plan
- Public Works Mutual Aid Plan
- California Medical Mutual Aid Plan

8.1.3 MUTUAL AID COORDINATION

Formal mutual aid requests will follow an established process for ordering, tracking, mobilizing and demobilizing. Depending on the scale of the emergency, limited resources may need to be rationed or controlled and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (e.g., fire, law enforcement, emergency manager, 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 Region 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 Region 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 Secretary of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need.

8.1.4 INTERSTATE MUTUAL AID

Mutual aid may also be obtained from other states. California is a member of the interstate Emergency Management Assistance Compact (EMAC), a congressionally ratified organization that provides form, structure and procedures for rendering emergency assistance between states. After a state of emergency declaration, California can request and receive reimbursable assistance through EMAC for other member states quickly and efficiently without issues of liability. The Secretary of Cal OES and the states' EMAC Coordinator are responsible for facilitating requests for assistance pursuant to EMAC.

8.1.5 VOLUNTEER AND PRIVATE MUTUAL AID

A significant component of our mutual aid system is through volunteer and private agencies. These include agencies such as the American Red Cross (ARC) and Salvation Army who mobilize to provide assistance with mass care and sheltering. During these large-scale incidents, these agencies will typically provide a representative to the County EOC.

Many private agencies, churches, non-profits and other organizations offer to provide their assistance during emergencies. If needed, the County may request the agency to provide a liaison to the EOC to help facilitate and coordinate mutual aid.

8.1.6 MUTUAL AID RESOURCE MANAGEMENT

It is the policy of the state that contracts and agreements for emergency response and disaster repair and restoration should be entered into by the lowest level of government. When local resources are exhausted and additional resources are required, resource requests (mission tasking) will follow an established process for ordering, tracking, mobilizing and demobilizing. Depending on the scale of the emergency, limited resources may need to be rationed or controlled.

8.1.7 RESOURCE ORDERING

All resource requests, at each level, must include the following:

- Clearly describe the current situation;
- Describe the requested resources;
- Specify the type or nature of the service the resource(s) will provide;

- Provide delivery location with a common map reference;
- Provide local contact at delivery location with primary and secondary means of contact;
- Provide the name of the requesting agency and/or OA Coordinator contact person;
- Indicate time frame needed and an estimate of duration; and
- Resource request involving personnel and/or equipment with operators will need to indicate if logistical support is required (e.g., food, shelter, fuel and reasonable maintenance).

8.1.8 RESOURCE DIRECTORIES

Each state agency and local government entity should identify sources for materials and supplies internally and externally. The County currently utilizes the following systems for mobilizing/demobilizing, tracking, re-assigning, and accounting for county assets:

- Sheriff CAD (Computer Aided Dispatch) – Fire/Law Enforcement/Animal Control Resources

The County is in the process of implementing the Web EOC Resource Manager Database program for the following additional county assets:

- Office of Emergency Services (OES) Resources
- Public Health Resources
- ICEMS (Southern Counties Emergency Medical Agency) Resources

8.1.9 DAILY UPDATES

The requesting agencies are responsible to report to Cal OES the number and status of resources deployed on a mission on a daily basis.

8.1.10 FEDERAL ASSISTANCE

When resources are not available within the state or through existing agreements with other states, California may request assistance from the federal government. Requests for federal assistance during an emergency will be coordinated through the State Operations Center (SOC).

SECTION 9: INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

9.1 Overview

Emergency Operations Centers (EOCs) are responsible for gathering timely, accurate, accessible and consistent intelligence during an emergency. Situation reports should create a common operating picture and be used to adjust the operational goals, priorities and strategies.

To ensure effective intelligence flow, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate and coordinate intelligence among the affected agencies. The flow of situation reports among the levels of government should occur as:

FIELD LEVEL
Field situation reports should be disseminated to local EOC.

LOCAL EMERGENCY OPERATIONS CENTER (EOC)
Local EOC will summarize reports received from the field, Department Operation Centers (DOCs) and other reporting disciplines, and send to the Operational Area (OA) EOC.

OPERATIONAL AREA EMERGENCY OPERATIONS CENTER (OA EOC)
The OA EOC will summarize reports received from responsible local EOCs, County field units, County DOCs and other reporting disciplines, and forward to the Cal OES Regional Emergency Operations Center (REOC).

REGIONAL EMERGENCY OPERATIONS CENTER (REOC)
The REOC will summarize situation reports received from the OA EOC, state field units, state DOCs and other reporting disciplines, and forward to the State Operations Center (SOC).

STATE OPERATIONS CENTER (SOC)
The SOC will summarize situation reports received from the REOC, state DOCs, state agencies and other reporting disciplines, and distribute to state officials and others on the distribution list.

JOINT FIELD OFFICE (JFO)
When the state-federal JFO is activated, the REOC and SOC situation reports will be assimilated into the JFO situation report. The REOC organization may be collocated with the federal organization at the JFO.

9.2 Technology

The use of technology via the world-wide internet has redefined the parameters of emergency management and has enhanced simultaneous record keeping for the County. The utilization of internet web-hosted computer applications, in use in the County, includes the State Web-based Emergency Operations Center (CalEOC) used by the County EOC.

9.2.1 CALIFORNIA EMERGENCY OPERATIONS CENTER (CalEOC)

California established communications support procedures and systems to provide information links for elements of the California Emergency Organization specifically between the OA, the

OES REOC, the State Operations Center (SOC), and other state agencies. A key element of the current system is the Web-based Emergency Operations Center (CalEOC). CalEOC provides real time access to Federal, State and Local emergency response agencies throughout California for reporting and data collection. It is SEMS and NIMS compliant.

Imperial County utilizes CalEOC; a crisis information management system for sharing elements of the crisis. This allows the County to have a common operating picture, situational awareness and information coordination throughout the Operational Area (OA) during an emergency. OA EOC responders are able to share real time information with other agencies within the County and Cities/Towns which allows for a coordinated deployment of resources available to emergency managers.

In addition to CalEOC, the OA has other emergency management information systems operational in the EOC. They include the Operational Area Satellite Information System (OASIS) and Emergency Alert System (EAS). These systems link the County/Operational Area EOC with each of the Cities and Towns comprising the OA, County DOCs, State of California Governor's Office of Emergency Services, and local radio stations.

SECTION 10: PUBLIC INFORMATION

10.1 Overview

The purpose of Emergency Function (EF) 15 – Public Information, is to provide accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector, and the local populace including those with access and functional needs. This may be achieved by using accessible means and accessible formats on the incident's cause, size and current situation to the public, responders and additional stakeholders (both directly affected and indirectly affected).

Public information must be coordinated and integrated as part of the Multiagency Coordination System (MACS) across jurisdictions, agencies and organizations among federal, state, tribal and local governments and with the private sector and Non-Government Organizations (NGOs). Public information includes processes, procedures and organizational structures required to gather, verify, coordinate and disseminate information.

The County has a Public Information Officer (PIO) who acts as spokesperson for the County as directed. The PIO directs, plans, organizes and coordinates a public relations and information dissemination program for the County.

10.2 Government Responsibility

The media provides the public with hazard warnings, safety instructions, official announcements, notice of emergency regulations, evacuation procedures, directions on getting to medical and mass care facilities, status reports on the condition of lifelines, and damage assessment information. Radio and television stations are required to maintain and test emergency communications equipment.

The Federal Communications Commission (FCC) governs the Emergency Alert System (EAS), and local emergency managers are responsible for getting emergency information to EAS as well as ensuring that the information is translated for non-English speakers and made available to those with visual and hearing disabilities.

Accurate and timely information is critical to saving lives and protecting property in a disaster. Coordination between the media and the EOC and other official communications systems contributes importantly to rumor control and assessments of report validity, and strengthens coordination generally among Local, County, State, and Federal information officials. Coordination with the media can also improve the quality of status reports about response efforts.

Although this Plan addresses public information and media relations in the context of emergency response, the basis for the success of that effort occurs long before the disaster. Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning.

10.3 Function

The coordination of public information in a disaster will require a high level of coordination between Cities and Towns, Special Districts, private organizations, and the County. For purposes of this Plan, the EOC will provide overall coordination of County and OA public information during a disaster. This coordination will be initiated when there is a Level II activation of the OA EOC. The EOC PIO will perform the public information function under the management component of SEMS.

It will be the responsibility of this public information function to coordinate the collection of information from field, local, and zone locations and formulate an accurate and comprehensive picture of the disaster situation for release to the public. Dissemination of information may occur in the form of press releases, public service announcements, situation summaries, EAS, media interviews and press conferences.

In addition to the functions generally described for the public information function, the political, economic and social impacts of the statements released must be considered. A high level of coordination will need to occur with elected officials to ensure that the message(s) provided to the public reflects public policy as it relates to the particular disaster event.

Depending on the type of event, the EOC PIO may perform his or her function from a field location collocated with the Joint Information Center (JIC), or other field support location designated by an Incident Commander. The EOC PIO's primary role is established and maintains positive working relationships with the media in attendance to ensure that the public receives accurate, comprehensive and timely reports of the event.

10.4 Joint Information Center (JIC)

The Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System (JIS). It is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications and public affairs functions. JICs may be established at the OA EOC, at incident sites, or can be components of Federal, State, tribal, territorial, regional, or local MACS (e.g., MAC Groups or EOCs).

Typically, an incident−specific JIC is established at a single, on-scene location in coordination with Federal, State, and local agencies (depending on the requirements of the incident) or at the national level, if the situation warrants. Informational releases are cleared through IC/UC, the EOC/MAC Group, and/or Federal officials in the case of federally coordinated incidents to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations. This formal process for informational releases ensures the protection of incident-sensitive information.

Agencies may issue their own releases related to their policies, procedures, programs, and capabilities; however, these should be coordinated with the incident-specific JIC(s). A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required. For example, multiple JICs may be needed for a complex incident spanning a wide geographic area or multiple jurisdictions. In instances when multiple JICs are activated, information must be coordinated among all appropriate JICs; each JIC must have procedures and protocols to communicate and coordinate effectively with one another. Whenever there are multiple JICs, the final release authority must be the senior command,

whether using Unified or Area Command structures. A county JIC may be used when an incident requires County coordination and is expected to be of long duration (e.g., weeks or months) or when the incident affects a large area of the County.

10.5 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups with and without access and functional needs should do to increase their chances of survival and recovery. Pre-disaster awareness and education programs are viewed as equal in importance to all other preparation for emergencies. The County places a high priority in public disaster education by providing citizens emergency training such as Federal Emergency Management Agency (FEMA) Community Emergency Response Team (CERT) training.

10.5.1 EMERGENCY PUBLIC INFORMATION

During an emergency, the County is responsible for the dissemination of information about the emergency to the public to keep them informed about what has happened, the actions of the emergency response agencies and to summarize the expected outcomes of the emergency actions. The Public Information Officer's (PIO's) primary role is to disseminate emergency instructions and critical information to the media and the public and to provide approved messages that are accessible to all sectors within the access and functional needs population, including those who are deaf, blind, or require messages in a different language.

The County has various systems in place for disseminating warnings and emergency information to the public. The following primary systems may be utilized by the County in an emergency.

10.5.2 EMERGENCY ALERT SYSTEM (EAS)

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

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

10.5.3 TELEPHONE EMERGENCY NOTIFICATION SYSTEM (TENS)

The County acquired the TENS to provide rapid emergency notifications to residents of the County. TENS, also referred to as a Reverse 9-1-1 Public Warning System, is a public warning system that may be used to warn or advise County residents of the potential for fire, flood, or other emergency circumstances in the County.

An emergency may require varied responses, depending on the type of incident, whether it is an act of nature, human caused, or a technical event. The primary purpose of TENS is to improve notification of persons within a geographic area in the event of a **life-threatening** incident or

threat. This may include evacuation notices, shelter in place orders, and/or special instructions for an imminent threat.

The TENS system uses a database of phone numbers and addresses which are geocoded with the County's street network to identify phone numbers in a specific area. The notification system can complete both small and large-scale notifications. The system is a notification option for public safety officials to make emergency notifications in a timely manner.

SECTION 11: ACCESS AND FUNCTIONAL NEEDS

Populations with access and functional needs include those members of the community who may have additional needs before, during and after an incident in functional areas including, but not limited to maintaining health, independence, safety and support, communication, and transportation.

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

- Have disabilities;
- Live in institutionalized settings;
- Are elderly;
- Are children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking; or
- Are transportation disadvantaged.

Lessons learned from recent national emergencies concerning people with disabilities and older adults have shown that the 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 access and functional needs. Each of the following areas has been addressed in detail under their respective plan:

1. **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. See: Section 10.5.2 and 10.5.3 of this plan for additional information.

2. **Evacuation and Transportation** – Evacuation/Transportation plans should incorporate public transit, para-transit, school bus and private sector transportation resources and strategies for identifying and movement of people with disabilities and others with access and functional needs.

3. **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. See: Imperial County Mass Care and Shelter (MCS) Plan for additional information.

4. **Americans with Disabilities Act** - When shelter facilities are activated, Imperial County will make every reasonable effort to address and resolve Americans with Disabilities Act (ADA) issues when they arise. See: Imperial County Mass Care and Shelter (MCS) Plan for additional information.

Imperial County is committed to the inclusion of access and functional needs in the County's planning efforts and will do everything reasonably possible to communicate and coordinate with people with access and functional needs.

SECTION 12: CONTINUITY OF GOVERNMENT

12.1 Overview

A major disaster could include death or injury of key officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. Applicable portions of the California Government Code and the Constitution of the State of California provide authority for the continuity and preservation of local government.

Continuity of leadership and government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery operations. To this end, it is particularly essential that the County of Imperial and all the Cities and Towns within the County continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local governments to reconstitute themselves in the event incumbents are unable to serve.

Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster situation.

To ensure continuity of government seven elements must be addressed by government at all levels:

- Succession of Officers
- Seat of Government
- Emergency Powers and Authority
- Emergency Plans
- Primary and Alternate Emergency Operations Center(s)
- Preservation of Vital Records
- Protection of Critical Infrastructure

12.1.1 SUCCESSION AND POWERS OF THE DIRECTOR OF EMERGENCY SERVICES

Section 2.104.050 of the Imperial County Code, identifies the following lines of succession for the Director of Emergency Services:

1. Vice-Chair of the Board of Supervisors
2. Assistant Director of Emergency Services/Fire Chief
3. County Executive Officer
4. Assistant Fire Chief

Section 2.104.060 of the Imperial County Code, empowers the Director of Emergency Services to:

1. Request the Board of Supervisors to proclaim the existence of a “Local Emergency” if the Board of Supervisors is in session;
2. Request the Chair of the Board of Supervisors to issue such proclamation if the Board of Supervisors is not in session. Or, in the absence of the Chair of the Board of Supervisors, request the Vice-Chair of the Board of Supervisors to issue such a proclamation if the Board of Supervisors is not in session. Or, in the absence of the Chair and Vice-Chair of the Board of Supervisors to issue such proclamation if the Board of Supervisors is not in session;
3. Recommend that the Board of Supervisors request the Governor to proclaim a “State of Emergency” when, in his or her opinion, the locally available resources are inadequate to cope with the emergency;
4. Control and direct the effort of the emergency organization of this County for the accomplishment of the purposes in this Chapter;
5. Direct cooperation between and coordination of services and staff of the emergency organization of this County and resolve questions of authority and responsibility that may arise between them; and
6. Represent this County in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

12.1.2 SUCCESSION OF OFFICERS WHO HEAD DEPARTMENTS

Section 8637, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code permits the political subdivision to provide for the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety. The Lines of Succession listing for the primary County emergency response functions are listed in Chart: 12.1.7.

12.1.3 STANDBY OFFICERS

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code permits the governing body to appoint up to three standby officers for each member of the governing body and up to three standby officers for the political subdivision's chief executive. The standby officers shall have the same authority and powers as the regular officers.

12.1.4 RECONSTITUTING THE GOVERNING BODY WITH TEMPORARY OFFICERS

Section 8644, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the governing body. It authorizes that, should all members of the governing body, including all standby members, be unavailable, temporary officers shall be appointed by the chairman of the board of any other County within 150 miles of the political subdivision or, if unavailable, by the mayor of any city within 150 miles of the political subdivision.

12.1.5 MEETING OF GOVERNING BODY DURING AN EMERGENCY

Section 8642, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code directs local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision.

12.1.6 DUTIES OF GOVERNING BODY DURING AN EMERGENCY

Section 8643, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code provides that the duties of the governing body during emergencies shall include ascertaining the damage to the political subdivision and its personnel and property, reconstituting itself and the political subdivision, and performing functions in preserving law and order and furnishing local services.

12.1.7 CHART: IMPERIAL COUNTY LINES OF SUCCESSION

The Lines of Succession listing for the primary Imperial County emergency response (County Departments) function as follows:

Function/Department	Title/Position
Agricultural/Seal of Weights	1. Agricultural Commissioner 2. Assistant Agricultural Commissioner 3. Deputy Agricultural Commissioner
Air Pollution Control	1. Air Pollution Control Officer 2. Assistant Air Pollution Control Officer 3. Division Manager
Assessor	1. Assessor 2. Assistant Assessor 3. Auditor Appraisal Supervisor
Auditor/ Controller	1. Auditor/Controller 2. Assistant Auditor/Controller 3. Systems and Audit Manager
Behavioral Health	1. Director 2. Assistant Director 3. Deputy Director of Youth and Young Adults
Child Support Services	1. Director 2. Assistant Director 3. Program Manager & Administrative Services Manager
Clerk of the Board	1. Clerk of the Board 2. Assistant Clerk of the Board 3. County Executive Officer
Cooperative Extension	1. County Director 2. Safety Coordinator 3. Office Supervisor
County Clerk/Recorder	1. Clerk/Recorder 2. Assistant Clerk/Recorder

County Counsel	1. County Counsel 2. Assistant County Counsel 3. Senior Deputy County Counsel
County Free Library	1. County Librarian 2. Assistant County Librarian 3. Library Technician
District Attorney	1. District Attorney 2. Assistant District Attorney 3. Chief Investigator 4. Assistant Chief Investigator
Executive Office	1. County Executive Officer 2. Assistant County Executive Officer 3. Deputy CEO
Airport	1. County Executive Officer 2. Assistant County Executive Officer 3. Manager
Community & Economic Development	1. County Executive Officer 2. Assistant County Executive Officer 3. Manager
EEO/ADA	1. County Executive Officer 2. Assistant County Executive Officer 3. Administrative Analyst
Fleet Services	1. Fleet Supervisor 2. Lead Mechanic 3. Mechanics
Info/Technical Services	1. ITS Manager 2. ITS Network Administrator 3. ITS Communications Specialist
Procurement Services	1. Purchasing Supervisor 2. Systems Coordinator 3. Office Technician
Fire Protection/OES	1. County Fire Chief 2. Assistant County Fire Chief 3. Deputy Chief
Human Resources & Risk Management	1. Director 2. Assistant Director 3. Risk Management Analyst

Planning & Development Services **Parks & Recreation**	1. Director 2. Assistant Director 3. Planning Division Manager 4. Building Division Manager
Probation & Corrections	1. Chief 2. Assistant Chief 3. Division Manager
Public Administrator/AAA	1. Public Administrator 2. Assistant Public Administrator 3. Area Agency on Aging Manager
Public Defender	1. Department Head 2. Assistant Public Defender 3. Senior Deputy Public Defender
Public Health/EHS **Animal Control/EMS**	1. Director 2. Deputy Director 3. EMS Manager
Public Works	1. Director 2. Deputy Director of Public Works/Engineering 3. Deputy Director of Public Works/Admin 4. Deputy Director of Field Operations
Registrar of Voters	1. Registrar of Voters 2. Office Tech 3. Office Assistant III
Retirement	1. Retirement Administrator 2. Assistant Administrator 3. Account/Auditor
Sheriff/Coroner	1. Sheriff 2. Undersheriff 3. Chief/Operations Division 4. Coroner's Sergeant
Social Services	1. Director 2. Deputy Director of Administration 3. Deputy Director of Welfare to Work Division
Treasurer/Tax Collector	1. Treasurer-Tax Collector 2. Assistant Treasurer-Tax Collector 3. Division Manager
Workforce Development	1. Director 2. Deputy Director 3. Supervisor

12.2 Alternate Government Facilities

12.2.1 IMPERIAL COUNTY SEAT OF GOVERNMENT

Section 23600 of the California Government Code provides that the Board of Supervisors shall designate alternate County seats which may be located outside County boundaries (real property cannot be purchased for this purpose). A resolution designating the alternate County seats must be filed with the Secretary of State, and additional seats may be designated subsequent to the original site designations if circumstances warrant.

For appointed officials of Board-governed Special Districts, the Board of Supervisors may designate alternates to serve as acting officers in their principal positions when necessary.

In general, the seat of County government is the place where the Board of Supervisors sits and meets:

Imperial County Administration Center
Board Chambers
950 Main Street, Second Floor
El Centro, CA 92243

12.2.2 ALTERNATE SEAT OF GOVERNMENT

The Chairman or Vice Chairman or other member of the Board of Supervisors may designate alternate or temporary seats of government in the event the above referenced location is deemed unsafe. The alternate location would depend upon the extent of damages resulting from a County-wide event. However, alternate locations may be as follows:

Imperial County Courthouse
208 Main Street
Brawley, CA 92227

Imperial County Courthouse
415 East Fourth Street
Calexico, CA 92231

Imperial County Center Four
2995 S. 4th Street, Suite 105
El Centro, CA 92243

12.3 Vital Record Retention

The preservation of vital records is of high importance to Imperial County. The County has an established Records Management Program, which is tasked to manage County records efficiently and economically by reducing the amount of unnecessary records being stored, creating a Countywide Records Retention Program, setting up standards and procedures for storing records, administering salvage paper programs, and maintaining historical records of the County.

The preservation of vital records is critical to the County's recovery from a catastrophic event. In addition to the information retrieval requirements of response, each response function has a record-keeping component. Although the principal focus of vital records preservation is to

support recovery through reimbursement of disaster-related costs, vital records also have a broader and arguably more important function. Vital records become vital because they help to describe a reasonably complete compilation of damage, death, physical and mental trauma, and allocation of public and private resources making it possible to learn from the disaster experience.

Vital records for the County are maintained by various Departments, including the following:

- The Clerk of the Board maintains records of the Board of Supervisors' actions, which include contracts for services, emergency proclamations and approval of emergency expenditures, programs and requests for grant funds.
- The County Clerk-Recorder maintains records regarding birth, death, and marriage certificates.
- The County Treasurer/Tax Collector maintains records regarding property taxes.
- The County Assessor maintains records regarding the value of real property.
- The County Auditor/Controller maintains records regarding budgets, accounting and audits.
- The County Information Technical Services maintain the County’s archives and records management system.

SECTION 13: RECOVERY

13.1 Overview

Recovery programs provide relief to individuals and communities stricken by an emergency and restore public services to a state of normalcy. Recovery efforts include damage assessments and the actions necessary to return health and safety systems (e.g., water, electricity, and food) and services (e.g., acute health care and law enforcement) to a community's minimum operating standards. Successful recovery activities result in the restoration of government operations, business, reconstruction of public buildings and infrastructure, and the rebuilding of impacted communities.

Recovery continues after the immediate public safety and life support infrastructure has been restored, and encompasses activities that result in the rebuilding of the affected communities based on their strategic priorities. It includes 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 emergencies. Thus, many recovery activities are long-term and may continue for many years.

The County, each of the Cities/Towns in the OA, and all Special Districts serving the OA, will be involved in recovery operations for the OA. In the aftermath of a disaster, many citizens will have specific needs that must be met. Typically, there will be a need for such services as:

- Assessment of the extent and severity of damages to homes and other property;
- Restoration of services generally available in communities: water, food, and medical assistance;
- Repair of damaged homes and property;
- Vital records recovery; and
- Professional counseling for County citizens when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Recovery operations occur in two phases: short-term and long-term. Below is an overview of each phase, including objectives and goals of the phases.

13.1.1 SHORT TERM RECOVERY

Short-term recovery operations will begin during the response phase of the emergency. Short-term recovery operations will include all the agencies participating in the OA.

The major objectives of short-term recovery operations include:

- Rapid debris removal and cleanup, and
- Orderly and coordinated restoration of essential services (electricity, water, and sanitary systems).

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- Expanded social, medical, and mental health services;
- Re-establishment of the County continuity of government;

- Re-establishment of transportation routes; and
- Abatement and demolition of hazardous structures.

For federally declared disasters, Local Assistance Centers (LACs) are established by local government (County/City/Town) and are staffed by local government, State OES and/or the Federal Emergency Management Agency (FEMA) personnel to assist disaster victims and businesses in applying for grants, loans, and other benefits. These LACs may host representatives from various agencies (governmental and private industry) in a coordinated effort to stage a "One-Stop" location for assistance to disaster victims and businesses.

13.1.2 LONG TERM RECOVERY

The goal of long-term recovery is to restore facilities to pre-disaster condition if this is desirable. Long-term recovery activities include hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery.

The major objectives of long-term recovery operations include:

- Coordinated delivery of social and health services;
- Recovery of disaster response costs;
- Effective integration of mitigation strategies into recovery planning and operations in order to ensure a maximum reduction of vulnerability to future disasters; and
- Re-establishing the local economy to pre-disaster levels.

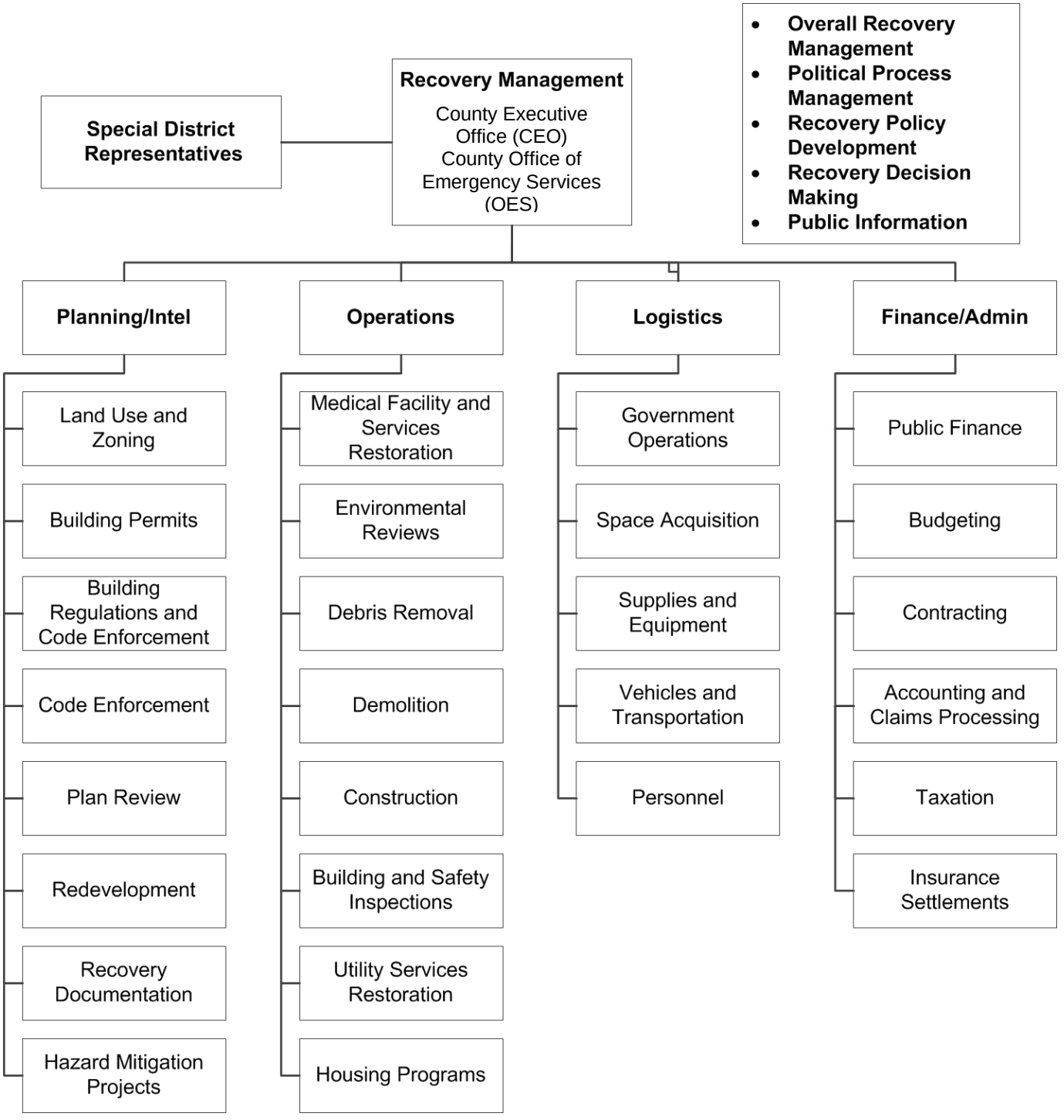
13.1.3 RECOVERY ORGANIZATION

Federal and State response and recovery operations will be mutually coordinated with the Operational Area to ensure effective mobilization of resources to and in support of the impacted jurisdictions in accordance with the *California Catastrophic Incident Base Plan: Concept of Operations* dated September 23, 2008.

For the County, recovery operations will be managed and directed by the County Executive Officer (CEO). Recovery issues involving OA jurisdictions and Special Districts will be coordinated and managed between the CEO and designated representatives.

The County Fire Department, Office of Emergency Services, Pubic Works, and other designated County staff will assist the CEO in facilitating and leading the recovery process. County departments will also be represented and responsible for certain functions throughout the recovery process.

13.1.4 CHART: RECOVERY OPERATIONS ORGANIZATION



13.1.5 RECOVERY OPERATIONS RESPONSIBILITIES

The County, Cities/Towns, and Special Districts have specific responsibilities in recovering from a disaster. The chart listed below depicts the functional responsibilities assigned to the County departments and/or key personnel, OA jurisdictions, and Special Districts.

Function	Department/Agencies
Political process management, interdepartmental coordination, policy development, decision making, and public information. Government operations and communications, space acquisition, supplies and equipment, vehicles, personnel, and related support.	County Executive Office
Advise on emergency authority, actions, and associated legal risks and liabilities, preparation of legal opinions, and preparation of new and amended ordinances, resolutions, and emergency proclamations.	County Counsel
Land use and zoning variance, permits and controls for new development, revision of building regulations and codes, code enforcement, plan review, and building and safety inspections.	County Land Use Services and City/Town Planning Departments
Debris removal, demolition, construction, management of and liaison with construction contractors, and restoration of utility services.	County Public Works/Solid Waste and County Special Districts
Restoration of Public Health medical facilities and associated services, and perform environmental reviews.	County Public Health/ICEMS
Lead County agency responsible for administering public assistance programs; including low income and accessible housing needs.	Community and Economic Development
Public finance, contracting, accounting claims processing, and insurance settlements.	County Auditor/Controller-Procurement Services and Risk Management
Applications for disaster financial assistance, liaison with assistance providers, and onsite recovery support.	County OES

13.2 Recovery Damage/Safety Assessment

13.2.1 OVERVIEW

The recovery damage/safety assessment is the basis for determining the type and amount of State and/or Federal financial assistance necessary for recovery. County OES staff will prepare and file an Initial Damage Estimate (IDE) with State OES (via a RIMS report) during the incident to support a request for a gubernatorial proclamation and for use by State OES to request a presidential declaration.

A detailed damage/safety assessment report will be coordinated through the incident with the County OES and other applicable County Departments. Each County jurisdiction will complete a detailed damage/safety assessment and will forward this report to County OES for inclusion in the County's IDE report.

Building codes and land use regulations can reduce most of the structural damage that would otherwise result from a disaster. Nevertheless, damage will usually occur and a fast and accurate assessment of conditions is essential for immediate response and long-term recovery.

Damage/safety assessment is a multi-department responsibility. A summary of those responsibilities follows:

- **Public Works** - Assessment of flood control systems, structures and capabilities; damage related to debris; county transportation issues.
- **County Fire** - Assessing situations where hazardous materials are involved. Also will provide windshield (initial) surveys to assess damage, initiate initial life safety activity, and identify impacts to critical facilities.
- **Planning & Development** - Perform detailed physical damage assessment on a building-by-building basis on non-governmental buildings. Coordinate engineering contract and volunteer services.
- **Assessor** - Utilize damage assessment information to correlate, verify and document damage assessment losses in dollar values. Coordinate with Fire and Planning & Development.
- **Auditor/Controller** - Utilize damage assessment information collected to correlate, verify and document losses in dollar values. Provide financial basis for county claims for reimbursement from federal and state sources.
- **Facilities Management** - Responsible for both the initial and detailed assessment of all county buildings.
- **Sheriff** - Provide initial assessment of damage observed, identify impacts to critical facilities and provide airborne surveillance where required.
- **Information Systems** - Provide initial and detailed assessments of damage to county telecommunications systems.
- **Public Safety Dispatch Centers** - Provide immediate assessment of center structural integrity to determine its continued availability or use.
- **Public Health** - Obtain damage estimates from Public Health medical facilities.

- **Office of Emergency Services** - Compile damage assessment data for transmission to State OES.

13.3 Recovery Documentation and Reporting

Recovery documentation and reporting are essential to recovering eligible emergency response and recovery costs. Timely damage/safety assessments, documentation of all incident activities and accurate reporting will be critical in establishing the basis for eligibility of disaster assistance programs.

County OES is responsible for coordinating the preparation of the appropriate documentation for an incident and for development/ filing of specific recovery reports to State OES.

13.3.1 RECOVERY DOCUMENTATION

The recovery documenting information should include the location and extent of damage, and estimates of costs for:

- Debris removal,
- Emergency work, and
- Repairing or replacing damaged facilities to a non-vulnerable and mitigated condition.
- The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is essential to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special district, documentation must begin at the field response level and continue throughout the operation of their EOC as the disaster unfolds.

Included in the EOC Planning/Intelligence Section is a Documentation Branch that will coordinate the collection of all incident documentation for dissemination and filing.

13.3.2 RECOVERY REPORTING

Along with the IDE report to be filed with State OES, there are several other recovery related reports that are the responsibility of County OES. Such reports include the After Action Report and the After Action Questionnaire.

13.4 Recovery After Action Reports

The completion of After Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (State OES) in cooperation with involved state and local agencies, complete an After Action Report within 120-days after each declared disaster.

Section 2450(a) of the SEMS Regulations states*, "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After Action Report to State OES within 90-days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."*

13.4.1 USE OF AFTER ACTION REPORTS

After Action Reports (AARs) are made available to all interested public safety and emergency management organizations and serve the following important functions:

- As a source for documentation of response activities.
- Identifying problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After Action Reports emphasizes the improvement of emergency management at all levels. The After Action Report provides a vehicle for not only documenting system improvements, but also can, if desired; provide a work plan for how these improvements can be implemented.

13.4.2 COORDINATION

It may be useful to coordinate the After Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After Action Reports when appropriate and feasible. For example, an OA may take the lead in coordinating the development of an After Action Report, which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall OA report.

Coordination is required in passing on information to and cooperating with other EOC Branches and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person - and probably not by any one agency or department. A concerted effort on the part of many individuals in many agencies or departments will be required.

13.4.3 SAMPLE: EOC ACTIVATION PERIOD/AAR REPORT

Upon the deactivation of the EOC, County OES will distribute an EOC Activation Period Questionnaire (either electronically or in hard copy) to all EOC Responders. The EOC Responders will complete the form and return the form to County OES for use in the development of the After Action Report.

After-Action/Corrective Action Report
(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

Information Needed	Text goes in text boxes below.
Name of Agency:	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, non-governmental or volunteer organization, other.	
OES Admin Region: (Southern)	
Completed by:	
Date report completed:	
Position: (use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response or exercise activities – using mm/dd/yyyy)	
Type of event, training, or exercise:* * Actual event, table top, functional or full scale exercise pre-identified planned event, training, seminar, workshop, drill, game.	
Hazard or Exercise Scenario:* * Civil Disorder, Dam Failure, Drought, Earthquake, Fire, Flood, Landslide, Terrorism, Winter Storm, chemical, biological release/threat, radiological release/threat, explosive release/threat, cyber, or other/specify.	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) require 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. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting

problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

13.5 Recovery Disaster Assistance

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance.

13.5.1 INDIVIDUAL ASSISTANCE PROGRAM

The disaster individual assistance programs have been developed for the needs of four distinct groups:

- **Individuals:** may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.
- **Businesses:** (including agriculture interests) may obtain loans that are often made available through the United States Small Business Administration (SBA), to assist with physical and economic losses as a result of a disaster or an emergency.
- **Agriculture:** programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.
- **Government:** funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage. A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters.

13.5.2 PUBLIC ASSISTANCE PROGRAM

The Public Assistance Program provides Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants.

13.5.3 ELIGIBLE APPLICANTS

- Eligible applicants include the States, local governments, Indian Tribes and certain PNP organizations.

- Eligible PNP facilities must be open to the public and perform essential services of a governmental nature.

13.5.4 ELIGIBLE WORK

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental Federal disaster grant assistance is classified as either emergency work or permanent work.

FEMA has developed a number of reference documents that give specific details regarding Public Assistance. These documents include:

- Public Assistance – Policy Digest
- Public Assistance – Public Assistance Guide
- Public Assistance – Applicant Handbook
- Public Assistance – Debris Management Guide
- Public Assistance Program Public Assistance Coordinator – 9570.2 SOP September 1999
- Public Assistance Program Case Management File – 9570.3 SOP September 1999
- Public Assistance Program Kickoff Meeting – 9570.4 SOP September 1999
- Public Assistance Program Project Formulation – 9570.5 SOP September 1999
- Public Assistance Program Validation of Small Projects – 9570.6 SOP September 1999
- Public Assistance Program Immediate Needs Funding – 9570.7 SOP September 1999

13.5.5 HAZARD MITIGATION GRANT PROGRAMS

Hazard Mitigation Grant Program (HMGP) activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by the Federal Emergency Management Agency (FEMA) and cost effective hazard mitigation projects. HMGP grants are provided on a cost-share basis of 75 percent federal share and 25 percent non-federal share.

The Disaster Mitigation Act of 2000 (DMA 2000) states that each jurisdiction (Counties, Cities, Towns, and Special Districts) must submit a local Hazard Mitigation Plan (HMP) to the State Office of Emergency Services (State OES) by November 1, 2004, in order to be eligible for Federal Emergency Management Agency (FEMA) pre and post disaster mitigation funds. The objective of the Local Hazard Mitigation Plan is "to save lives, preserve property and protect the environment, during times of Disaster."

A few of the consequences of not having a HMP are: ineligibility for Public Assistance permanent reconstruction work, ineligibility for Fire Mitigation Assistance Grant (FMAG), ineligibility for Hazard Mitigation Grant Program (HMGP) funds, ineligibility for Pre-Disaster Mitigation Program funds, etc.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster Relief Act (Stafford Act) through FEMA and the State of California Governor’s Office of

Emergency Services (State OES). State OES is responsible for identifying program priorities, reviewing applications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding.

The federal regulations governing the HMGP are found in Title 44 of Code of Federal Regulations (44CFR) Part 206 and Part 13. For specific information regarding current HMGP activities, refer to the State OES web site: www.oes.ca.gov.

SECTION 14: ADMINISTRATION AND LOGISTICS

14.1 Plan Implementation Overview

An Emergency Operations Plan lays the groundwork for emergency operations. However, having a plan does not in itself enable Imperial County or the OA to respond effectively to a disaster. Experience shows that if responders do not fully understand procedures or responsibilities, serious problems will arise during efforts to respond to an incident. To implement this Plan, therefore, emergency staff and disaster support agencies must also be trained in the plan's overall concept, their own responsibilities under it, and the procedures it sets forth. Training helps ensure that response agencies fully understand the plan. A community, County, or OA with an emergency plan that no one understands or knows how to implement, is at an enormous disadvantage in the event of a disaster.

A plan is necessary but alone is not a sufficient management tool. It can generate consensus about the need to take specific actions and commit to specific programs. But to manage emergencies effectively, the plan must be regularly updated, monitored, and evaluated. It must also be supplemented by Standard Operating Guides (SOGs) that ensure its requirements are being addressed. Additionally, it must be implemented, whether through regulation, budgets, or ongoing decision-making.

The implementation process necessary to make this Plan of use should be three-dimensional: it should take advantage of the broad range of training and informational resources available via the federal and state governments, and the Internet; it should include function-specific training based upon SOGs; and it should reach not only response agencies but the general population.

Whereas training and information from federal, state or Internet sources is fairly general, the primary goal of an internal training program is to ensure that response agencies fully understand, and can act on, the roles assigned to them in the Plan. The third dimension of training is that designed for the community at large. For a response effort to be effective, citizens must know the proper responses to disasters and must also follow instructions. They need training in both areas.

In addition to the training efforts stated above, the implementation activities must include correction of capability shortfalls. Correction of capability shortfalls should be a planned multi-year effort to ensure that capability targets are being met and that response capability is not degraded.

14.2 Administration

The Office of Emergency Services (OES) is the lead for the development and implementation of the County's EOP and for ensuring that the following administrative actions are taken prior, during and after an emergency:

Before

- An established written Emergency Operations Plan (EOP)
- Standard Operating Guides (SOGs)
- Track emergency services training records
- Document drills and exercises to include the critiques

- Include non-government organizations in the County's emergency planning activities

During and After

- Maintenance of written log-type records
- Issuance of press releases
- Submission of status reports and initial damage assessment
- Utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations
- Document recovery operations

14.3 Logistics

Additionally, OES is the lead for ensuring that the following logistical actions are taken before and during an emergency:

Before

- Acquiring and typing County equipment
- Stockpiling supplies
- Designating emergency facilities, such as shelter sites
- Establish mutual aid agreements, such as with American Red Cross; and prepare a resource contact list

During

- Move emergency equipment into place
- Arrange for food and transportation
- Arrange for shelter facilities; if needed, call on mutual aid; and if needed, provide backup power and communications

SECTION 15: PLAN MAINTENANCE AND DISTRIBUTION

15.1 Overview

Upon final approval of the Plan, a listing of specific agencies and individuals will be documented on the "Record of Distribution" Form and will be inserted into the front section of this Plan. It will be the responsibility of County OES to periodically revise and update the Plan. Such revisions/updates will be documented on the "Update/Revision List Form" and the form will be inserted into the front section of this Plan.

Annexes may be added to the Plan at future dates, as needed, and will also be documented on the "Record of Changes" Form and the form will be inserted into the front section of this Plan.

15.2 Review and Approval

The review and approval process for this Plan is conducted at four (4) levels: OA, Department, Disaster Council and Board of Supervisors.

At the Department level, each department assigned a primary or important secondary response role in the emergency organization is provided a draft copy of the plan to review. They are requested to specifically comment on the role(s) prescribed for them in the emergency organization and to make or recommend appropriate changes. The changes are incorporated in the final draft.

The final draft of the Plan is presented to the Disaster Council for review and to further ensure that policy issues regarding coordination of functions are clearly understood and/or clarified. The final draft is also sent to County Counsel for review to ensure its legal sufficiency. Upon a sign off by General Counsel and the Disaster Council, the Plan is submitted to the Board of Supervisors for approval.

The Board of Supervisors will issue a Letter of Promulgation or Resolution denoting approval of the Plan. The Board of Supervisors exercises overall authority and responsibility for the contents of this Plan.

SECTION 16: STANDARD OPERATING PROCEDURE (SOP) DEVELOPMENT

The Imperial County Emergency Plan is intended to be used in conjunction with City/Town and state agency plans and associated Standard Operating Procedures (SOPs). Where supporting plans are inconsistent with the general principles described in the County EOP, the County plan will supersede supporting plans.

SOPs for Imperial County are published separately to support the EOP and provide details for how a particular function or task will be carried out during an emergency. For example:

- Guidance information
- Responsibilities of responding employees/agencies
- Procedures
- Personnel Assignments
- Contact Lists
- Equipment Lists
- Forms

SOPs provide the purpose, authorities, duration and details for the preferred method of 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 the responsibility of OES to coordinate with the various County Departments and other agencies to update the SOPs on an as needed basis.

SECTION 17: TRAINING AND EXERCISES

17.1 Training

Training and testing are essential to ensure emergency response personnel of all levels of government and the public are operationally ready. As part of the emergency management training curriculum, it is recommended that personnel with emergency responsibilities complete emergency management courses as described in the SEMS Approved Course of Instruction (ACI) and the NIMS integration criteria.

In addition to SEMS and NIMS courses, County employees are provided EOP orientation, Disaster Service Worker training, EOC Section Specific training and other additional specialized training as available. Imperial County Fire/OES is responsible to provide and maintain the training and testing records to demonstrate the compliance with SEMS and NIMS requirements.

17.2 Exercises

Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. The County participates in all-hazard exercises that involve emergency management/response personnel from multiple disciplines and/or multiple jurisdictions. The exercises:

- Are as realistic as possible
- Stress the application of standardized emergency management
- Are based on risk assessments (credible threats, vulnerabilities and consequences)
- Include non-governmental organizations and the private sector, when appropriate
- Incorporate the concepts and principles of SEMS and NIMS
- Demonstrate continuity of operations issues
- Incorporate issues related to access and functional needs populations

The assurance that emergency management policies and plans are meeting their stated objectives is gained through a program of regularly scheduled tests and exercises. Drills and exercises are activities that are used to promote an awareness of potential hazards and the need for an effective emergency management program. Testing and evaluation of emergency operations plans and procedures, training response personnel in carrying out assigned responsibilities, and demonstrating the operational capabilities of the jurisdiction are ongoing goals. Local preparedness to assure that emergency forces “do the right things at the right time” is built by a repetitive cycle of planning, training, and exercising.

Training and exercises of the emergency management organization (EOC, ICS, and/or other agencies) components can take many forms. Exercises range from seminars/workshops to full-scale demonstrations. They will generally fall within one of the following types of training activity:

17.2.1 DISCUSSION OR ORIENTATION EXERCISE

This is a low key, non-stressed training approach in which members of the emergency organization are “walked” through required procedures and plans. This approach is best used as an introduction to specific subject matter and to clarify roles and responsibilities.

17.2.2 DRILLS

Drills are a periodic activity for perfecting skills in specific operations. In developing the training program, care should be taken to ensure that students are taught via the building block method where they start first with discussion/orientation exercises and graduate to full scale exercises. This provides the student with a conceptual framework for clearly understanding his/her role in the emergency organization.

In developing an exercise, consideration should be given to the type of exercise, the purpose and goals, and the hazard(s) on which to base the exercise. The selection of the hazard should be based on actual or potential threats identified in the hazard analysis. The County and OA should avoid concentrating on any single hazard year after year, but should diversify to cover adequately all major contingencies.

One of the most important aspects of any exercise is getting the right people to participate. Major OA exercises should involve County department heads, key staff and representatives from the private sector and Cities and Towns, volunteer organizations, the media, hospitals, Special Districts and utilities. The active participation of organization chief executives would give the exercise the necessary importance and encourage full support of each element of the OA emergency organization. An exercise is of limited value without the participation of the right people.

17.2.3 TABLETOP EXERCISE

This is an activity in which targeted personnel (elected or appointed officials and key staff) is presented with simulated emergency situations without time constraints. It is usually informal, held in a conference room environment, and is designed to elicit constructive discussion by the participants as they attempt to resolve problems based on existing emergency operations plans. The purpose is for the participants to evaluate policy, plans and procedures and resolve coordination and responsibilities in a non-threatening format.

17.2.4 FUNCTIONAL EXERCISE

This activity is designed to test and/or evaluate the capability of an individual function (e.g., communications, care and shelter) or complex activity within a function. It is applicable where the activity is capable of being effectively evaluated in isolation from other emergency functions.

17.2.5 FULL SCALE EXERCISE

This exercise is intended to evaluate the operational capability of emergency management systems in an interactive manner. It involves testing of a major portion of the basic elements existing within emergency operations plans and organizations. This type of exercise includes the mobilization of personnel and resources and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

17.2.6 TESTS

Tests measure the actual readiness capability of procedures, personnel, facilities, or equipment against the capability described in emergency operations plans. Examples include tests of the Emergency Alert System (EAS), call back procedures, and EOC activation procedures.

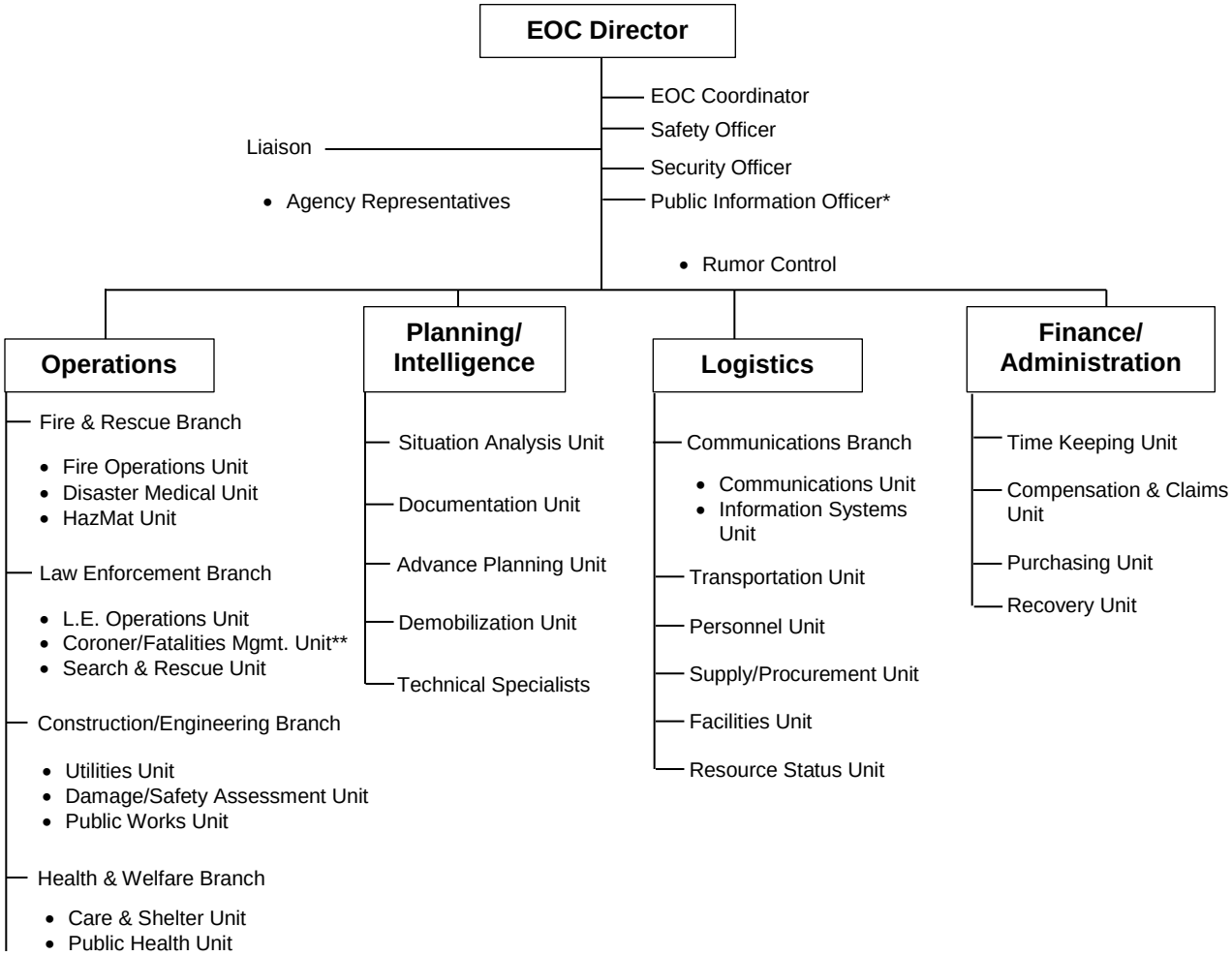
Imperial County Emergency Operations Plan (EOP)

Part II: Functional Annexes

SECTION 18: SEMS EOC POSITION CHECKLISTS

18.1: Overview

The following checklists are extracted from the state planning guide SEMS ***Local Government EOC Position Checklists.*** They are based on the generic SEMS operating structure shown below. The EOC Director may alter this generic structure as needed based on operational requirements.



Generic Checklist
(For All Positions)

Activation Phase:

- ☐ Check in with the Personnel Unit (in Logistics) upon arrival at the EOC.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

18.1.1 MANAGEMENT SECTION

EOC Director

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Establish the appropriate Staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts. Ensure that all agency actions are accomplished within the priorities established.
3. Ensure that Inter-Agency Coordination is accomplished effectively within the EOC.

Activation Phase:

- ☐ Determine appropriate level of action based on situation as known.
- ☐ Mobilize appropriate personnel for the initial activation of the EOC
- ☐ Respond immediately to EOC site and determine operational status.
- ☐ Obtain briefing from whatever sources are available.
- ☐ Ensure that the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC check-in procedure is established immediately.
- ☐ Ensure that an EOC organization and staffing chart is posted and completed.
- ☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
    - Operations Sections Chief
    - Logistics Section Chief
    - Planning/Intelligence Section Chief
    - Finance Administration Chief
- ☐ Determine which Management Section positions are required and ensure they are filled as soon as possible.
    - Liaison Officer
    - EOC Coordinator
    - Public Information Coordinator
    - Safety Officer
    - Security Officer
- ☐ Ensure the telephone and/or radio communications with Operational Area EOC are established and functioning.
- ☐ Schedule the initial Action Planning meeting.
- ☐ Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies.
- ☐ Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Interagency Coordination Group.

Operation Phase:

- ☐ Monitor general staff activities to ensure that all appropriate actions are being taken.
- ☐ In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- ☐ Based on current status reports, establish initial strategic objectives for the County EOC.
- ☐ In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- ☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed (refer to Planning/Intelligence Section, "Action Planning Job Aid"). Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
- ☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- ☐ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- ☐ Conduct periodic briefings for elected officials or their representatives.
- ☐ Formally issue Emergency Proclamation for the County, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required.
- ☐ Notify the Operational Area EOC, and other appropriate organizations of the planned demobilization, as appropriate.
- ☐ Ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Be prepared to provide input to the after action report.
- ☐ Deactivate the County EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.

EOC Coordinator (ESC)

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Facilitate the overall function of the EOC.
2. Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal function of the EOC and ensure compliance with operational area emergency plans and procedures.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC.
- ☐ Provide assistance and information regarding section staffing to all general staff.

Operation Phase:

- ☐ Assist the EOC Director and General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- ☐ Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- ☐ Provide overall procedural guidance to General Staff as required.
- ☐ Provide general advice and guidance to the EOC Director as required.
- ☐ Ensure that all notifications are made to the Operational Area EOC.
- ☐ Ensure that all communications with appropriate emergency response agencies are established and maintained.
- ☐ Assist EOC Director in preparing for and conducting briefings with Management Staff, the BOS, the media, and the general public.
- ☐ Assist the EOC Director and Liaison Officer, in establishing maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections with the EOC.
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Provide assistance with shift change activity as required.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Public Information Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Serve as the coordination point for all media releases.
2. Represent the jurisdiction as the lead Public Information Officer.
3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
4. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.
5. Develop the format for press conferences, in conjunction with the EOC Director.
6. Maintaining a positive relationship with the media representatives.
7. Supervising the Public Information Branch.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operation Phase:

- ☐ Obtain policy guidance from the EOC Director with regard to media releases.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ☐ Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
- ☐ Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.
- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
- ☐ Maintain up-to-date status boards and other references at the media information center.
- ☐ Provide adequate staff to answer questions from members of the media.
- ☐ Interact with other County EOC as well as Operational Area EOC PIOs and obtain information relative to public information operations.
- ☐ Develop content for state Emergency Alert System (EAS) releases if available.
- ☐ Monitor EAS releases as necessary.
- ☐ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.

- ☐ At the request of the EOC Director, prepare media briefings for members of the BOS and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- ☐ Ensure that a rumor control function is established to correct false or erroneous information.
- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Prepare, update, and distribute to the public Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Ensure that announcements, emergency information and materials are translated and prepared for access and functional needs populations (non-English speaking, hearing impaired, etc.).
- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Provide copies of all media releases to the EOC Director.
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Rumor Control Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide staffing for rumor control telephone bank.
2. Establish a “Disaster Hotline” with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Obtain “confirmed” disaster information.
- ☐ Operate a telephone bank for receiving incoming inquiries from the general public.
- ☐ Correct rumors by providing factual information based on confirmed data.
- ☐ Establish a “Disaster Hotline” recorded message and provide updated message information periodically.
- ☐ Refer inquiries from member of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Liaison Officer

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling requests from other EOCs for EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
5. Ensuring that demobilization is accomplished when directed by the EOC Director.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operation Phase:

- ☐ Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC, understand their assigned functions, know their work locations, and understand EOC organization and floor plan.
- ☐ Determine if additional representation is required from:
  - Other agencies, volunteer organizations, private organizations, utilities not already represented.
- ☐ In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- ☐ Assist the EOC Director and EOC coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- ☐ With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.
- ☐ Maintain a roster of agency representatives located at the County EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.
- ☐ Release agency representatives that are no longer required in the County EOC when authorized by the EOC Director.

Agency Representatives

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Check in with the Liaison Officer and clarify any issues your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC.
- ☐ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communication problems.
- ☐ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
- ☐ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- ☐ Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operation Phase:

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activity associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section.
- ☐ Represent your agency at planning meetings, as appropriate, providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency executive informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.
- ☐ On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- ☐ Maintain logs and files associated with your position.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.
- ☐ When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- ☐ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

Safety Officer

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the EOC are in safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.).
- ☐ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routs and exits.
- ☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- ☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- ☐ If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ☐ Ensure that the EOC facility is free from any environmental threats – e.g., radiation exposure, air purity, water quality, etc.
- ☐ Keep the EOC Director advised of unsafe conditions; take action when necessary.
- ☐ Coordinate with the Financial/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Security Officer

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide 24-hour security for the EOC.
2. Control personnel access to the EOC in accordance with policies established by the EOC Director.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Determine the current EOC security requirements and arrange for staffing as needed.
- ☐ Determine needs for special access to EOC facilities.
- ☐ Provide executive and V.I.P. security as appropriate and required.
- ☐ Provide recommendations as appropriate to EOC Director.
- ☐ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

18.1.2 OPERATIONS SECTION

Operations Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Overall supervision of the Operations Section.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards.
- ☐ Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
    - Fire & Rescue
    - Law Enforcement
    - Health & Welfare
    - Construction & Engineering
- ☐ Determine need for Mutual Aid.
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- ☐ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- ☐ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- ☐ Establish radio or cell-phone communications with Incident Commander(s) operating in the County, and coordinate accordingly.

- ☐ Determine activation status of other EOCs in the Operations Area and establish communication links with their Operations Section if necessary.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- ☐ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- ☐ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operation Phase:

- ☐ Ensure that all section personnel are maintaining their individual position logs.
- ☐ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).
- ☐ Ensure that all media contacts are referred to the Public Information Branch.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in EOC Director's Action Planning meetings.
- ☐ Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Financial/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- ☐ Brief Branch Coordinators periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Fire & Rescue Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the unincorporated county or contact areas.
2. Assist the EOC Fire & Rescue Branch Coordinator in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain branch status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned fire & rescue resources in the County.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Overall supervision of the Fire & Rescue Branch.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
  - Fire Operations Unit
  - Search & Rescue Unit
  - Disaster Medical Unit
  - HazMat Unit
- ☐ If the mutual aid system is activated, coordinate use of the County's fire resources with the Fire & Rescue Mutual Aid Coordinator.
- ☐ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Sections Chief.
- ☐ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operation Phase:

- ☐ Ensure that Branch and Unit position logs and other files are maintained.
- ☐ Maintain current status on Fire & Rescue missions being conducted in the County.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of the Fire & Rescue Branch operational priorities, periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain Fire & Rescue Branch Status Reports on RIMS forms if available.
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end to the shift and the next Action Planning meeting.

- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives, for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the Generic Demobilization Phase Checklist.

Fire Operations Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire/Rescue Aid Coordinator, as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event.
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire & Rescue Branch at the Field Level.
- ☐ Obtain regular status reports on the fire situation form the Department Operations Center or Fire & Rescue Branch at the Field Level.
- ☐ Assess the impact of the disaster/event on the County Fire Department's operational capability.
- ☐ Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire& Rescue Branch Coordinator prior to the first Action Planning meeting.
- ☐ Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- ☐ Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- ☐ Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- ☐ Follow Generic Demobilization Phase Checklist.

Disaster Medical Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities within affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the Disaster Medical Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- ☐ Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances.
- ☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- ☐ Determine status and availability of specialized treatment such as burn centers.
- ☐ Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- ☐ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- ☐ Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.
- ☐ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for the media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Search & Rescue Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Determine the scope of the search and rescue mission and assist in mobilizing Search and Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
2. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
3. Ensure that deployed teams are provided with adequate support.
4. Supervise the Search & Rescue Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position logs and other appropriate files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- ☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- ☐ Mobilize and deploy available search and rescue teams to locations within the jurisdiction, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
- ☐ Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area; specifically larger jurisdictions who have organized USAR teams.
- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units.
- ☐ Coordinate with the Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- ☐ Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- ☐ Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
- ☐ Ensure that each team leader develops a safety plan for each assigned mission.
- ☐ Monitor and track the progress and status of each search and rescue team.
- ☐ Ensure that team leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, of not addressed at the ICP or DOC.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.

- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

HazMat Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Determine the scope of hazardous materials accidents throughout the jurisdiction.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incidents Commanders.
3. Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support
5. Supervise the HazMat Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position logs and other appropriate files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- ☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- ☐ Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the HazMat Mutual Aid System and established priorities.
- ☐ Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of HazMat Response Teams in the Operational Area.
- ☐ Coordinate with construction and engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- ☐ Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- ☐ Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- ☐ Monitor and track the progress and status of each HazMat team.
- ☐ Ensure that HazMat Team Leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, of not addressed at the ICP or DOC.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Law Enforcement Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the County.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary Units within the Law Enforcement Branch
  - Law Enforcement Operations Unit
  - Coroner Unit
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources.
- ☐ Provide an initial situation report to the Operations Sections Chief.
- ☐ Based on the initial EOC strategic objectives; prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operation Phase:

- ☐ Ensure that Branch and Unit position logs and other appropriate files are maintained.
- ☐ Maintain current status on Law Enforcement missions being conducted in the County.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operational priorities, periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available).
- ☐ Refer all contacts with the media to the Public information Branch.
- ☐ Determine need for Law Enforcement Mutual Aid.
- ☐ Determine need for Coroner's Mutual Aid.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Law Enforcement Operations Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate requests for Law Enforcement Mutual Aid Resources through the Operational Area Law Enforcement Mutual Aid Coordinator and provide general support to field personnel as required.
2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Supervise the law enforcement unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position logs and other appropriate files.
- ☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.
- ☐ Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.
- ☐ Assess the impact of the disaster/event on the Sheriff Department's operational capability.
- ☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- ☐ If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- ☐ If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- ☐ Coordinate major evacuation activity with the Fire Operations Branch, as required.
- ☐ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- ☐ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Reinforce the use of proper procedures for media contacts.
- ☐ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.

- ☐ Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Coroner Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. At the direction of the Sheriff/Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster/event.
2. At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.
3. Supervision of the Coroner Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position logs and other appropriate files.
- ☐ Ensure that locations where fatalities are discovered are secured.
- ☐ Ensure that fatality collection points are established and secured as necessary.
- ☐ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner.
- ☐ Request Coroner's Mutual Aid through the Sheriff/Coroner at the Operational Area EOC as required.
- ☐ Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- ☐ Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.
- ☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner.
- ☐ Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required.
- ☐ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.
- ☐ Keep the Law Enforcement Branch Coordinator informed of Coroners Unit activities on a regular basis.
- ☐ Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
- ☐ Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Construction/Engineering Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services, and assist other sections, branches, and units as needed.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities. Survey all other infrastructure systems, such as streets and roads within the County.
3. Supervise the Construction/Engineering Branch.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Construction/Engineering Branch:
  - Utilities Unit
  - Damage/Safety Assessment Unit
  - Public Works Unit
- ☐ Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Based on the initial EOC strategic objectives prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operation Phase:

- ☐ Ensure that branch and unit position logs and other necessary files are maintained.
- ☐ Maintain current status on all construction/engineering activities.
- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ☐ Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- ☐ Determine and document the status of transportation routes into and within affected areas.
- ☐ Coordinate debris removal services as required.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- ☐ Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms of available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

- ☐ Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Utilities Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assess the status of utilities; provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the County EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Establish and maintain communications with the utility providers for the County.
- ☐ Determine the extent of damage to utility systems in the County.
- ☐ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the County EOC.
- ☐ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- ☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- ☐ Keep the Public Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
- ☐ Complete and maintain the Utilities Status Report (utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Damage/Safety Assessment Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the disaster is winter storm, flood, or earthquake related, ensure that dam inspection teams have been dispatched.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Initiate requests for Engineers form the Operational Area, to inspect structures and/or facilities.
6. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- ☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- ☐ Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Public Works Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
5. Supervise the Public Works Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- ☐ Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- ☐ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assists with utility restoration, and build temporary emergency structures as required.
- ☐ Work closely with the Logistics Section to provide support and materials as required.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of unit status.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Health & Welfare Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Safeguard the public health of citizens by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims.
3. Supervise the Health and Welfare Branch.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a Health and Welfare Unit position log and other necessary files.
- ☐ Ensure that all potable water supplies remain safe, and free from contaminates.
- ☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- ☐ Ensure that vector control plan is established and implemented for the affected area(s).
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch operational priorities, periodically during the operations period or as requested.
- ☐ Complete and maintain the Care & Shelter Status Reports (utilizing RIMS forms if available).
- ☐ Ensure that the Public Health Branch is available to assist the Coroner Unit in mitigating and managing mass fatality situations.
- ☐ Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.
- ☐ Prepare objectives for the Health and Welfare Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Care & Shelter Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the County.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain your log and other necessary files.
- ☐ Coordinate with the Liaison Office to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- ☐ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- ☐ Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
- ☐ Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- ☐ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends
- ☐ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- ☐ Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Public Health Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assess the status and availability of potable water within the jurisdiction.
2. Assess the status of sanitation system within the jurisdiction.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected disaster area(s) within the jurisdiction.
5. Supervise the Public Health Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.
- ☐ If systems are damaged, request assistance from County Public Health to assess drinking water quality and potential health risks form ruptured sewer/sanitation systems.
- ☐ Develop a distribution system for drinking water throughout the County as required.
- ☐ Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- ☐ Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.
- ☐ Determine the need for vector control, and coordinate with County Public Health for Vector control services as required.
- ☐ Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as required.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

18.1.3 PLANNING/INTELLIGENCE SECTION

Planning/Intelligence Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
    a. Collecting, analyzing, and displaying situation information,
    b. Preparing periodic Situation Reports,
    c. Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
    d. Conducting Advance Planning activities and report,
    e. Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Reports, and the EOC Action Plan.
6. Supervise the Planning/Intelligence Section.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards.
- ☐ Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:
    - Situation Analysis Unit
    - Advance Planning Unit
    - Documentation Unit
    - Technical Services Unit
- ☐ Request additional personnel for the section as necessary to maintain a 24-hour operation.
- ☐ Establish contact with the Operational Area EOC when activated, and coordinate Situation Status Reports with their Planning/Intelligence Section.
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports.
- ☐ Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
- ☐ Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- ☐ Keep he EOC Director informed of significant events.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operation Phase:

- ☐ Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- ☐ Ensure that the Situation Analysis Unit is maintaining current information for the situation status report.
- ☐ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning/Intelligence (utilize RIMS forms if available).
- ☐ Ensure that a situation status report is produced and distributed to EOC Sections and Operational Area EOC at least once, prior to the end of the operational period.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- ☐ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- ☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- ☐ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- ☐ Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- ☐ Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- ☐ Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Financial/Administration Section.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Situation Analysis Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that the information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed utilizing RIMS forms, for dissemination to EOC staff and also to the Operational Area EOC.
4. Ensure that an EOC Action Plan is developed (utilizing RIMS form) for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situational Analysis Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.
- ☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operation Phase:

- ☐ Ensure position logs and other necessary files are maintained.
- ☐ Oversee the collection and analysis of all event or disaster related information.
- ☐ Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.
- ☐ Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.
- ☐ Prepare a situation summary for the EOC Action Planning meeting.
- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- ☐ Convene and facilitate the Action Planning meeting following the meeting process guidelines.
- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room in set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)
- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
- ☐ Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Documentation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
5. Assist the EOC coordinator in the preparation and distribution of the After-action Report.
6. Supervise the Documentation Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Maintain a position log.
- ☐ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- ☐ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ☐ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- ☐ Keep extra copies of reports and plans available for special distribution as required.
- ☐ Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Advance Planning Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Maintain a position log.
- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.
- ☐ Develop and Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- ☐ Submit the Advance Plan to the Planning/Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- ☐ Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Technical Services Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide technical observations and recommendations to the County EOC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Services Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Maintain a position log and other necessary files.
- ☐ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- ☐ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- ☐ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Demobilization Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
- ☐ Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.
- ☐ Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.
- ☐ Finalize the Demobilization Plan for approval by the EOC Director.
- ☐ Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- ☐ Advise all Section Chiefs to ensure that demobilization staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

18.1.4 LOGISTICS SECTION

Logistics Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the County.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- ☐ Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
    - Communications Unit
    - Personnel Unit
    - Transportation Unit
    - Facilities Unit
    - Supply/Procurement Unit
    - Resource Status Unit
- ☐ Mobilize sufficient section staffing for 24 hour operations.
- ☐ Establish communications with the Logistics Section at the Operational Area EOC if activated.
- ☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- ☐ Meet with the EOC Director and General Staff and identify immediate resource needs.
- ☐ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- ☐ Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with Action Plan.
- ☐ Provide periodic Section Status Reports to the EOC Director.

- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operation Phase:

- ☐ Ensure that Logistics Section position logs and other necessary files are maintained.
- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- ☐ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- ☐ Attend and participate in EOC Action Planning meetings.
- ☐ Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- ☐ Ensure that transportation requirements, in support of response operations, are met.
- ☐ Ensure that all requests for facilities and facility support are addressed.
- ☐ Ensure that all County resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- ☐ Provide section staff with information updates as required

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Communications Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required and oversee the installation of communications resources within the County EOC.
2. Determine specific computer requirements for all EOC positions.
3. Implement RIMS if available, for internal information management to include message and e-mail systems,
4. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
5. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
6. Supervise the communications branch.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Communications Branch:
  - Communications Unit
  - Information Systems Unit
- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operation Phase:

- ☐ Ensure that communication branch position logs and other necessary files are maintained.
- ☐ Keep all sections informed of the status of communications systems, particularly those that are being restored.
- ☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- ☐ Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- ☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ☐ Ensure that RIMS Communications links, if available, are established with the Operational Area EOC.
- ☐ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- ☐ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- ☐ Ensure that technical personnel are available for communications equipment maintenance and repair.

- ☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ☐ Keep the Logistics Section Chief informed of the status of communications systems.
- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Communications Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Install, activate, and maintain telephone and radio systems for the EOC.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign Amateur Radio Operators as needed to augment primary communications networks.
5. Supervise the EOC Communications Center and Communications Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- ☐ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- ☐ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- ☐ Coordinate with Pacific Bell Telephone Company in the County to obtain portable telephone banks, as necessary.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Information Systems Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Install, activate, and maintain information systems for the EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.
4. Supervise the Information Systems Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Continually monitor and test RIMS if available, and ensure automated information links with the Operational Area EOC are maintained.
- ☐ Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- ☐ Develop instructional guidance for use of computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.
- ☐ Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Transportation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the County.
- ☐ Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.
- ☐ Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- ☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Personnel Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ In conjunction with the Documentations Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, to include volunteers, receives a current situation and safety briefing upon check-in.
- ☐ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- ☐ Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.
- ☐ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- ☐ Maintain a status board or other reference to keep track of incoming personnel resources.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- ☐ Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- ☐ To minimize redundancy, coordinate all requests for personnel resources form the field level through the EOC Operations Section prior to acting on the request.
- ☐ In coordination with the Safety Officer, determine the need for crises counseling for emergency workers; acquire mental health specialists as needed.
- ☐ Arrange for child care services for EOC personnel as required.
- ☐ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Supply/Procurement Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance/Administration Section.
3. Coordinate delivery of supplies and materiel as required.
4. Supervise the Supply/Procurement Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Determine if requested types and quantities of supplies and materiel are available in County inventory.
- ☐ Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
- ☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- ☐ In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- ☐ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- ☐ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- ☐ Orders exceeding the purchase order limit must be approved by the Financial/Administration Section before the order can be completed.
- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Financial/Administration Section for development of necessary agreements.
- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.
- ☐ In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist

Facilities Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
3. Supervise the facilities unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- ☐ Coordinate with branches and units in the Operations Sections to determine if assistance with facility acquisition and support is needed at the field level.
- ☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- ☐ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- ☐ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- ☐ Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- ☐ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Facilities Unit.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Resource Status Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Status Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, Personnel, and Transportation.
- ☐ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- ☐ Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- ☐ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- ☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of resource, location of use, and an estimate of how long the resource will be needed.
- ☐ Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

18.1.5 FINANCE/ADMINISTRATION SECTION

Finance/Administration Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all County emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units with the Finance/Administration Section as required; monitor section activities continuously and modify the organized as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
11. Supervise the Finance/Administration Section.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure that the Financial/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- ☐ Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:
    - Time Keeping Unit
    - Compensation & Claims Unit
    - Purchasing Unit
    - Recovery Unit
- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- ☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- ☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.

- ☐ Notify the EOC Director when the Finance/Administration Section is operational.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operation Phase:

- ☐ Ensure that Finance/Administration position logs and other necessary files are maintained.
- ☐ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- ☐ Participate in all Action Planning meetings.
- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- ☐ Keep the EOC Director, General staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
- ☐ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time.
- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.
- ☐ Ensure that the Time Keeping Unit processes all time-sheets and travel expense claims promptly.
- ☐ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- ☐ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agent (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Time Keeping Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.
3. Supervise the time keeping unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with County policy.
- ☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- ☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
- ☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Compensation & Claims Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the investigation of injuries and property/equipment damage claims involving the County, arising out of the event or disaster.
2. Complete all forms required by Workers' Compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- ☐ Investigate all injury and damage claims as soon as possible.
- ☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time-frame consistent with County Policy & Procedures.
- ☐ Coordinate with the Safety Officer regarding the mitigation of hazards.
- ☐ Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
- ☐ Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Purchasing Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Review the County's emergency purchasing procedures.
- ☐ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
- ☐ Ensure that all contracts identify the scope of work and specific site locations.
- ☐ Negotiate rental rates not already established, or purchase price with vendors as required.
- ☐ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- ☐ Finalize all agreements and contracts, as required.
- ☐ Complete final processing and send documents to Budget and Payroll for payment.
- ☐ Verify costs data in the pre-established vendor contracts and/or agreements.
- ☐ In coordinate with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Recovery Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or Cal OES.
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and all recovery operations.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operation Phase:

- ☐ Establish and maintain position log and other necessary files.
- ☐ In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
- ☐ Obtain information from the Resources Status Unit regarding equipment use times.
- ☐ Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- ☐ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shit.
- ☐ Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
- ☐ Act as the liaison for the EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.
- ☐ Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.
- ☐ Contact assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
- ☐ Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and County Council. The report should provide cumulative analyses, summaries, and total disaster/event related expenditures for the County.
- ☐ Organize and prepare records for final audit.
- ☐ Assist the EOC Coordinate and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Imperial County Emergency Operations Plan (EOP)

Part III – Appendices

SECTION 19: THREATS AND HAZARDS

19.1 Overview

Imperial County is not immune to potentially catastrophic events. In the past, the County has experienced earthquakes, flooding, fires, wind storms and transportation accidents. It has experienced multi-vehicle accidents, aircraft accidents, natural gas line explosions, hazardous material spills and releases, and civil disturbances.

This history indicates that the County can expect the full range of natural, environmental and conflict hazards. Understanding these hazards and their probable impact will provide a better foundation for planning what to do to prepare for the next event.

19.2 Scope

This section consists of a series of threat summaries based on the results of the County's hazard analysis. The hazard analysis was conducted July 2003 through November 2004. It represents a consensus involving several County departments; local agencies, cities and towns regarding which hazards pose the greatest threat(s) to the OA. The purpose is to describe the areas at risk and the anticipated nature of the situation, which could result should the threatened event occur. See Imperial County Multi-Jurisdiction Hazard Mitigation Plan for additional information.

19.3 Characteristics

Geographic characteristics, population at risk to each hazard, and potential hazard considerations are included in the analysis. A summary of the analysis follows:

- A significant earthquake could impact all or most segments of the County's population.
- The County has major industry and faces the potential for hazardous materials incidents form stationary hazardous materials users as well as transportation accidents, pipeline ruptures, and illegal dumping.
- Portions of the County at Winterhaven and Palo Verde have the potential for dam failure subject to a catastrophic event.
- Portions of the County may be subject to flooding due to flash flooding devastation caused by storm drain failure, and infrastructure breakdown during heavy rains.
- A transportation incident such as a major air crash, train derailment or trucking incident could impact key transit corridors or locations in the County.
- A civil unrest incident could impact areas within the County's largest cities.
- Any single incident or a combination of events could require evacuation and/or sheltering of the population.

19.4 Risk and Impact Analysis Summary

As noted in the preceding materials, the County faces a myriad of risks which individually or in combination can cause extensive loss of life, damage to property, and harm to the environment. Rapid technological growth during the past few decades has resulted in an infrastructure that is tightly interconnected by vast systems of communications, transportation, industry, government

and economic integration. This infrastructure is continually exposed to disruption or destruction in the event of terrorist acts – as a result of the full range of threats facing the County.

A single threat cannot be viewed as a constant, either in terms of the potential for damage to property, loss of lives, or the preparedness measures that must be taken to protect the population and infrastructure.

A threat also cannot be viewed as an isolated event resulting in a predictable kind of damage, i.e., each one can trigger a series of other related incidents that can substantially increase the impact of the original threat. Such secondary events could, in fact, result in significantly higher death rates or substantially increased damage.

The predictability of a hazardous event or the magnitude of its impact depends on the nature of the particular hazard itself. For certain types of natural threats such as flooding and high winds there is a seasonal association. For other threats such as earthquakes, there is no such relationship and predictability is nearly impossible.

There is a significant variance in the potential impact of a threat on a “prepared” organization versus an “unprepared” organization. Tremendous losses of life and property can possible be avoided with adequate preparedness and mitigation measures.

Although many of the risks noted in this Plan may never occur in the form of a significant event, the County and its constituent Cities/Towns, special districts, business and voluntary organizations are preparing to ensure their timely and effective control.

SECTION 20: NATURAL HAZARDS

20.1 Overview

Natural hazards represent a category of events with historical proportions. Beginning with the demise of great civilizations from volcanic eruptions to modern day earthquakes and floods, natural hazards are a regular part of life.

The list of hazard types from natural causes is relatively long. Many occur infrequently or impact a very small population. Other hazards, such as severe snowstorms, often occur in areas that are prepared to deal with them and seldom become disasters. On the contrary, earthquakes occur which test the abilities of communities to prepare and which may be catastrophic in scope. However, from the perspective of a disaster victim it is not particularly useful to distinguish between minor and major disasters.

Natural hazards can be further categorized as sudden onset hazards or slow onset hazards:

- Sudden onset hazards are usually geological or climatic in nature and include earthquakes, tsunamis, floods, tropical storms, volcanic eruptions and landslides.
- Slow onset hazards are usually environmental in nature and include drought, famine, environmental degradation, deforestation and pest infections

20.2 Major Earthquake

The County is in the vicinity of several known active and potentially active earthquake faults including the San Andreas.

20.2.1 OVERVIEW

Historically, the Imperial Valley is one of the most, if not the most, seismically active regions in the State of California: Twelve significant seismic events have occurred in Imperial County during the period April 1906 to October 1987.

A major earthquake occurring in or near this jurisdiction may cause many deaths and casualties, extensive property damage, fires and hazardous materials spills and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and closure of Interstate 8 and/or overpasses between the valley and high desert portions of the County. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its effect upon the population and could exceed response capabilities of the individual cities and towns, OA and the State OES. Damage control and disaster relief support would be required from other OA's and private organizations, and from the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Injured or displaced persons could require emergency medical care, food and temporary shelter. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern.

Mass evacuation may be essential to save lives, particularly in areas downwind from hazardous material releases.

Many families would be separated, particularly if the earthquake should occur during working hours, and a personal inquiry or locator system could be essential to maintain morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

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

Below is a listing of the potential hazards that the County may face in an earthquake.

20.2.2 GROUND SHAKING

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The intensity of the ground shaking and resultant damages are determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed to its effects.

20.2.3 LIQUEFACTION

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

20.2.4 DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES

The following lists major medical facilities and capabilities available in the County.

Hospitals:	El Centro Regional Medical Center – El Centro Pioneers Memorial Healthcare District – Brawley
Community Health Centers:	(7) Clinica de Salud, (3) El Centro Regional Medical Center and (2) Pioneers Memorial Healthcare District
Skilled Nursing Facilities:	Valley Convalescent Hospital – El Centro Royal Convalescent Hospital – Brawley
Public Health Services:	Imperial County Behavioral Health Imperial County Public Health
Medical Transportation:	Gold Cross Ambulance Services Blythe Ambulance Service – Riverside Co. Calexico Fire Department Rural Metro Ambulance Service – Yuma, AZ West Shore Ambulance Services
Air Transportation:	Aeromedevac Air Ambulance California Highway Patrol – El Centro Mercy Air Ambulance Sun Care Air Ambulance Schaffer Air Ambulance Yuma Marine Corp Search & Rescue

The hospitals listed above may suffer loss due to structural damage. This will reduce the number of beds available and create the need for several field hospitals.

20.2.5 COMMUNICATIONS

System failure, overloads, loss of electrical power and possible failure of some alternate power systems will affect telephone systems, including cellular phone systems. Immediately after the event numerous failures will occur coupled with saturation overloads. This will disable up to 80% of the telephone system for one day. In light of the expected situation, emergency responders should not plan on the extensive use of telephone systems for the first few days after the event.

Radio systems are expected to be 30 to 65% effective; microwave systems, 20% effective or less.

20.2.6 DAMS, FLOOD CONTROL, CHANNELS, PUMPING STATIONS

Because of current design and construction practices and ongoing programs of review and modification, catastrophic dam failure is considered unlikely. Pumping stations in areas with high water tables are expected to fail due to liquefaction. Many flood control channels are expected to suffer some damage.

20.2.7 ELECTRICAL POWER

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 40% of the system load may be interrupted immediately following the initial shock. According to representatives of the Imperial Irrigation District, electrical power will not be rerouted and will be lost for an undefined period of time. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some distribution lines, both underground and surface, would be damage. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time.

20.2.8 FIRE OPERATIONS

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none to inadequate.

First response from fire personnel is expected to be assessment of the area to determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment. County Fire Department Services may be supplemented by statewide mutual aid systems.

Secondary responses by the Fire Services after assessment will be placed upon diversion of resources to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect to interfere with operations are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

20.2.9 HIGHWAYS AND BRIDGES

Damages to highway systems are expected to be major. Interstate 8, Highways 78, 86,98 and111 would most likely be impassable. Bridges and overpasses at key interchanges would be severely damaged. Major inner surface transportation routes could be subject to delays and detours. Many surface streets and older business and residential areas will be blocked by debris from buildings, falling electrical wires and pavement damage.

20.2.10 NATURAL GAS

Damage to natural gas facilities will consist primarily of isolated breaks in major transmission lines and innumerable breaks in mains and individual service connections within the distribution system, particularly in the areas of intense ground shaking. These leaks in the distribution system will affect a major portion of the County's urbanized areas, resulting in a loss of service for extended periods. Fires should be expected at the site of a small percentage of ruptures both in the transmission lines and distribution system.

20.2.11 PETROLEUM FUELS

Most major pipelines across the San Andreas Fault, and pipeline breakage is expected. Additionally, because of roadway damage and other utility transmission systems in close proximity to locations of expected pipeline breakage, an already limited response capability will

be limited further. There is a possibility of fire where pipeline failures occur. Priorities will have to be established to assure adequate fuel for emergency crews.

There are 89.92 miles of pipeline located in Imperial County. Pipelines are located adjacent to the Union Pacific railroad tracks from the Arizona border at Yuma to the Niland tank farm, north to the Riverside County Line and south to the Imperial Tank Farm.

The Imperial Tank Farm located in the City of Imperial is a component of the Union Pacific Pipeline network that delivers gasoline, diesel and jet fuel to Southern California and Arizona. The tank farm contains 16 storage tanks with a total storage capacity of 10,000,000 gallons. A branch continues onto the Naval Air Facility (El Centro) that stores 1,000,000 gallons of fuel, predominately jet fuel, in underground tanks.

After an earthquake where significant damage has occurred, emergency fire equipment, trained personnel, and the water supply will not be able to contain fires

20.2.12 RAILROADS

Damage to railroads will significantly affect the Imperial Valley. The Union Pacific Railroad runs from Riverside county line on the east shore of the Salton Sea southeast to Arizona's border through Winterhaven; branches from Niland to Calexico. The Carrizo Gorge Railway runs from San Diego County to Plaster City northeast of Ocotillo.

These rail companies have lines that are expected to be severely damaged and out of service for an extended period of time after an earthquake. Many railroad bridges are susceptible to damage because of age, design and construction. Hazardous materials in railroad tank cars, fuel releases and fires could pose a substantial threat to this facility as well as other locations where hazardous materials are in transit or stored.

20.2.13 SANITATION SYSTEMS

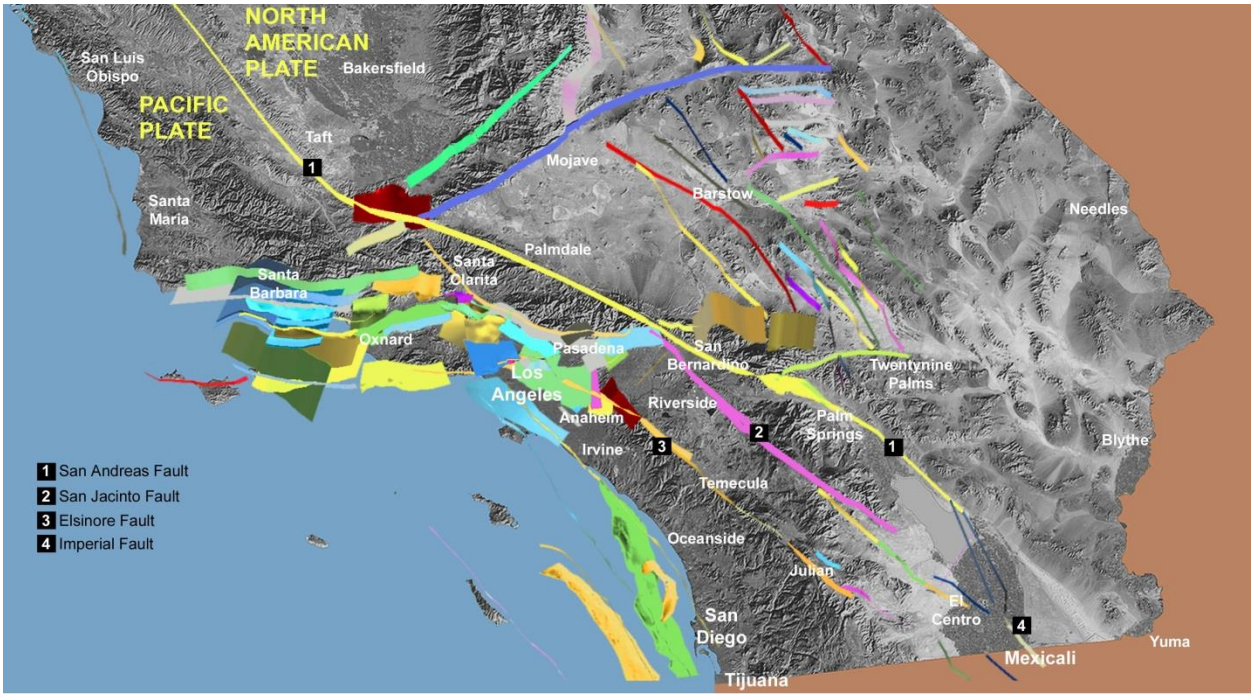
Many wastewater treatment facilities could be out of service from 4 to 6 months, depending on the damage caused by the severity of intensity and liquefaction. There is a limited volume of storage available in wastewater treatment plants; if treatment capability cannot be restored before storage is expected, the wastewater will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breakage in mains and loss of power. As a result, there will be a danger of excessive collection of explosive gas in sewer mains, and flow of untreated sewage in some street gutters. Many house sewer connections will break and plug.

20.2.14 WATER SUPPLY

A major aqueduct serving the County is expected to be out of service from 3 to 6 months following the event; the All-American Canal is the Imperial Valley's lifeline from the Colorado River. Approximately 3.1 million acre-feet of Colorado River water is delivered annually through the All-American Canal to nine cities and 500,000 acres of agricultural lands throughout the Imperial Valley. Considered an engineering marvel, even by today's standards, the 82-mile gravity-flow All-American Canal begins at Imperial Dam on the Colorado River about 20 miles northeast of Yuma, Arizona. Dropping a total of 175 feet between Imperial Dam and the Westside Main Canal, the All-American Canal extends south and then west, following the Mexican/American border much of the way. Crossing 14 miles of sand dunes on the east side of the Imperial Valley, the All-American Canal ends in the southwest corner of the Imperial

Irrigation District's delivery area. Water availability and distribution for needed life support, to treat the sick and injured and for life suppression activities, is of MAJOR concern throughout the County.

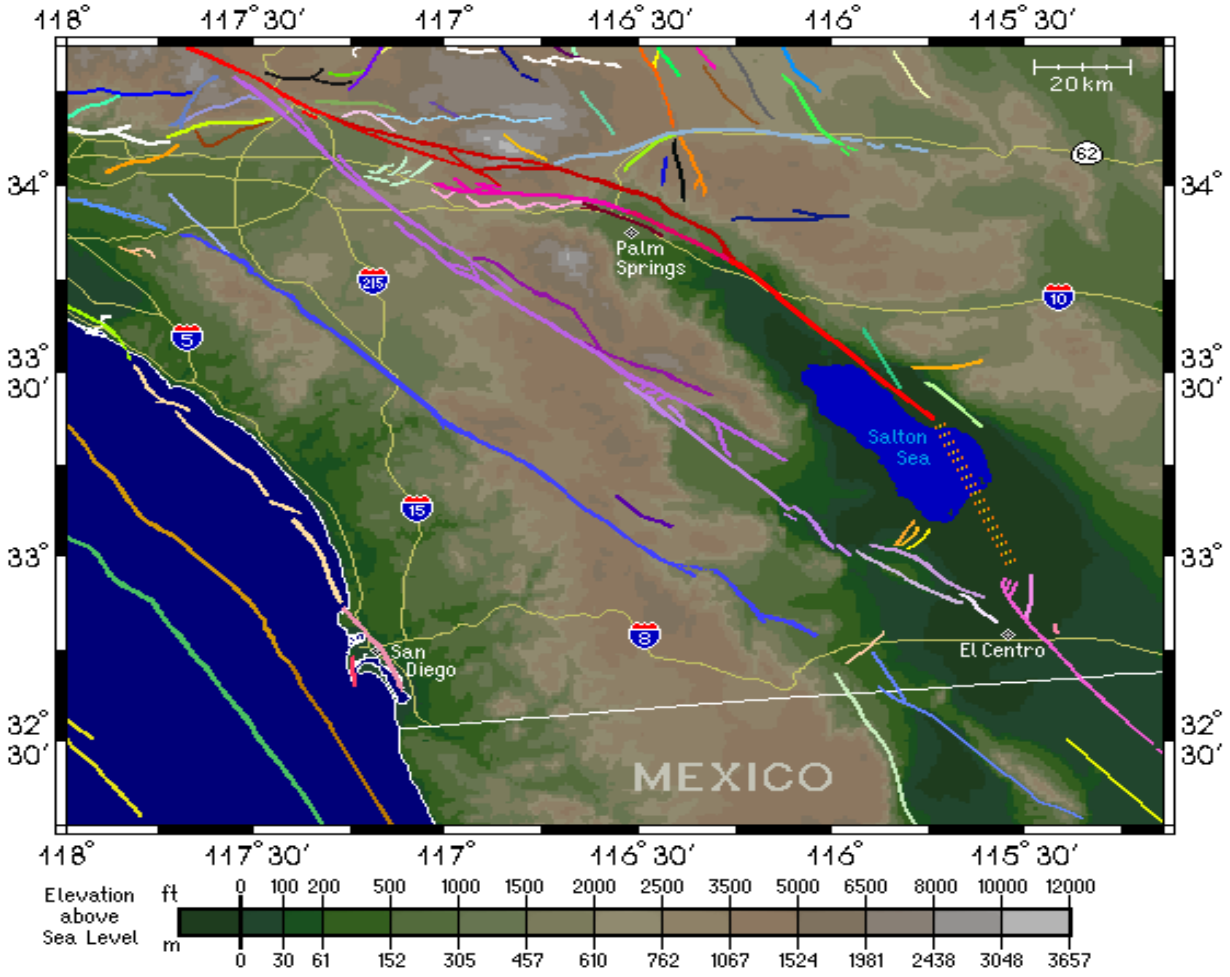
20.2.15 FAULT MAPS



Imperial County

Historically, the Imperial County is one of the most, if not the most, seismically active regions in the State of California. Twelve significant seismic events of 6.0 to 7.1 occurred in County between April 1906 and November 1987. These four faults (San Andreas, San Jacinto, Elsinore, and Imperial) are among the fastest moving, and therefore most dangerous, in Southern California. Over time, these four faults produce about half of the significant earthquakes of our region.

The following fault-zones are located in the County: San Jacinto (Clark and Coyote Creek faults), San Andreas, Superstition Hills, Imperial-Brawley, and Elsinore.



The area covered by this map, which extends from the Transverse Ranges (the San Gabriel and San Bernardino Mountains) in the north to Baja California, Mexico, in the south is dominated primarily by northwest-trending faults, generally of a right-lateral strike-slip nature, though faults of every type and orientation can be found here. In this area is the Salton Trough, a great inland basin, much of which is below sea level, that harbors the Salton Sea, a dominant feature of the right-hand side of this map.

20.3 Modified Mercalli Scale of Earthquake Intensities

The Modified Mercalli (MM) intensity scale, one of several similar measurements of earthquake effects and damage, was devised before seismographs were invested to give some kind of scientific dimension to tremors. The MM intensity scale remains useful in plotting maps which show the general range and severity of ground effects, structural, interior damage, personal observation and sensations during an earthquake. The scale is largely dependent upon the observations and reports of the victims of an earthquake. These intensity maps are necessary imprecise and approximate.

The MM scale is based on the following categories of earthquakes effects and damage, coded by Roman numerals.

Intensity	Description	Characteristic effects
I	*Instrumental*	Not felt by people, only detected by seismographs.
II	*Feeble*	Felt only by a few people at rest, especially on upper floors of buildings. Delicately suspended objects may swing.
III	*Slight*	Felt noticeably indoors; like the vibrations due to a passing truck. Standing motorcars may rock slightly.
IV	*Moderate*	Felt indoors by many people, outdoors by few. Dishes, windows, doors rattle. May awaken some sleepers. Standing cars rocked noticeably.
V	*Rather strong*	Felt by nearly everyone, many awakened. Some dishes and windows broken; occasional cracked plaster; unstable objects overturned. Some disturbance of trees, poles and other tall objects.
VI	*Strong*	Felt by all; many frightened and run outdoors. Some heavy furniture moved; some falling plaster or damaged chimneys. Damage slight.
VII	*Very strong*	General alarm; people run outside. Walls crack; chimneys fall. Considerable damage in poorly designed structures. Noticed by persons in moving vehicles.
VIII	*Destructive*	Considerable damage in ordinary substantial buildings with partial collapse. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned. Changes in well water. Car drivers seriously disturbed.
IX	*Ruinous*	Considerable damage with partial collapse of substantial buildings. Buildings moved off foundations; ground cracks conspicuous. Underground pipes broken.
X	*Disastrous*	Ground cracks badly; landslides on river banks and steep slopes; rails bent; many buildings destroyed.
XI	*Very disastrous*	Broad fissures in ground; major landslides and earth slumps; floods. Few buildings remain standing; bridges destroyed; nearly all services (railways, underground pipes, cables) out of action.
XII	*Catastrophic*	Total destruction. Ground rises and falls in waves; lines of sight and level distorted. Objects thrown into the air.

SECTION 21: WEATHER HAZARDS

21.1 Floods

Most serious flooding in the County has occurred as a result of summer thunderstorms. While the entire county is subject to various degrees of flooding from flash flood, or slow rise flooding caused by heavy precipitation, the communities of Desert Shores, Salton City, Palo Verde, Bombay Beach, El Centro, and Ocotillo are considered to be the most likely to experience significant flooding.

- Bombay Beach - In the event of a major incident, it is anticipated that 300 to 1,000 residents would have to be evacuated. The community is situated in a pocket created by the Salton Sea on the west and the Chocolate Mountains on the east. Severe flooding could isolate the community.
- El Centro – Historically, the Gillett/Cannon Roads area receives the heaviest flooding. It is at a low elevation east of El Centro, south of East Evan Hewes Highway, numerous residences and mobile homes are located in the inundation area.
- Ocotillo – The entire community is at risk and is especially vulnerable to flash flooding.
- Colorado River communities of Palo Verde and Winterhaven are at high risk of flooding.
- Salton Sea – Salton City and West Shores communities are at risk of floods and flash flooding.

The County has adopted flood plain zoning to preclude development of flood hazard areas. The County also has a subdivision ordinance that designates the County Planning Director to review and approve or disapprove all subdivision proposals. This ordinance specifically states that areas subject to flood hazards, inundation, or erosion shall not be subdivided except under restrictions as approved by the County Planning Director.

A unique flood hazard to the County exists on its eastern border with the state of Arizona at the Colorado River. Colorado River dams are under the jurisdiction of the U.S. Department of the Interior, Bureau of Reclamation, Lower Colorado Region. Also, economic loss would be appreciable due to destruction of residences, businesses, County roads, highways, utilities and railroads.

In addition to dam failure, the Colorado River can be expected to create severe flooding problems during periods of extended rainfall such as an El Nino event. The El Nino event of 1982-83 caused significant damage to the public works infrastructure along the Colorado River.

21.2 Extreme Heat

The County is desert and consequently experiences extreme heat. Such extreme heat situations can kill by pushing the human body beyond its limits. Most heat disorders occur because of overexposure to heart, over-exercise, age, or physical conditions. Extreme heat can also cause serious economic damage to a community by drought, increased demand for water, and shortages of electrical power.

Extreme heat occurs when temperatures hover 10 degrees or more above the average high temperature for the region and last for several weeks. Humid or muggy conditions, which add to the discomfort of high temperatures, occur when a “dome” of high atmospheric pressure traps hazy, damp air nears the ground.

Excessively dry and hot conditions may provoke dust storms and low visibility. Droughts occur when a long period passes without substantial rainfall. A heat wave combined with a drought is a very dangerous situation.

21.3 Fire

A combination of climate, topography, vegetation and development patterns creates high fire hazard risks throughout the County, especially in the many areas of wildland interface located in river bottom areas county wide.

Fire poses a constant threat throughout the County, especially during an extended “fire season” such as expected in 2003. Fires of significant size and impact have caused injury, death and property loss.

The wildland interface is defined as the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. Recent fires such as the 1991 Oakland Hills fire, the Southern California fire siege of 1993, the Grand Prix, and most recently the 2003 San Diego fire are clear examples of the complexity of protecting the wildland/urban interface.

Even though the potentials of having a major fire in the unincorporated areas of the County are minimal, the hazards exist in two different locations of the County. Those would be the fuel storage farms, one of which is located south of the City of Imperial and the second site east of Niland. In the event of a fire, in any one of these sites, assistance would be required of various fire departments within the County. The threat of fire spreading and causing major problems to other areas of the County are minimal due to their isolated locations.

The interface will continue to be a major fire concern in the County, as people continue to move from urban areas and development increases.

21.4 Windstorms

Periodically, Imperial County is subjected to moderate to severe episodes of windstorm, usually in February and March.

In the past, these windstorms have disrupted both surface and air transportation systems within the county; caused malfunctions in communication systems; power outages; structural damage to buildings, homes and causes crop and livestock losses, and health problems, particularly increased respiratory ailments.

21.5 Thunderstorms

Imperial County has experienced many haystack fires and power poles due to lighting during a thunderstorm.

Thunderstorms generate electrical discharges of incredible voltage, which are visible as lightning bolts. Atmospheric lightning bolts can extend for miles through clouds, and are not dangerous. Lighting discharges from clouds to ground and from ground to clouds are common and can be extremely dangerous.

Any tall objects, particularly those that reach above surrounding contours, make probable targets for lightning. These objects may include a lone tree, a small stand of trees surrounded by clear ground, an exceptionally tall tree within a canopy of trees, piled haystacks or even the earth itself where it forms a ridge, peak or promontory point.

22.1 Overview

Environmental hazards represent a category of events that impact everyone. Generally, environmental hazards develop over a period of time so that their impact may be lessened by implementation of effective protection policies, manufacturing changes, and pollution controls.

22.2 Air Pollution

Much of the world's urban pollution breathes polluted air at least part of the time. Sulfur dioxide (SO2), a major pollutant, is a corrosive gas harmful to humans and the environment. Electricity generation using fossil fuels is the key source of this compound in industrialized countries. Other air pollutants include nitrogen oxides, carbon dioxide, and lead, mainly from motor vehicle exhaust.

22.2.1 EFFECTS

The pollution of the troposphere (lower atmosphere) is damaging to agricultural crops, aquatic systems, buildings and human health. Primary pollutants often react to form secondary pollutants (acidic compounds), a frequent cause of environmental damage. The following effects are possible:

- Crop and vegetation damage by injury to plant tissue, increasing susceptibility to disease and drought.
- Damage to aquatic ecosystems so they no longer support life.
- Degradation of building materials, such as metals, stone and brick.
- Impact to human health by damage to respiratory tracts.

22.2.2 AIR QUALITY

The air quality in the County results from a unique combination of factors; air flow patterns and emission sources, both local and those located through the region, result in some of the worst air quality in the nation. The County regularly exceeds State and Federal air quality standards for ozone and particulate matter. Designation in air quality is acute during summer months when wind patterns transport pollutants.

According to U.S. Environmental Protection Agency, Imperial County has one of the most complex air quality problems in California. Elevated particulate matter levels can result from many sources, including transport form Mexico and from disturbance of soils by wind and human activity. Common sources include unpaved roads, waste burning, agriculture, and other activities along the U.S.-Mexico border.

Many scientific studies have linked breathing particulate matter to significant health problems, including aggravated asthma, increases in respiratory symptoms, chronic bronchitis, and premature death. Particulate matter is also associated with increased hospital and emergency room visits for people with heart and lung disease, absences from work and school, and reduced visibility.

22.3 Water Pollution and Supply

Although water pollution may include marine as well as fresh water pollution, this assessment will only address fresh water pollution.

Southern California's water sources are primarily groundwater or imported. Most of the County's water is from groundwater sources. These sources may be impacted by anything that can be discharged into the ground.

22.3.1 EFFECTS

The clearing of land for agricultural uses and agricultural practices such as irrigation and use of fertilizers and pesticides may seriously affect water quality.

- Fresh water pollution results in the following adverse effects:
- Untreated wastewater carries viruses and bacteria from human feces into human drinking water, which can result in illness or even infant mortality.
- Produces eutrophication, or decay of organic matter, which decreases oxygen levels in water, upsetting the balance of the aquatic ecosystem.
- Industrial effluents negatively affect health of those drinking untreated water from the tainted source and cause the water to become acidified, reducing its ability to support aquatic life.
- Sediment is carried by runoff from eroded soil deposits in drainage basins, reducing the capacity and exacerbating flooding.
- Salinization from irrigation may have harmful effects on downstream agriculture.
- Pesticides and fertilizer chemicals accumulate in water and affect tissues in living organisms.

22.4 Industrial/Technological Hazards

Industrial and technological hazards represent a category of events that has expanded dramatically throughout this century with the advancements in modern technology. Like natural threats, they can affect localized or widespread areas, are frequently unpredictable, can result in substantial loss of life (in addition to the potential for damage to property), and can pose a significant threat to the infrastructure of a given area. Industrial and technological threats include: hazardous materials incidents at fixed facilities; hazardous materials incidents resulting from transportation accidents; power failure; radiological incidents at fixed facilities; radiological incidents resulting from transportation accidents; structural fires; and transportation accidents of all types.

22.5 Public Safety Communications Failure

The County's public safety communications system is comprised of all dispatch centers and the 911 system. This includes command/control, resource deployment, acquisition and utilization.

The dispatch centers addressed in this assessment include communications centers operated by local police and fire departments, County Sheriff, County Fire, California Highway Patrol (CHP), feral and state agencies, and Yuma County, Arizona.

The countywide enhanced 9-1-1 system is dependent on the Telco interconnect into an Orange County database for proper routing of all 9-1-1 calls.

Some centers are dependent on microwave and/or landline connections to support computer-aided-dispatch (CAD) systems and/or conventional and trunked radio systems.

Without the Telco interconnect, the public loses its ability to call 9-1-1 and will need access to 7-digit backup emergency telephone numbers that may or may not be available.

22.6 Aircraft Crash

An aircraft crash poses a major threat to populated areas. The communities of Calipatria, Brawley, Imperial, El Centro, and Calexico have airports in close proximity to populated areas, and are therefore subject to aircraft related disasters. Particular attention should be given to the communities of Imperial, and El Centro: they both are close to airfields that service commercial, general, and military aircraft and there is an aircraft fuel tank farm at the end of the Imperial County Airport main runway.

Impact on Vital Public Services, Systems and Facilities

When aircraft disasters occur there is a tremendous impact on every aspect of the emergency response/public services infrastructure even though the area affected is often small in comparison to natural disasters. Even though a relatively small area may be affected, the potential for injuries, loss of life, and property damage is staggering. Emergency medical agencies, hospitals, police, fire, coroner, transportation and communications systems can be expected to reach capacity in a very short period of time.

Fire Operations

Aircraft crashes that occur at airports can be serviced by fire equipment especially designed for mass application of water and foam available for rapid deployment. However, the majority of aircraft emergencies at airports rarely require the use of that type of special equipment.

More common are low impact or ground aircraft incidents requiring interior attack with standard hose lines and tactics similar to structural fires. Aircraft crashes away from airports tend to be those of higher impact where the use of large specialized airport crash vehicles would be of great value. This is of particular importance where there are limited or no water resources and where the fires are large open fuel or structural fires.

Law Enforcement Operations

Major aircraft crashes trigger a massive response by local emergency first responders, such a fire, law, and emergency medical services. Especially in off-airport incidents, vehicular access to the crash site is often limited and responding emergency vehicles can cause a traffic gridlock that prevents an effective initial response. It is law enforcement's responsibility to establish a perimeter, restrict access, and maintain order at the scene of such an incident. A very high priority must be established for initial law enforcement resources arriving on-scene to enforce ingress and egress routes for fire and EMS personnel and equipment.

Initially, local law enforcement is responsible for responding to the emergency, securing the scene, and preserving evidence. For on-airport emergencies, once the initial response is

terminated, the Airport Manager, or designated representative, is responsible for securing the scene while Federal Aviation Administration (FAA) and/or National Transportation Safety Board (NTSB) conduct the aircraft incident/accident investigation. For off-airport emergencies, local law enforcement is responsible for securing the scene for FAA/NTSB. If a criminal act is suspected, local law enforcement has a legal responsibility to investigate the incident, apprehend perpetrators, and coordinate with appropriate deferral agencies.

22.6.1 MASS CASUALTY OPERATIONS

A major aircraft crash can be expected to include mass casualties that will severely strain EMS personnel resources. Local ambulance services as well as acute care facilities will be expected to meet the demand for emergency assistance. Where local care is unavailable, patients may have to be transported to trauma care facilities some distance from the crash site.

22.6.2 CORONER OPERATIONS

The County Coroner's Office is responsible for providing a trained and qualified fatality incident response team to account for all fatalities and human remains. This team will include an ability to evacuate and identify remains, assistance in notification of families of deceased victims, preparation and filing of death certificates, facilitating ways for preparing, processing and releasing dead human remains to the next of kin under emergency conditions, and mortuary services. The Coroner's Office will coordinate its work with other law enforcement authorities.

22.6.3 SPECIAL HAZARDS

Multiple hazards are present at the site of major aircraft crashes. Recent experience has brought to light the tremendous bio-hazard caused by human blood and tissue. Universal precautions for all rescuers is decontamination of all equipment as well as protective clothing.

Other hazards are sharp or jagged edges of aircraft fuselage, fuel contamination, toxic smoke from burning magnesium and carbon fiber components, and radioactive materials.

22.7 Hazardous Materials Incidents

Hazardous materials incidents can occur either in transit or at a fixed facility. All areas of the County are at risk, particularly where hazardous materials fabrication, processing, storage, treatment, or disposal activities are conducted. For further information refer to the Imperial County Hazardous Materials Area Plan (May 2011).

22.7.1 TYPES OF INCIDENTS

The chemicals designated "hazardous" cover a wide range of toxicity and many have minimal or no effects on humans in small doses. The type of incidents may include:

- Emissions of gases or particles into the air;
- Wastewater discharges into rivers and other bodies of water;
- Solid waste disposal in on-site landfills;
- Injection of wastes into underground wells;
- Transfers of wastewaters to public sewer plants; and
- Transfers of wastes to off-site facilities for treatment or storage.

22.7.2 OTHER INCIDENTS

In addition to fixed site hazardous materials incidents, such incidents also occur during transportation. Areas at risk would be along highways, rail lines, pipelines, and rivers. Because major highways run through virtually every community in the County, all sections of the County are at risk.

22.8 Power Failure

Power failure may be defined as interruption or loss of electrical service for an extended period of time. An extended period of time would be long enough to require emergency management organization response to needs for food, water, heating, etc., caused by loss of power.

There are two classes of power failures: failures internal to the power distribution system such as the West Coast “brownout” in 1996, and failure as the result of external causes such as severe storms.

A summary of potential effects includes loss of power to hospital and medical facilities which could cause life-threatening situations for patients; inability to use necessary medical care equipment (in the absence of working backup generators); massive traffic stoppages due to failure of traffic lights; spoilage of food; lack of heating/air conditioning for many residents/business; work interruptions since equipment cannot be used; and loss of major databases for business, educational and other institutions.

22.9 Conflict Hazards

Conflict hazards include any significant contact between opposing groups of a violent nature. Generally, these hazards are below the level of conventional war and above ‘routine street crimes’ and other crimes of violence. They include terrorism, subversion, insurgency and drug trafficking.

Terrorism is of increasing concern because of its potential for mass injury, destruction, and death in venues previously deemed to be safe havens.

Chemicals and biological warfare tactics are being used more by terrorist-type groups and pose an increasingly serious threat to public safety organizations and the public.

22.10 Domestic and International Terrorism

The threat of terrorism has grown significantly during the past several years due in part to perceptions by anti-government groups regarding actions at Ruby Ridge and Waco, the terrorist bombings in New York City and Oklahoma City and the War on Terrorism. The international terrorist events of September 11, 2001 have heightened the possibilities of these types of acts occurring in the County.

Historically, terrorist acts have been a part of America history as various groups chose violence as the primary means for furthering their political agendas. These groups were depicted as terrorists or freedom fighters depending on whose side they were on. In reality, terrorists are lawbreakers and subject to being prosecuted as common criminals.

In the United States there are groups referred to as special interest terrorist groups. These remain a potential threat to U.S. interests. Special interest terrorist groups are characterized by their focus on a specific cause or issue. Examples include groups who espouse the use of terrorism in order to advocate environmental issues or animal rights. In recent years, many criminal acts have been perpetrated against providers of abortion services, immigrants, gays and lesbians, and racial and religious groups. These include arson, extortion, bombing, stalking, and harassment.

In addition to domestic terrorists, several international groups continue to maintain or increase their presence in the United States. These groups continue to infiltrate their members into this country, by means both legal and illegal. Despite their pronounced hatred for the United States and its policies, they perceive it as being a rich environment for fundraising, recruitment, and proselytizing. Terrorist groups are aware of the open, innocent-until-proven-guilty nature of this country, where civil rights are enforced for the criminal, as well as the victim.

Loosely affiliated groups of radical terrorists like the ones comprised of individuals who conspired in the bombing and airplane strikes of the World Trade Center and Pentagon, remain a primary concern of law enforcement officials. Such groups are difficult to identify and do not easily conform to rigid categorizations used by western law enforcement agencies.

In recent years, a variety of circumstances have substantially raised concern about the use of "weapons of mass destruction," including Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) agents as well as the use of large conventional explosive devices. America has little experience with response to a CBRNE attack. Important issues include development of a local ability to rapidly decontaminate large numbers of people, isolate those infected by a biological agent, and public health officials will coordinate efforts with law enforcement to take advantage of the full-range of expertise and authorities.

The County Sheriff's Department participates in a counter-terrorism task force and is the lead agency in the San Diego Terrorism Early Warning Group (TEWG) and will provide additional information on a "need to know" basis.

For further information, see Terrorism Annex, Appendix E.

22.11 Civil Disturbances

Civil disturbances include any incident, the intent of which is to disrupt a community to the degree that police intervention is required to maintain public safety. Riots, strikes resulting in violence, and demonstrations resulting in police intervention and arrests are included in this category.

Civil disturbances may occur at any time. Public issues for which there are extreme views and a willingness to take action if one view appears to strongly outweigh another may trigger civil disturbances.

The effects of this threat can be varied based upon the type of event and its severity and range. Loss of life and property as well as disruptions in services such as electricity, water supply, public transportation, communications, etc., could result from civil disorder.

Certain types of facilities may be more vulnerable than others during civil disorder. These include federal, state, and local government buildings, shops, stores, or other locations, which represent a particular racial, religious, or ethnic activity.

The County Sheriff's Department, on a "need to know" basis, will provide specific information on these subjects.

22.12 Public Health Hazards

Generally, this category of hazards occurs when there are unsanitary conditions, crowding, and poverty. However, in recent years, increasing resistance of diseases to drugs, and lifestyle situations has created significant public health hazards.

The predictability of public health hazards may increase due to rises in travel or migration and long-term dormant symptoms of sexually transmitted diseases. Blood-borne pathogens may also contribute to the threat of a public health hazard.

In addition to the threat of biological terrorism, the well-publicized official concern about the use of chemical and biological agents as a terrorist weapon also raises the likelihood of non-terrorist groups or individuals using an infectious agent as part of other criminal activities.

22.13 Epidemics

An epidemic is defined as the occurrence of a disease, known or suspected to be of infectious or parasitic origin that is unusually large or unexpected. An epidemic often evolves rapidly into an emergency situation; thus a prompt response is needed. Epidemics may be hazards in themselves, but may also accompany and intensity the misery brought on by a disaster situation.

The term "epidemic" may be applied to any pronounced rise in incidence and is not restricted to sudden outbreaks. Slow outbreaks of leprosy, for example, may spread and develop over generations. New and unrecognized epidemics occasionally arise such as AIDS (acute-immunodeficiency syndrome), which was detected in the United States in 1981, through routine surveillance of pneumonia cases.

The number of reported outbreaks of communicable disease has increased in recent years for a number of reasons. National and international travel is increasing daily and takes place over greater distances. Explosive urban development in many countries is associated with poor sanitary conditions and crowding. An increase in incidence of sexually transmitted diseases has occurred due to changes in behavior and long-term dormant systems. Some of the increases, however, may be attributed to better health care coverage in developed as well as developing countries and more thorough reporting of outbreaks.

22.13.1 EXAMPLES

Many endemic (constant presence of a disease or disease agent within a specified area) diseases are capable of being epidemic if environmental or host carriers change in a way that favors transmission.

Possible examples include:

- Exposure of non-immune persons, generally by immigration from a non-endemic area (such as tourists or refugees).
- Ecological changes may favor the breeding of an insect vector, such as the mosquito in the rainy season.
- Increase in human movements due to markets or favorable seasonal conditions increasing the points of frequency of contact.
- Contamination of food and water sources.
- Declines in nutritional status.

A potential epidemic may be predicted by increase in numbers of the organism in carriers or animals. In plague, a disease carried by fleas on rodents, for instance, an “epizootic” (the parallel term for animals equivalent to an “epidemic” for humans) occurs prior to the epidemic.

22.13.2 THREATENED

A “threatened” epidemic can be anticipated when certain circumstances are present, such as: a susceptible population; the presence or impending introduction of the disease agent; or the presence of a mechanism for large-scale transmission (such as a contaminated water supply or a vector population).

22.13.3 EMERGENCY

An epidemic “emergency” can only be defined within the larger context in which it occurs, but may include the following characteristics:

- Risk of introduction and spread of the disease in the population.
- Expectation of a large number of cases.
- The disease is of such severity as to lead to serious disability or death.
- Risk of social and/or economic disruption from presence of the disease.
- Governmental authorities are unable to cope adequately with these situations because of a lack or insufficiency of:
- Technical or professional personnel
- Organizational experience
- Necessary supplies or equipment (drugs, vaccines, laboratory diagnostic)
- Materials, vector control materials, etc.)
- A danger of international transmission.

Constraints to the predictability of epidemics can occur in newly formed of transitional communities where medical histories are not known and immunities to local vectors may be lacking. Further, the environment may be unplanned or un-established and factors such as source of water supply uncertain. Health care may be transitional or not sufficiently focused on prevention, due to lack of supplies and trained personnel.

The communities and circumstances noted above may be a residual impact of a catastrophic earthquake or other large-area disaster event.

Epidemics can also be caused by intentional criminal acts. In 1984, a religious cult in Oregon sprayed salmonella bacteria onto salad bars to sicken a local population in an attempt to fix a local election. Although there were no deaths, hundreds of people were sickened. Yet the crime went unrecognized until one of the cult members told authorities about it at a later date. Currently concerns involve the potential use of pathogens like those that cause anthrax, botulism and small pox. For further information see County Department of Public Health Emergency Plan.

22.14 Animal Control

During disasters, animals are victimized as much if not more than their human companions. Animals in harm's way include horses, livestock and household pets. Disaster workers can be expected to assist animals in different ways – remove from fires or flooded areas, round-up and care for cattle involved in trailer transport accidents, and provide help for small domestic animals. Effective animal control will require setting up temporary holding areas for animals evacuated from areas at risk. Holding areas for animals should be arranged in advance of an emergency for proper and safe planning. An Animal Evacuation Plan was written in 2001 and distributed to public safety management personnel and the (7) cities and towns of the OA. The County Animal Care and Control Program is the lead agency responsible to coordinate this Plan during a disaster.

For public health reasons, many emergency shelters cannot accept pets. It is incumbent on owners of pets to find out which motels and hotels in the county allow pets – well in advance of needing them.

Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis and other diseases may occur.

22.15 Compound and Complex Hazards

Increasingly one type of hazard can trigger a disaster, which in turn triggers another hazard, and subsequent disaster. A flood may force people to seek refuge in neighboring communities or lands where conflicts ensue between the refugees and local communities. A terrorism incident may cause a public health, technological, conflict, and national security threat at the same time.

The potential for complex disasters is becoming more evident. Essentially a complex disaster is a form of human-made emergency in which the cause of the emergency as well as the assistance to the afflicted are bound by intense levels of economic, social, political, and technological considerations.

This is caused by situations where the ability of response forces to control and assist the afflicted is severely constrained; where persons by culture and experience view the measures suggested and imposed with disdain; where the afflicted are extremely suspicious and hostile to public (meaning government) intervention; where rumor may trigger a mob psychology and reaction which overwhelms response forces; and, where the combination of the above events compounds a disaster through actions that cause the mass displacement of people.

22.16 Immigrant and Indigenous Community Reactions to Disasters

Immigration and homelessness are not just national issues but a state, a regional, and local issue as well. In addition to these two highly visible groups, the County has other groups, indigenous to certain communities, who will be significantly affected by a catastrophic event.

These groups will in turn have a significant effect on emergency response. These groups include:

- An increasing number of elderly and disabled persons who are not physically or financially able to leave their homes. This group will place a high priority on "staying put" irrespective of warnings to the contrary.
- Immigrants from Central and South America and Asia who have experienced near or actual catastrophic events. Because of culture, language, and belief, their response to a disaster may be significantly different than that of persons whose lives have been lived solely in the United States. Where the predominant culture instructs persons to "duck, cover, and hold", persons with different experiences may "run, run, run" to open fields, parks, etc. In the parks shelters may be established for a community.
- Children, especially of school age, and who are in school at the time of a significant disaster event will greatly strain the resources of the emergency response management system. This may be due not so much from the children's reactions, but the reactions of parents who will want to immediately know the status of their offspring. Under these circumstances, plans for sheltering in place, or other approaches, which manage the movement of children, will be sorely tested.
- Homelessness will increase after a catastrophic event as many households representing lower income persons form substandard (not up to earthquake standards) housing units will be forced to the streets. Although designated shelters may handle a portion of this group, the location and availability of such shelters will determine their effectiveness as an emergency housing alternative.
- Traditional Native American beliefs and concerns may increase during and after a catastrophic event, particularly with respect to archeological sites containing human burials remains, cremations, artifacts of ceremonial or spiritual significance, and rock art.
- Further since many Native Americans reside on protected lands, the approaches to response and recovery will require cognizance of federal laws and policies.

22.17 Water Releases and Dam Failure

The County has two (2) dams (Imperial & Laguna), following Palo Verde and Parker Dams on the Colorado River to the All American Canal. (Refer to Yuma Area Bureau of Reclamation for Dam Emergency Plans).

The Imperial Irrigation District (IID) receives an average of 3.1 million acre-feet each year from the Colorado River. Imperial Dam, located north of Yuma, Arizona, serves as a diversion structure for water deliveries throughout southeastern California, Arizona and Mexico. The operations of IID's River Division Office at Imperial Dam, as well as system wide water distribution, all fall under the direction of the United States Bureau of Reclamation (USBR). Water diverted at Imperial Dam for use in the Imperial Valley first passes through one of three desilting basins, used to remove silt and clarify the water. From the desilting basins, water is then delivered to the Imperial Valley through the All-American Canal.

Three main canals - East Highline, Central Main and Westside Main - receive water from the All-American Canal and are used to deliver water to many canals that exist throughout Imperial Valley. Another important component of IID's distribution system are the seven regulating reservoirs and three interceptor reservoirs that have a total storage capacity of more than 3,300 acre-feet of water.

IID operates and maintains more than 1,438 miles of lateral canals, 230 miles of main canals and the 82-mile-long All-American Canal. Most drainage ditches ultimately discharge water into either the Alamo River or New River.

All dams and basins have the probability of some type of failure. An assessment by the Bureau of Reclamation has classified Parker Dam as a high-hazard facility. Failure of the dam has the potential to jeopardize approximately 167,000 lives along a 319-mile reach of the Colorado River between Hoover Dam and United States-Mexico border.

22.18 Evacuations Due to Dam Failure

A wide variety of types of incidents may generate the need to evacuate people from a threatened area. California Penal Code Section 409.5 gives peace officers the authority to close “the area where the menace exist to any and all persons” except the news media. This section permits the arrest of any unauthorized person who willfully and knowingly enters an area closed by reason of an emergency. An arrest is also permitted of any unauthorized person who willfully remains in the area after receiving notice to evacuate or leave, except that the statute no longer permits arrests of persons refusing to evacuate their home or business.

Consequently, the responsibility to notify citizens and facilitate evacuations generally falls to law enforcement. The decision to evacuate a given area is made by the Incident Commander (IC) of Unified Commanders, based on the advice of specialist familiar with the particular kind of emergency (fire, law enforcement, public health, etc.). When an area is ordered evacuated, officers should make every effort to verbally persuade persons to leave their homes and businesses. In only the most exceptional circumstances will arrest/force be considered to remove someone from their own home or business pursuant to an evacuation order. Penal Code section 273(a) and 148, and Welfare and Institutions Code 5150 may permit an arrest under limited circumstances, especially when a person creates a danger to others such as a parent preventing a child from leaving in the face of a direct threat.

A duly authorized representative of any news service, newspaper, or radio or television station or network” cannot be prevented from entering areas closed pursuant to Penal Code Section 409.5.

Livestock, including horses, cattle, and other large animals, are a common problem during evacuations. The Imperial County Animal Care and Shelter Division maintain an emergency plan written in 2001 to provide transportation and temporary housing for such animals.

SECTION 23: NATIONAL SECURITY THREATS

23.1 Overview

National security threats represent those threats that are primarily the result of actions of external, hostile forces on the land, population or infrastructure of the United States. The potential for damage resulting from national security threats ranges from the relatively localized damage that could be expected from a terrorist attack to the catastrophic devastation that could be expected to occur from either a chemical, biological or nuclear attack on the United States. Like natural or technological threats, national security threats can be either predictable or unpredictable (for example, a preemptive strike versus an attack following a buildup of tensions). National security threats include: nuclear attack; chemical/biological warfare; civil disorder; and low-intensity conflict (including terrorism, subversion, insurgency and drug trafficking).

For further information see Terrorism Annex, Appendix E.

23.2 Nuclear War

Definition

Any hostile action taken against the United States by foreign forces which results in destruction of military and/or civilian targets through use of nuclear weapons. (Blast and fallout effects are assumed from a large-scale nuclear attack.)

Frequency

No U.S. occurrence.

Areas at Risk

All areas of U.S. are at risk for different blast effects or secondary effects.

Season(s)

An attack could occur at any time of the year.

Effects

The effects of a nuclear attack, if one should occur, would be devastating and far-reaching. Many millions of lives would be at risk to the effects of blast overpressure, fire and radioactive fallout. The loss of property and infrastructure would be catastrophic with an almost incalculable associated dollar value.

The area in the U.S. at high risk from a large-scare nuclear attack threat includes Southern California and represents the locations of blast overpressure and fallout. The information developed is based on the Nuclear Attack Planning Base (NAPB) National Aimpoint List, a database of projected Soviet (now Russia) targeting of the U.S. in a preemptive nuclear strike.

Exact radiation levels can never be determined in advance of fallout arrival. Hence, minimum fallout protection levels for an entire area cannot be defined.

Of additional concern to the United States is the increasing proliferation of missile capability worldwide, a capability that could be made more lethal by the addition of chemical, biological or

nuclear warheads. Further, domestic and international terrorist groups are known to seek possession of such weapons in pursuit of their own agendas for disruption. These activities pose ever-greater dangers to U.S. facilities and citizens and must be planned for.

23.3 Chemical and Biological Warfare

Definition

The introduction of toxic or infective agents to harm a community's population, animal or plant food resources.

Frequency

No significant U.S. occurrence; however, with continued development of chemical/biological weapons and improved delivery systems by Third World nations, the threat is increasing.

Effects

The effects of chemical warfare would be devastating to human and animal life or, depending on the agent used, plant life as well. Chemical weapons, including warheads on missiles, contain liquid or gaseous chemical agents that cause toxic damage to living tissue rather than damage resulting from other physical effects such as blast, heat, or shrapnel.

Although chemical agents do little damage to buildings or vehicles, long-lasting chemical agents can be placed in structures or whole areas, thereby rendering these locations useless for humans or animals until they have been decontaminated.

One advantage of using chemical and biological weapons in terrorism is the difficulty in their detection. Anything from soda cans to missile warheads can be used as delivery systems. Cost and availability are advantages that chemical and biological weapons offer. Another advantage that chemical weapons offer the potential terrorist is reputation. Coughing, sneezing, cold sweats, headaches, difficulty breathing, nausea, blistering skin, paralysis, incontinence, and self-defecation are all unpleasant terms associated with describing the effects of chemical weapons. As a result, the mere term "Chemical and Biological Weapons" strikes a chord of fear in modern day society.

One final advantage to chemical and biological weapons is their efficiency. In short, these weapons cause numerous casualties at a very low cost, and are often referred to as a "Poor Man's Atomic Bomb." According to one study, the following numbers are an approximate cost per casualty for various weapons. For atomic bombs the cost would be approximately $2,000 per casualty. For conventional weapons the cost would be about $800 per casualty. For nerve gas weapons the cost is about $600 per casualty. And for biological weapons the cost would be about $1 per casualty.

Although, some may view the above advantages with disdain, there is, as always, a down side. The disadvantages for use of chemical and biological weapons are many. The first is retaliation, followed closely by image, and acquisition.

In the area of terrorism there has been an increasing level of activity in the national and international arena. This has corresponded with an increase in the ability of government response to terrorism, and the establishment of special operations units to combat terrorism both reactively and proactively. With this increase in responsiveness, the terrorist must take into

account the retaliation aspects of chemical, biological and nuclear terrorism. The use of chemical and biological weapons within the borders of the United States will cause invocation of national security measures which allow military personnel to act, without executive order, on a shoot first, ask questions later platform. The typical ban on federal troops acting as police is lifted.

It is hard for terrorist organization to enhance its image once it elects to use chemical and biological weapons. This is primarily because the reputation of chemical weapons as being terrible and inhumane is enough to instantly shed bad light on whatever group is using them. This bad image could lead to other ramifications. The use of such weapons would probably result in the downfall of financial support from sympathetic persons. Without funding, a typical terrorist group is as helpless as a bankrupt individual. They cannot hope to accomplish their goals without money, and chemical weapons are the quickest way to kill that funding.

While the manufacture of chemical and biological weapons is possible for any competent chemist or microbiologist, there is still a high level of danger in the manufacturing process. A large number terrorist have been known to self-destruct in attempting to fashion chemical or biological terrorist attack.

SECTION 24: 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. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports must be submitted within 90 days to Cal OES.

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 (NGOs) may be included to provide support.

All-Hazards: Any incident, natural or manmade, 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 into 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 Functions (CA-EF): The California Emergency Functions 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. California Emergency Functions 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 insure that preparations within the state will be adequate to deal with natural, manmade, 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 manmade 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.

Common Terminology: Normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: Process of 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 government) 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.

Corrective Actions: Implementing procedures that are 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.

Cyber Security: The protection of data and systems in networks that are connected to the internet, including measures to protect critical infrastructure services. These services may include essential communications such as voice, email and internet connectivity.

Cyber Threat: An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email and internet connectivity.

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. Their 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 manmade, 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 and to 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: The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Resource Directory (ERD): A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

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: Police, 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 manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land 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 objectives 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 Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one base per incident. (Incident name or other designator will be added to the term base.) The Incident Command Post may be co-located with the Base.

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.

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 an aspect of information. 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.

Interoperability: Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

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.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

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.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for coordinating with representatives from cooperating and assisting agencies or organizations. At SEMS EOC Levels, reports directly to the EOC Director and coordinates the initial entry of Agency Representatives into the Operations Center and also provides guidance and support for them as required.

Local Government: According to Federal Code 30 a 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: Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade 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 or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

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 by the System. 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 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 that is 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.

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 they 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.

Recovery Plan: A plan developed to restore the affected area or community.

Region 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: Provides 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) Portion of a book, treatise, or writing. B) Subdivision of a chapter. C) Division of law.

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

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.

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 disaster assistance. This may include a joint power authority established under Section 6500 et. seq. of the Code.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance 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.

Staging Area: Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Procedure (SOG): Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of 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 19. DIVISION 2. Chapter 1, ∞ 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 (CalOES) at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Cal OES Administrative Regional Emergency Operations Centers (REOCs). It is also responsible for providing updated situation reports to the Governor and legislature.

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.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.].

Type: 1) An ICS resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind, or group sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

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 that are 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.

SECTION 25: AUTHORITES AND REFERENCES

IMPERIAL COUNTY RESOLUTIONS:

County Resolution No. 20: California Master Mutual Aid Agreement. Adopted and approved on January 1951.

County Resolution No. 95-12: Adoption of Standardized Emergency Management System (SEMS). Adopted in September 1995, this Resolution contains language supporting the County's use and implementation of SEMS and the OA Concept.

County Resolution No. 2006-013: Adoption of National Incident Management System (NIMS). Adopted NIMS and also included language that the County would continue use of SEMS.

County Resolution No. 2.104.030: Establish Disaster Council. County Ordnance No. 237 also defines the County's Disaster Council membership (2.104.030) and powers/duties (2.104.040).

County Resolution No. 2008-004: Adoption of Multi-Jurisdictional Hazard Mitigation Plan. Adopted in February 2008 this resolution adopted the County's MJHMP.

STATE AUTHORITIES:

California Civil Code, Chapter 9, Section 1799.102 – Good Samaritan Liability
California Code of Regulations, Title 19
California Disaster and Civil Defense Master Mutual Aid Agreement
California Disaster Assistance Act
California Emergency Services Act

FEDERAL AUTHORITIES:

Federal Civil Defense Act of 1950 (Public Law 920) as amended
Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

REFERENCES

California Catastrophic Incident Base Plan: Concept of Operations
California Emergency Plan
California Fire Service and Rescue Emergency Mutual Aid Plan
California Hazardous Materials Incident Contingency Plan
California Law Enforcement Mutual Aid Plan
Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans, Version 2
Emergency Alert System Plan (EAS)
Homeland Security Presidential Directive (HSPD-5)
National Incident Management System
National Response Framework
Imperial County Multi-jurisdictional Hazard Mitigation Plan
Standardized Emergency Management System Guidelines
Tactical Interoperability Communications Plan (TICP)
Telephone Emergency Notification System (TENS)
Title 44 Code of Federal Regulations

SECTION 26: CONTACT LISTS

26.1 County Contacts

Agency	Telephone Numbers
County Emergency Operations Center (EOC)	760-482-2400
Sheriff Dispatch	760-339-6312
Public Health DOC Deputy Officer 24/7	760-482-4835 760-455-4082
Animal Control	760-339-6291
Environmental Health - 24hr Deputy Officer	442-265-1900
Behavioral Health Department 24/7	1-800-817-5292
Public Works 24hr	442-265-1818
Facilities Management	442-265-1818
Information/ Technical Services	442-265-1040

26.2 Utility Contacts

Agency	Telephone Numbers
Imperial County Sheriff Dispatch	760-339-6312
Imperial Irrigation District Water Dispatch Power Dispatch	 760-339-9348 1-800-303-7756
Southern California Gas Police/Fire 24/7 Media Public Affairs	 1-800-752-9656 1-877-643-2331 800-427-2000
Southern California Edison 24hrs Local Public Affairs	800-611-1911 760-202-4211

26.3 Federal and State Contacts

Agency	Telephone Numbers
State Warning Center Sacramento	916-845-8911
REOC – Los Alamitos	562-795-2900
CAL FIRE – South Ops	951-320-6197
Cal WARN Region	909-806-4087
NOAA Contact – Ken Waters	602-618-3115
National Weather Service Phoenix	602-275-0073
National Weather Service San Diego	858-675-8705

26.4 Transportation and Infrastructure Contacts

Agency	Telephone Numbers
Caltrans	760-352-2071
California Highway Patrol Dispatch Office Road + Weather Info.	 760-482-2550 760-482-2500 760-352-6136
Army Corps of Engineers	1-213-452-3440
Department of Water Resources	916-574-2714
Kinder Morgan Operations Director Office	 760-455-6464 760-352-0677
Reach Air Medical Dispatch	800-338-4045

26.5 Non-Government Contacts

Agency	Telephone Numbers
American Red Cross Imperial/San Diego Response Manager Disaster Service Manager	 760-352-6220
211 Imperial/San Diego	858-300-1239
El Centro Regional Medical Center	760-339-7100
Pioneers Memorial Healthcare District	760-351-4400

SECTION 27: SUPPORTING DOCUMENTATION

27.1 NIMS/CAST/TEP Overview

In Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a unified, national system for managing incidents. The National Incident Management System (NIMS) provides a consistent nationwide approach for Federal, State, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS incorporates the best practices currently in use by incident managers at all levels and represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.

HSPD-5 also directed the establishment of a mechanism for ongoing coordination to provide strategic direction for, and oversight of NIMS. As a result, FEMA's National Integration Center (NIC) was established to support both routine maintenance and the continuous refinement of NIMS and the guidance to Federal Departments and agencies and State, tribal, and local government encouraging its implementation.

The NIC developed and maintains NIMS Compliance Assistance Support Tool (NIMSCAST) as the premier self-assessment instrument for Federal, State, territorial, tribal, and local jurisdictions to evaluate and report achievement of NIMS implementation objectives (activities). NIMSCAST reflects implementation objectives and metrics in support of national preparedness goals, including standards for preparedness assessments and strategies and a system for assessing the Nation's overall ability to prepare for all-hazards incident management.

The Imperial County Office of Emergency Services is responsible for tracking the County's NIMS compliance and as required by FEMA and Cal OES, prepares the annual NIMSCAST report. OES utilizes the web based NIMSCAST reporting tool to report the County's NIMS compliance.

In addition, as required by FEMA and Cal OES, OES prepares an annual Operational Area Training and Exercise Plan (TEP) utilizing the "building block" approach to training and exercises. The TEP is required for grant funding purposes and also ensures the County's compliance with Homeland Security Exercise Evaluation Program (HSEEP).