

# ANNEX A

## Emergency Management

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### Acknowledgements

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Unified San Diego  
County Emergency  
Services Organization  
And  
County Of San Diego

Operational Area  
Emergency Operations Plan

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## GENERAL

### Introduction

Emergency Management within the San Diego Operational Area (OA) consists of the synchronization of a myriad of governmental, non-profit, and business organizations into a single focused response. The ultimate goal is to save lives protect property and the environment, and minimize socio-economic loss from the disaster or emergency.

### Purpose

The purpose of the Emergency Management Annex is to describe how emergencies will be managed within the OA and to describe the organization and operation of the Operational Area Emergency Operations Center (OA EOC) and its role in supporting emergency response.

### Scope

The Emergency Management Annex is responsible for supporting overall management of incident response activities within the OA. This annex provides the core management and administrative functions in support of the OA EOC.

### Objectives

- To provide a basis for centralized control, coordination, and direction of emergency operations.
- To describe the OA EOC functional responsibilities under the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

## EXECUTIVE SUMMARY

The Emergency Management Annex describes the Emergency Operations Center (EOC) and the positions and activities within the EOC. It states that if a disaster occurs in the unincorporated area of the County, the Chief Administrative Officer (CAO) will direct the emergency as the Director of Emergency Services. If the disaster or emergency occurs in more than one jurisdiction, the CAO will become the Coordinator of Emergency Services and will coordinate resources. The coordination or direction will be carried out at the Operational Area (OA) EOC.

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## Whole Community Approach

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



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

In keeping with the whole community approach, this plan was developed with the guidance of representatives from the OA Cities and representatives from County departments, law enforcement, fire services, emergency management, the access and functional needs communities, and various other local stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community.

### Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g. fire, law and EMS) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength of the emergency management system and organizations within the region, to include EOC's, mass notification systems and communication systems.
3. The civil preparedness of the region's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the OA on improving the region's resiliency.

## CONCEPT OF OPERATIONS

When an emergency occurs within the OA, the response is led by the incident commanders in the field, and supported and coordinated by the region's EOCs. In major disasters, the response is conducted in two phases. First, the OA assembles and allocates all needed local resources to respond to the incident. Over time, the focus transitions to effectively and efficiently integrating state and federal support resources into the response.

### Coordination



Coordination within the Management Section in the OA EOC is one of the keys to successful response operations. When decision makers are together in one location, staff and resources can be utilized in the most effective manner. This section includes directors or representatives of County Departments, selected and led by the Director/Coordinator of Emergency Services (Chief Administrative Officer (CAO)) or his/her designee, and Directors of special districts affected by the disaster.

When a disaster occurs, communication and coordination with OA/County/City Departments, special districts, other cities, news media, state and federal agencies, and all others "outside" of the OA EOC, must be accurate and consistent with the Policy guidelines and directives.

The San Diego County Operational Area Emergency Operations Plan (OA EOP) has been designed to follow SEMS and the NIMS.

### Priorities

The following are priorities when conducting and coordinating disaster operations:

- Meeting the immediate needs of people (rescue, evacuation, medical care, public information, food, shelter, clothing) including people with disabilities and other access and functional needs.
- Restoration of facilities/utilities, whether public or privately owned, which are essential to the health, safety and welfare of citizens (sanitation, water, electricity, road, street, and highway repair).
- Meeting the rehabilitation needs of people (temporary housing, food stamps, employment, etc.).
- As much as possible, providing for the recovery of the community to its pre-disaster state.

## Operational Area Emergency Operations Center (OA EOC)

The OA EOC is one of the most important elements in the coordination of successful response and recovery operations. With centralized decision making, personnel and other resources can be utilized more effectively. Coordination of activities ensures that all tasks are accomplished with little or no duplication of effort, and with the highest probability of success.

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the OA. When a major emergency or disaster occurs, centralized management is needed to facilitate a coordinated response. The CAO serves as the Coordinator of Emergency Services for the OA (if elected to that position by the Unified Disaster Council), and as Director of Emergency Services for disasters within the unincorporated area. The CAO coordinates the response for all emergency services personnel and representatives from special districts and private sector organizations with assigned emergency responsibilities. The OA EOC provides a central location of authority and information, and allows for face-to-face coordination among the personnel who direct local services in response to a disaster.

The OA EOC is located in Kearny Mesa at the County Operations Center. Alternate OA EOCs are located in Kearny Mesa and the City of Escondido. The Office of Emergency Services (OES) maintains Standard Operating Procedures (SOPs) for activating the OA EOC.

## Proclamations of Emergency

### Local Emergency Proclamation

In the event of a disaster or condition of extreme peril to persons and property within a jurisdiction, which is beyond the capability of local responders to manage, the Board of Supervisors fills the role of initiating a Proclamation of Local Emergency for the entire OA. The CAO may also proclaim a Local Emergency. Attachment B of County Ordinance 9970 designates the CAO as the Director of Emergency Services of the unincorporated area and is responsible for the operational response to an



### The following activities are performed in the OA EOC:

- Receipt and dissemination of emergency alert and warning.
- Collection and analysis of situational information.
- Management and coordination in support of emergency operations.
- Collection, analysis, and reporting of damage data.
- Provision of emergency information and instructions to the public.
- Maintenance of liaison with support agencies, other jurisdictions, and other levels of government.

emergency. In the event that the CAO is unavailable to serve as Director, the persons designated as the CAO's successors are the Assistant Chief Administrative Officer (ACAO) and the Deputy Chief Administrative Officer (DCAO) of the Public Safety Group.



If a Proclamation of Local Emergency is made by the CAO, the Board must ratify the Proclamation within seven days. In either case (whether by the Board or the CAO), the Proclamation must be made within ten days of the occurrence to qualify the County for State assistance.

The Director of OES is authorized to proclaim a local emergency when the Board is not in session and the CAO and the other officers designated in the line of succession are unavailable to proclaim an emergency, provided that the Board ratifies the proclamation within seven days

**The Proclamation accomplishes the following:**

- Provides public employees and the Board of Supervisors with legal immunities for emergency actions taken.
- Enables the Board of Supervisors to act as a Board of Equalization, to reassess damaged property and provide property tax relief.
- Allows the CAO (or his/her successors) to:
- Establish Curfews
- Take any preventive measures necessary to protect and preserve the public health and safety.
- Exercise other authorities as established by Ordinance 8183 (i.e. to issue new rules and regulations, expend funds, or to obtain vital supplies and equipment).
- The Board shall review at its regular meetings the need for continuing the local emergency proclamation at least every 30 days, however, reviews shall not take place more than 21 days after the previous review. The Board should proclaim the termination of the local emergency at the earliest possible date.

### **State of Emergency**

After or as part of the Proclamation of a Local Emergency, the Board, or City Council may request (by resolution) that the Governor proclaim a State of Emergency. A copy of the request for a Governor's Proclamation, with the following supporting data, must be forwarded to the Director, Governor's Office of Emergency Services (Cal OES) through the OA:

- Copy of the Local Emergency Proclamation,
- Damage Assessment Summary information.

The Governor's State of Emergency allows for the following:

- Mandatory mutual aid may be exercised.
- The Governor has the authority to commit State resources, for example, National Guard, California Conservation Corps (CCC crews).
- The Governor may request the President to declare an Emergency or Major Disaster.

### **Presidential Declaration**

After or as part of a Proclamation of a State of Emergency, the Governor may request that the President declare an Emergency or Major Disaster. The Presidential Declaration allows for Federal disaster assistance and resources.

### **Emergency Managers Mutual Aid (EMMA)**

Pursuant to the Master Mutual Aid Agreement, the California Emergency Council approved the Emergency Managers Mutual Aid (EMMA) Plan on November 21, 1997. The EMMA Plan outlines the policies for the program. The purpose of EMMA is to support disaster operations in affected jurisdictions by providing professional emergency management personnel.

EMMA is composed of emergency management personnel from local and state government. The process for the allocation of resources is as follows:

- The County, Cities, and special districts will forward their requests for mutual aid through the OA.
- The OA will act as the coordinator point between the County, Cities, and special districts and the Cal OES Southern region.
- The Cal OES regional offices will act as the coordination point and facilitate mutual aid among OAs.
- The Cal OES headquarters will facilitate the provision of mutual aid among Cal OES regions.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

During emergency operations, the OA EOC, in accordance with SEMS, is organized into six major functional areas. They are: (a) Management, (b) Operations, (c) Planning, (d) Logistics, (e) Finance/Administration, and (f) Information/Intelligence.



There are a number of procedural responsibilities common to all of the sections. These responsibilities include: gathering information and verification; making decisions; coordinating; briefing; advising; following procedures; providing, notifying and scheduling staff; and keeping comprehensive records.

For detailed OA EOC responsibilities see the OA EOC Position Checklists.

### Organization

#### Management

The Management Section consists of those responsible for the overall management of the emergency. In the OA EOC, this group is referred to as the “Policy Group” and includes the Director of Emergency Services (CAO) and the Directors or representatives from the County departments and/or special districts affected by the emergency. The responsibilities of this Management Section are:



- Manage OA EOC functions and coordinate the overall response/recovery effort, including prioritizing, decision-making, coordination, tasking, and conflict resolution within the OA EOC.
- Report to the Board of Supervisors.
- Report to Cal OES through the OA EOC.
- Inter-jurisdictional coordination.
- Activation, including notification and recall, and deactivation of the OA EOC.

#### Management Section Support

In the OA EOC, the Policy Group supporting positions include the DCAO Public Safety Group, Director, County Communications Office, Area Law Enforcement Coordinator, County Counsel, Assistant CAO, DCAO for Community Services, Chief Financial Officer, Human Resources Director and other advisors as appropriate. Policy Support is intended to provide information, expertise and advice to the OA EOC Director and the Policy group. In addition, Policy Support is responsible for the

dissemination of information to the public. Some key responsibilities are: emergency public information, rumor control, public inquiry and legal advice.

The advisors participate in the OA EOC at the request of the CAO.

### Operations

The Operations Section includes all activities which are directed toward the reduction of the immediate hazard, establishing control, and restoration of County/special district operations. This Section consists of those departments or agencies that are responsible for public safety and carrying out response activities. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Management Section. In larger emergencies some may also have coordinating roles such as the Area Fire Coordinator or Area Law Enforcement Coordinator (Sheriff). The County Public Health Officer (PHO) also has an area-wide coordinating role in some types of emergencies.



Among those functions usually represented in the section are Fire and Rescue, Law Enforcement, Public Health, Emergency Medical Services (EMS), Environmental Health, Care and Shelter, Animal Services, Construction and Engineering, and the Medical Examiner.

The overall responsibility of this section is to coordinate with field operations.

### Planning

The Planning Section is responsible for gathering, analyzing, evaluating, and disseminating technical information and making recommendations to the OA EOC Director. While the Operations Section is concerned with immediate strategic response to the disaster, Planning is looking and planning ahead. Planning's function is to maintain information on the overall response effort and to develop the OA EOC Action Plan for the next operational period. The major responsibilities of this section are documentation, coordination of resources and advance planning.

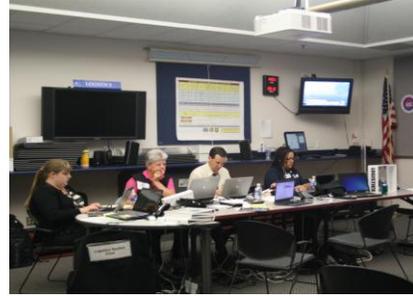


### Logistics

The Logistics Section consists of those departments with responsibilities for the procurement of personnel and equipment necessary for the management of and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted in the field as well as those in the OA EOC. The OA EOC

Logistics Section coordinates the procurement and provision of emergency resources and support for the entire OA in coordination with the local jurisdiction EOCs.

In the OA EOC this section includes County departments such as Purchasing & Contracting, General Services, and Human Resources, as well as specialists in radio communications and IT support.



### Finance/Administration

The Finance/Administration Section is responsible for all finance, emergency funding and cost accountability functions for OA EOC operations and for supervising branch functions providing financial and contracting services for OA EOC operations within its jurisdiction. Some of these functions may include:

- Financial expenditure and funding briefings
- Interagency financial coordination
- Finance and contract fact-finding
- Fiscal and emergency finance estimating
- Operating procedure development and financial planning
- Labor expense and accounting
- Cost analysis, cost accounting and financial auditing
- Disbursement and receivables management
- Necessary funding transfers
- Special drafts, exchanges and lending controls
- Payroll administration
- Emergency currency, script and rationing control



### Information/Intelligence

The Information/Intelligence Section is responsible for tracking the emergency and providing information to the OA EOC Director and Policy Group on the overall effectiveness of the policies established. The Information/Intelligence Section Chief manages the activities of: situation status, including information



gathering and verification via WebEOC, information distribution, liaisons, Geographic Information Systems (GIS), field representatives and maintaining maps and displays.

## Assignment of Responsibilities

The following lists the functional responsibilities within the OA EOP.

### Management Section

#### Purpose

To provide leadership in the OA EOC, determine policies and priorities, and manage the overall response within the boundaries of the unincorporated area.



#### Personnel

County government and special district department heads serve in the Management Section at the discretion of the jurisdiction's Emergency Services Director and /or OA EOC Director. The following list provides a probable OA EOC Policy Group staffing for a major event:

- CAO (Emergency Services Coordinator)
- Deputy CAO – Public Safety Group
- Deputy CAO – Land Use and Environment Group
- PHO
- OA EOC Director (Director of OES)
- Area Law Enforcement Coordinator
- Area Fire Coordinator
- Medical Examiner representative (if required)
- Director, Department of Public Works (if required)
- Director, Health and Human Services Agency
- Director, Department of General Services (if required)

#### Responsibilities

- Provide policy, direction, and guidance for incident management, including making executive/priority decisions.
- Ensure long-range, logistical, and recovery planning.
- Maintain active liaison with other jurisdictions and the OA.
- Ensure emergency proclamations are made.

- Keep the Board of Supervisors informed.

## Fire and Rescue Operations

(see Annex B, Fire and Rescue Mutual Aid Operations)

### Purpose

This annex is designed to meet the anticipated needs of local agencies within pre-designated response zones, to access resources of adjacent agencies within the OA, and to access the resources of other jurisdictions within Region VI or beyond, if necessary, to meet the needs of emergency incidents.



### Personnel

- Fire Chief or designated liaison of local agency
- Operational Area Fire and Rescue Coordinator
- Zone Coordinators
- Fire Chief, or designee, in OA EOC Policy Group.
- Fire representative, as Rescue Coordinator, in Operations.
- Other agency representatives as needed, from both the public and private sectors.

### Responsibilities

#### Local Agency

- Reasonably exhaust local resources before calling for outside assistance.
- Render the maximum practicable assistance to all emergency stricken communities, under provisions of the San Diego County Fire Mutual Aid Agreement.
- Upon request, will provide a current annual inventory of all fire department qualified personnel, apparatus and equipment to the Operational Area Fire and Rescue Coordinator through the California Fire Inventory Records System.
- Provide for receiving and disseminating information, data and directives.
- Coordinate and conduct necessary training to adequately perform functions and responsibilities during emergencies.
- Provide resources consistent with standards identified in the Field Operations Guide (ICS 420-1) and the National Incident Management System (NIMS).

### **Fire and Rescue Administrator**

The Fire Chief, or senior fire and rescue official by other designated title of each local entity providing public fire protection, will serve as fire and rescue representative to their respective zone fire and rescue coordinator.

- Directs all action toward stabilizing and mitigating the emergency including controlling fires, saving lives, safeguarding property and assisting other emergency services in restoring normal conditions.
- Develops an effective emergency plan for use of the resources under its control and ensures that such a plan is integrated into the emergency plan of the operational area of which the fire and rescue administrator is a part. This plan should include provisions for, but not be limited to, fire and rescue operations, earthquake, floods, civil disturbance, riots, acts of terrorism, industrial accidents, hazardous material incidents, mass casualty incidents, air and water pollution.
- Makes maximum use of existing facilities and services within each community prior to requesting assistance from neighboring jurisdictions.
- Conducts mutual aid activities in accordance with established operational procedures.

### **Zone Coordinator**

The Zone Coordinator should keep the Operational Area Fire and Rescue Coordinator apprised of any significant changes in resource status

When notified by the local jurisdiction that their resources are inadequate to cope with the emergency at hand, the following steps should be taken:

- Activate local mutual aid plan.
- Notify the Operational Area Fire and Rescue Coordinator.
- Request needed resources.
- Prepare to receive and utilize mutual aid requested/provided.

### **Operational Area Fire and Rescue Coordinator**

- The Operational Area Fire and Rescue Coordinator, in cooperation with the Operational Area Fire and Rescue Coordinating Committee, will:
  - Provide fire and rescue coordination to the Director of the County of San Diego Office of Emergency Services (OES) or designated representative.
  - Responsible to aid and assist local, region and state officials in planning, requesting, and utilizing mobilization centers as needed for staging strike teams and personnel where appropriate.

- Will be responsible for coordination of all fire and rescue resources within the OA on major mutual aid operations.

## Law Enforcement

(see Annex C, Law Enforcement Mutual Aid Operations)

### Purpose

To coordinate the law enforcement response during a disaster, including the evacuation, dispersal or relocation of persons from threatened or hazardous areas to less threatened or safe areas.



### Personnel

- Policy Group - The Sheriff or a designated representative
- Law Enforcement Branch in Operations Section
  - A Sheriff representative in law enforcement operations in the Operations Section
  - California Highway Patrol (CHP) representative
  - Law Enforcement Coordination Center (LECC) representative
  - Animal Services representative
  - Medical Examiner representative
  - Scribe
  - Other personnel, as needed

### Responsibilities

- Support law enforcement response within the OA.
- Support and liaison with appropriate agencies for traffic control and route recovery.
- Support movement of persons from hazardous areas, including evacuation and traffic control.
- Ensure access control measures to prevent unauthorized persons from entering vacated, or partially vacated, areas.
- Ensure all public safety concerns are being addressed and ensure activities are carried out as necessary.

## Medical

(see Annex D, Mass-Casualty Operations)

### Purpose

To coordinate disaster medical operations within the OA through the procurement and allocation of public



and private medical resources; the activation and operations of Field Treatment Sites (FTSs); the transportation of casualties and medical resources; and the relocation of patients from damaged or untenable health facilities. This function will be coordinated at the OA EOC. All personnel and functions detailed below will be present at the OA EOC.

### **Personnel**

- Policy Group - Medical Director, EMS
- Operations Section
  - Director, EMS
  - Medical and Health Operational Area Coordinator
  - Behavioral Health representative
  - Public Health representative
  - Agriculture representative
  - EMS Staff as needed

### **Responsibilities**

- Coordinate the procurement and allocation of the medical resources required to support disaster medical operations.
- Coordinate the transporting of casualties and medical resources to health care facilities, including FTSs, within the area and to other areas, as requested.
- Organize a system for staffing and operating FTSs and Disaster Support Areas.
- Request and respond to requests from the Regional Disaster Medical/Health Coordinator (RDMHC) for disaster assistance.
- Maintain status of medical resources, transportation, and communication services within the OA.
- Maintain liaison with the American Red Cross (ARC), volunteer service agencies, and other representatives within the OA.
- Maintain liaison with the coordinators of other emergency functions such as communications, fire and rescue, health, law enforcement and traffic control, transportation, and care and shelter.
- Coordinate and provide support to medical activities at the scene.

### **Public Health**

(see Annex E, Public Health Operations)

### **Purpose**

To coordinate public health operations within the OA, by providing preventive health measures and communicable disease control. This function will be coordinated at

the Health and Human Services Agency Department Operations Center (DOC). All personnel and functions detailed below will be present at the HHS DOC.

### **Personnel**

- Policy Group - Director, HHS or designee and PHO or designee
- DOC Operations
  - HHS DOC
  - Emergency Medical Services (EMS) DOC (Medical Operations Center (MOC))

### **Responsibilities**

- Coordinate the procurement and allocation of public health resources required to support disaster public health operations.
- Request and respond to requests from the RDMHC for disaster assistance.
- Maintain status of public health resources within the OA.
- Coordinate all public health related activities among other local public and private response agencies or groups, as well as state and federal agencies.
- Provide preventive health services.

### **Medical Examiner**

(see Annex F, Department of the Chief Medical Examiner Operations)

#### **Purpose**

To manage medical examiner operations during a disaster.

#### **Personnel**

- The Medical Examiner or designated representative in the Policy Group.
- Disaster Control Staff Coordinator, in the Operations Section.

#### **Responsibilities**

Medical Examiner is responsible for establishing and managing all medical examiner operations, including the following:

- Medical Examiner Emergency Teams
- Body Staging Areas
- Establish a family assistance center
- Temporary morgues and transportation
- Identification and listing of victims
- Notification of next of kin

- Emergency procurement and allocation of supplies and resources
- Request mutual aid, if required

## Care and Shelter Operations

(see Annex G, Care and Shelter Operations)

### Purpose

To assure the provision of food, shelter, clothing and basic welfare needs to the victims of disaster; to establish contact and coordination with the ARC and provide assistance, as required.



### Personnel

- Care and Shelter Branch in Operations Section
  - Designated Care and Shelter Branch Coordinator
  - Liaison personnel from the ARC (as assigned) to serve as ARC Unit Leader
  - Access and Functional Needs (AFN) Unit Leader
  - County Shelter Unit Leader
  - Volunteer Coordination Unit Leader
  - Chaplain Corps Unit Leader

### Responsibilities

- Coordinate local government to support all shelter operations including the ARC.
- Coordinate resource and mutual aid requests between the ARC and other government departments or agencies.
- Provide care and shelter to disaster victims and service animals as required.
- Maintain contact with ARC Headquarters and keep the Care and Shelter Coordinator informed of ARC operations during the disaster.
- Make requests to the Care and Shelter Coordinator for assistance in providing care and shelter to disaster victims.
- Provides guidance to Shelter Managers as needed regarding people with disabilities and other access and functional needs in the shelters.
- Coordinates with all shelters within the County to adequately and appropriately meet the specific needs in the shelter
- Requests needed resources through logistics.
- Assign and dispatch members of the County Shelter Team Program as necessary to operate County shelters.

- Provide support to County operated shelters by working with the Shelter Manager at each location.
- Provide needed assistance to any City operated shelters as requested.
- Coordinate, as necessary, with the ARC liaison in the OA EOC and other volunteer agencies for the provision of food, potable water, clothing, shelter and other basic necessities.
- Gather and transmit information pertinent to volunteer’s response from allied governmental and nongovernmental entities, and other key stakeholders deemed a “cooperating agency”.
- Log, track and account for service requests for volunteers.
- Monitor, report and troubleshoot any challenges with government agencies as those might arise as it relates to volunteer activities
- Ensure that information about volunteer operations is represented fully and accurately to all responding agencies at the OA EOC.
- Coordinate with the Chaplain Coordinator for the provision of emotional first aid and crisis counseling.

### **Environmental Health**

(see Annex H, Environmental Health Operations)

#### **Purpose**

To coordinate environmental health operations within the OA by providing environmental health protection associated with disasters.

#### **Personnel**

- Policy Group - Director, Department of Environmental Health or designee
- Fire and Rescue Branch of the Operations Section - Chief, Hazardous Materials Division, or designee

#### **Responsibilities**

- Coordinate procurement, allocation and distribution of environmental health resources required to support disaster environmental health operations.
- Supervise food delivery system and assist in water supply, waste disposal, and housing.
- Establish methods and procedures for vector and rodent control activities.
- Advise on all occupational hazards as they occur.
- Identify hazardous materials released, evaluate risks to the general public, and advise on mitigation measures to modify or reduce environmental health impact.

## Communications and Warning Systems

(see Annex I, Communications and Warning Systems)

### Purpose

To describe the various communication systems available throughout the OA. This includes systems used by OA agencies and certain mutual aid frequencies common to almost all law enforcement and fire agencies.

### Personnel

Various agencies and organizations.

### Responsibilities

- Provide and maintain communications in the OA for day-to-day and disaster operations.



## Construction and Engineering (C&E)

(see Annex J, Construction and Engineering Operations)

### Purpose

To coordinate the allocation of engineering resources (construction equipment, materials, etc.) required for emergency debris clearance, route recovery, shelter construction, utilities restoration, and other engineering operations.

### Personnel

- Policy – The Director of the Department of Public Works or designee
- Operations Section
  - Public Works representative (Construction and Engineering Branch Coordinator)
  - Planning and Development Services representative
  - County Water Authority representative
  - SDG&E representative (Utilities Unit Leader)
  - Energy Unit Leader



### Responsibilities

- Develop and maintain current records of road conditions throughout the OA during emergencies.

- Restore, maintain and operate essential services within the jurisdiction such as roads, sewers and drainage facilities.
- Construct emergency facilities, such as bridges.
- Assist in search and heavy rescue.
- Assist in providing for repair, modification and/or construction of emergency facilities and housing.
- Maintain an inventory of sources and provide for procurement and allocation of heavy construction equipment.
- Manage and coordinate jurisdictional transportation facilities.
- Maintain an inventory of sources and provide for procurement and allocation of transportation resources.
- Coordinate with C&E Branch Coordinator for situation reports, recommendations for demand reduction strategies, and resource needs for critical infrastructure energy supply.
- Provide energy support operations and coordinate energy restoration efforts with Department of General Services (DGS) DOC, to ensure essential services, critical facilities, and emergency response vehicles have sufficient fuel supplies.

## Logistics

(see Annex K, Logistics)

### Purpose

To coordinate the procurement and provision of emergency resources and support and advise the OA EOC Director on resource allocations, distribution, priorities, expenditures, and related matters.



### Personnel

- Director, Purchasing and Contracting, or designee (OES assigned staff)
- Purchasing and Contracting representative (Supply Unit Leader)
- General Services representatives (Transportation Unit Leader and Facilities Unit Leader)
- Department of Human Resources Representative (Personnel Unit Leader)
- Sheriff's Data Services (IT Unit Leader)
- Regional Communications System (RCS) representative (Communications Unit Leader)

## Responsibilities

- Implement emergency resources functions through pre-designated assignments from the Policy group.
- Procure and allocate essential resources (personnel, services and material) to support emergency operations.
- Oversee the distribution and inventory of food stocks and other essential supplies for emergency subsistence.
- Procure and allocate required transportation, fuel and similar equipment resources.
- Provide for maintenance and repair of telecommunications, potable water systems, government-owned electrical, sanitation, and other utility systems and services.
- Acquire, inspect and provide supplies for care and shelter facilities, multipurpose staging areas and fixed or mobile clinical and medical facilities.
- Establish control of resources in a manner compatible with the OA EOP.
- Provide accountability of resources requested and expended.

## Public Information

(see Annex L, Emergency Public Information)

### Purpose

To provide the public with accessible, accurate, and timely information and instructions through the news media and other various formats. This function will be coordinated from the OA EOC Joint Information Center (JIC).



### Personnel

- Director County Communications Officer or designee in Policy Group
- Media Team/Public Information Officer (PIO) staff
- Departmental liaisons as required
- Outside agency support as necessary (211, etc.)

### Responsibilities

- Secure briefings from OA EOC staff.
- Establish JIC.
- Give regular briefings to news media representatives.

- Invite sign language interpreters to press conferences and work with media representatives to include closed captioning as well keeping the sign language interpreter on the screen during press conferences at all times.
- Act as County jurisdictional spokespersons and coordinate with other City PIOs to ensure a coordinated message.
- Prepare and disseminate news releases.
- Prepare and disseminate Emergency Alert System (EAS) messages for release by the OA EOC. Requests from other jurisdictions for EAS messages will be disseminated upon request.
- Coordinate media interviews with jurisdictional officials.
- Monitor news reports and correct inaccurate information.
- Maintain liaison with PIOs from other agencies and jurisdictions.
- Notify the news media of any changes in OA EOC status.
- Disseminate information in various platforms to ensure the needs of the whole community are met.

### **Behavioral Health**

(see Annex M, Behavioral Health Operations)

#### **Purpose**

To coordinate behavioral health disaster response operations within the OA by providing outreach, intervention and emergency psychological services.

#### **Personnel**

- Behavioral Health Director(s)
- Behavioral Health Disaster Coordinator
- Assistant Disaster Coordinator

#### **Responsibilities**

- Coordinate behavioral health intervention services for disaster victims and emergency response personnel, as well as the general public.
- Maintain status of behavioral health resources, including facilities and personnel within the OA.
- Coordinate all behavioral health related activities among other local public and private response agencies or groups, as well as state and federal agencies
- Provide behavioral health debriefing sessions for EOC staffs.
- Coordinate field operations/field survey teams.

## Animal Services

(see Annex O, Animal Services)

### Purpose

To provide immediate care and control of animals in the event of a major emergency or disaster and protect the health and safety of the community.

### Personnel

- Director, Department of Animal Services (DAS) for the Policy Group
- Assigned representative in Operations Section



### Responsibilities

- Coordinate emergency animal services operations.
- Develop and organize a system to identify and track animals received during a disaster.
- Develop criteria establishing holding time and euthanasia standards for disaster situations.

## Terrorism Protocol (see Annex P)

Annex P is an Executive Summary of the Terrorism Protocol for the OA. The purpose of the Terrorism Annex is to provide an executive summary of the terrorism protocol and identify key organizations such as the Federal Bureau of Investigations (FBI), Law Enforcement Coordination Center (LECC), and other key agencies, which are all responsible for coordinating a response to terrorist activity.

## Support Functions

### American Red Cross (ARC)

- Assist with shelter operations, including managing and operating shelters.
- Assist with family reunification.
- Provide counseling services as necessary.

### 2-1-1

- Provide current emergency information to non-emergency callers.
- Provide assistance to JIC for media monitoring and rumor control.

## DIRECTION, CONTROL, OR COORDINATION

### Plan Activation and Termination

This annex is automatically activated when two or more jurisdictional EOCs within the OA are activated or when one jurisdictional EOC requests that the OA EOC be activated. This annex is terminated when the aforementioned EOCs are deactivated.

Once activated, the Director/Coordinator of Emergency Services will ensure the annex is implemented and executed according to the policies, priorities, and direction established by the Management Section of the OA EOC.



### Response

The OA EOC Director will oversee the emergency management operation within the OA EOC. Each section of the OA EOC will be led by a Section Chief responsible for managing their section in order to accomplish the emergency management objectives established by the Management Section.

Once activated, the OA EOC will coordinate the support of the field level response through effective coordination and communication of all agencies involved in the incident response.

Agencies will respond under the established SEMS and NIMS structure of the OA EOC. The OA EOC is also NIMS and SEMS compliant and all personnel staffing positions within the OA EOC have been trained in NIMS and SEMS.

## INFORMATION COLLECTION AND DISSEMINATION

In order to establish a common operating picture throughout the region, the OA EOC requires information to be shared by all agencies involved in the incident response, whether in the field, in a jurisdictional EOC, or staffing the OA EOC. Establishing a common operating picture and maintaining situational awareness are essential to effective incident management.



The OA EOC must provide the Management Section with as much information as possible to make educated decisions about incident response priorities and objectives. The Management Section requires information such as type of incident/disaster, population/communities affected, resources available, and any other relevant incident information that would aid or should be consider in decision-making. Information is shared via WebEOC so that all incident response personnel maintain

situational awareness and information is used by intended recipients to take appropriate response actions.

### **Resource Requests**

Resource requests are submitted through the appropriate channels according to the NIMS ICS structure established within the OA. Resource request will be addressed locally, regionally, and then statewide if necessary.

### **Briefings**

OA EOC Operational Period briefings are conducted at the beginning of each operational period and present the action plan for the upcoming period. Additional briefings are scheduled as necessary to pass along vital information to those persons who need it. Any persons, who wish to pass along information during a briefing or have important incident information/updates, should be prepared to disseminate that information during the operational period briefings.

### **Joint Information Center (JIC)**

The JIC will:

1. Pull information from all media outlets, incident response personnel and OA EOC staff.
2. Vet the information.
3. Craft a message with accurate information.
4. Get the message approved by the OA EOC Director.
5. Coordinate with other jurisdiction PIOs for consistent dissemination of information.
6. Disseminate the information to the public in the form of a press release, interview, or other method of dissemination.

## **COMMUNICATIONS**

Communication is a critical part of incident management. This section outlines the OES' communications plan and supports its mission to provide clear, effective internal and external communication between the OA EOC, all incident response personnel, and the public. Further information about communications systems and other methods of communication can be found in Annex I: Communications and Warning Systems.

### **Notification and Warning**

Timely warnings of an emergency condition or an incident are essential to preserving the safety of county residents as well as establishing an effective

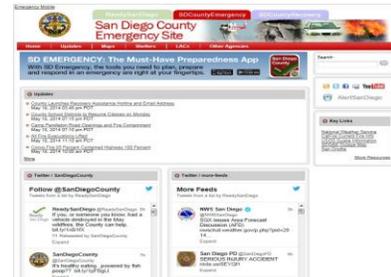


incident response. Upon learning of an incident, OES is responsible for disseminating a public message, and notifying personnel of an OA EOC activation. Notification of key personnel will follow procedures outlined in the OA EOC Startup SOP located in Attachment D of this annex.

Emergency notifications, warnings and alerts will be disseminated using the AlertSanDiego system and/or EAS messaging. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems.

### Emergency Public Information

The County Public Information Team and PIO will be notified to report to the OA EOC and are responsible for the public communications efforts relative to the incident or emergency (See Annex L: Emergency Public Information).



### Non-Emergency External Communications

During an incident, the OA EOC expects that a high volume of calls for the public seeking incident related information will be placed to 911 and the OA EOC. 2-1-1 has partnered with the OA EOC to reroute the non-emergency calls to 2-1-1 personnel who can provide incident related information to the inquiring public. It is essential that 2-1-1 call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

### Internal Communications

All communications should be a two-way flow from OA EOC Section Leadership to support staff and field responders, and vice versa. When communicating, all incident response personnel should use plain language to avoid any confusion (no acronyms or abbreviations). All incident related information should be communicated and displayed in the OA EOC for everyone to see. This multi-faceted approach for communication provides quick, reliable, and consistent information to all incident response personnel while ensuring that the appropriate information reaches all intended recipients.

## ADMINISTRATION, FINANCE, AND LOGISTICS

Under SEMS, special districts are considered local governments. As such, they are included in the emergency planning efforts throughout the OA. The OA Emergency Organization, in accordance with SEMS, supports and is supported by:

- Cities within the Operational Area
- The County of San Diego
- Special districts

- Other counties
- The State of California
- The Federal Government

NIMS provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively. NIMS also enables these entities to efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement, and other local Mutual Aid Agreements.

The private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs) or Non-Governmental Organizations (NGOs) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. OES has established the ReadySanDiego Business Alliance. The Alliance will have a virtual connection to the OA EOC via a social networking system fed through a RSS feed from WebEOC.

There are some City and County personnel who do not have specific task assignments. They are automatically designated by State Law as Disaster Service Workers (DSWs) during a disaster, and serve in the response effort.

- "All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers", per the Government Code, Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.
- The term public employees includes all persons employed by the State, or any County, City or public district.
- Other personnel including volunteers can be quickly registered by OES as DSWs, which provides Workers Compensation and liability coverage.

OES maintains a list of pre-registered volunteers affiliated with volunteer organizations that have been signed up as DSWs.

It is imperative that local government maintain duplicate records of all information necessary for restoration of normal operations. This process of record retention involves offsite storage of vital computerized and paper-based data that can be readily accessible.

Vital records of the Unified Organization are routinely stored in records storage rooms at OES in printed hard copy form, on CD-ROM, and electronically. Computer records are routinely backed up and stored separately from the hard drives. All personnel records are stored by the County Department of Human Resources at several locations throughout the OA.

## ANNEX DEVELOPMENT AND MAINTENANCE

This annex is a product of the OA EOP. As such, the policies, procedures, and practices outlined in the OA EOP govern this annex. OES coordinates the maintenance and updates of this annex every three to four years, in accordance with the maintenance schedule established for the OA EOP. Record of changes, approval, and dissemination of the OA EOP will also apply to this annex.

Updates to this annex can be made before such time for multiple reasons, including but not limited to changes in policy/procedure, improvements and recommendations based on real life events or exercises, etc. Recommended changes should be submitted to OES at [oes@sdcounty.ca.gov](mailto:oes@sdcounty.ca.gov)

## AUTHORITIES AND REFERENCES

The Unified San Diego County Emergency Services Organizations' Unified Disaster Council (UDC) is supported by the OES. As staff to the UDC, OES is mandated by federal, state, and local laws to ensure that mitigation efforts are enhanced, preparedness is encouraged, responsiveness is assured, and recovery is achieved efficiently and effectively, before, during, and after man-made or natural disasters (i.e., wildland fires, earthquakes, tsunamis, chemical spills, floods etc.) which may occur within the OA. OES conducts all emergency management operations/activities under the following authorities:

- Unified San Diego County Emergency Services Organization, Fifth Amended Emergency Services Agreement, 2005.
- County of San Diego Emergency Services Ordinance No. 8183, dated December 15, 1992.
- Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas.

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION OF LOCAL EMERGENCY**

(By Board of Supervisors/City Council)

(Page 1 of 2)

**WHEREAS**, Ordinance No. \_\_\_\_\_ of the County/City of \_\_\_\_\_ empowers the Board of Supervisors/City Council to proclaim the existence or threatened existence of a Local Emergency when said jurisdiction is affected, or is likely to be affected, by a public calamity; and

**WHEREAS**, said Board of Supervisors/City Council has been requested by the Director of Emergency Services of said county/city to proclaim the existence of a Local Emergency therein; and

**WHEREAS**, said Board of Supervisors/City Council does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said county/city, caused by \_\_\_\_\_, (fire, flood, storm, epidemic, earthquake, drought, etc.) commencing on or about .m. on the \_\_\_\_ day of \_\_\_\_\_; and

**WHEREAS**, the Board of Supervisors/City Council does find that the aforesaid conditions of extreme peril does warrant and necessitate the Proclamation of the existence of a Local Emergency;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** by the Board of Supervisors/City Council of the County/City of \_\_\_\_\_, that a Local Emergency exists throughout said county/city and that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors/City Council.

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said Local Emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this county/city shall be those prescribed by state law, charter, ordinances, and resolutions of this jurisdiction approved by the Board of Supervisors/City Council.

**IT IS FURTHER PROCLAIMED AND REQUESTED** that the Governor of the State of California find and proclaim San Diego County to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for San Diego County.

**IT IS FURTHER PROCLAIMED AND ORDERED** that the Director of Emergency Services and the \_\_\_\_\_ are hereby designated as the authorized representatives of the County/City of \_\_\_\_\_ for the purpose of receipt, processing, and coordination of all inquires and requirements necessary to obtain available state and federal assistance.

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION OF LOCAL EMERGENCY**

(By Board of Supervisors/City Council)

(Page 2 of 2)

**IT IS FURTHER ORDERED** that a copy of this Proclamation of Local Emergency be forwarded to the State Director of the Cal OES with a request that;

1. The State Director find the Proclamation of Local Emergency acceptable in accordance with provisions of the Natural Disaster Assistance Act; and that
2. The State Director forward this Proclamation and request for a State Proclamation and Presidential Declaration of Emergency to the Governor of California for consideration and action.

**PASSED AND ADOPTED** by the Board of Supervisors/City Council of the County/City of \_\_\_\_\_, San Diego County, State of California, this day of \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Board of Supervisors/City Council.

Clerk of the Board of Supervisors/City Clerk

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

By: \_\_\_\_\_

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION OF LOCAL EMERGENCY**

(by Director of Emergency Services)

(Page 1 of 2)

**WHEREAS**, Ordinance No. \_\_\_\_\_ of the County/City of \_\_\_\_\_ empowers the Director of Emergency Services to proclaim the existence or threatened existence of a Local Emergency when said county/city is affected, or likely to be affected, by a public calamity and the Board of Supervisors/City Council is not in session; and

**WHEREAS**, the Director of Emergency Services of the County/City of \_\_\_\_\_ does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said county/city, caused by \_\_\_\_\_ (fire, storm, epidemic, \_\_\_\_\_ riot, earthquake, or other cause) commencing on or about \_\_\_\_\_ .m. on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; and

**WHEREAS**, the Board of Supervisors/City Council of the County/City of \_\_\_\_\_ is not in session and cannot immediately be called into session; and

**WHEREAS**, this Proclamation of Local Emergency will be ratified by the Board of Supervisors/City Council within seven days of being issued.

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** by the Director of Emergency Services for the County/City of \_\_\_\_\_, that a Local Emergency exists throughout said county/city and that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors/City Council.

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said Local Emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this county/city shall be those prescribed by state law, charter, ordinances, and resolutions of this jurisdiction and by the Operational Area Emergency Operations Plan as approved by the Board of Supervisors/City Council.

**IT IS FURTHER PROCLAIMED AND REQUESTED** that the Governor of the State of California find and proclaim San Diego County to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for San Diego County.

**IT IS FURTHER PROCLAIMED AND ORDERED** that the Director of Emergency Services and the \_\_\_\_\_ are hereby designated as the authorized representatives of the County/City of \_\_\_\_\_ for the purpose of receipt, processing, and coordination of all inquires and requirements necessary to obtain available state and federal assistance.

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION OF LOCAL EMERGENCY**

(by Director of Emergency Services)

(Page 2 of 2)

**IT IS FURTHER ORDERED** that a copy of this Proclamation of Local Emergency be forwarded to the State Director of the Cal OES with a request that;

1. The State Director find the Proclamation of Local Emergency acceptable in accordance with provisions of the Natural Disaster Assistance Act; and that
2. The State Director forward this Proclamation, and request for a State Proclamation and Presidential Declaration of Emergency, to the Governor of California for consideration and action.

**PASSED AND ADOPTED** by the Director of Emergency Services for the County/City of \_\_\_\_\_, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Emergency Services

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION RATIFYING LOCAL EMERGENCY PROCLAIMED BY THE  
DIRECTOR OF EMERGENCY SERVICES**

(Page 1 of 2)

**WHEREAS**, Ordinance No. \_\_\_\_\_ of the County/City of \_\_\_\_\_ empowers the Director of Emergency Services to proclaim the existence, or threatened existence, of a Local Emergency when said County/City is affected, or likely to be affected, by a public calamity and the Board of Supervisors/City Council is not in session subject to ratification by the Board of Supervisors/City Council within seven days; and

**WHEREAS**, such Proclamation entitles the Director of Emergency Services, and the emergency organization of this County/City, to all the powers, functions, and duties prescribed by state law, charter, ordinances, and resolutions of this jurisdiction and by the Operational Area Emergency Operations Plan during the existence of said Local Emergency; and

**WHEREAS**, conditions of extreme peril to the safety of persons and property did arise within this County/City caused by \_\_\_\_\_ (fire, flood, storm, epidemic, riot, earthquake, or other cause), commencing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at which time the Board of Supervisors/City Council was not in session and could not be called into session; and

**WHEREAS**, the Director of Emergency Services of the County/City of \_\_\_\_\_ did issue a Proclamation of Local Emergency within said County/City on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; and

**WHEREAS**, said Proclamation requested the Governor of the State of California to find and proclaim San Diego County to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for San Diego County; and

**WHEREAS**, said Proclamation designated \_\_\_\_\_ as the authorized representatives of the County/City of \_\_\_\_\_ for the purpose of receipt, processing, and coordination of all inquires and requirements necessary to obtain available state and federal assistance; and

**WHEREAS**, the Board of Supervisors/City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the Proclamation of Local Emergency and request for State Proclamation and Presidential Declaration of Emergency.

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION RATIFYING LOCAL EMERGENCY PROCLAIMED BY THE  
DIRECTOR OF EMERGENCY SERVICES**

(Page 2 of 2)

**NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED** that the Proclamation of Local Emergency and request for a State Proclamation and Presidential Declaration of Emergency for San Diego County issued by the Director of Emergency Services on \_\_\_\_\_, \_\_\_\_\_, is hereby ratified and confirmed.

**PASSED AND ADOPTED** by the Board of Supervisors/City Council of the County/City of \_\_\_\_\_, San Diego County, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Board of Supervisors/City Council.

Clerk of the Board of Supervisors/City Clerk

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

**ATTACHMENT 4**

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
RESOLUTION FOR CONTINUANCE OF LOCAL EMERGENCY**

**WHEREAS**, Ordinance No. \_\_\_\_\_ of the County/City of \_\_\_\_\_ empowers the Board of Supervisors/City Council to proclaim the existence, or threatened existence of a Local Emergency when said jurisdiction is affected, or is likely to be affected, by a public calamity; and

**WHEREAS**, the Board of Supervisors/City Council did find that conditions of extreme peril to the safety of persons and property, caused by \_\_\_\_\_ (fire, flood, storm, epidemic, earthquake, drought, etc.), did arise within said County/City, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, ; and

**WHEREAS**, the Board of Supervisors/City Council did proclaim/ratify the existence of a Local Emergency within said jurisdiction on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and requested the Governor of California proclaim San Diego County to be in a state of emergency; and further requested that the Governor request a Presidential Declaration; and

**WHEREAS**, Government Code, Section 8630, requires that Proclamations of Local Emergency must be reaffirmed by the governing body of the effected jurisdiction every 14 days during the time the Local Emergency remains in effect; and

**WHEREAS**, conditions of extreme peril to the safety of persons and property caused by said emergency continue to exist, and continue to be beyond the control of local resources, services, personnel, and equipment;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors/City Council of the County/City of \_\_\_\_\_ proclaim that the Local Emergency which first began on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ continues to exist.

**BE IT FURTHER RESOLVED** that the Board of Supervisors/City Council of the County/City of \_\_\_\_\_ hereby issues this \_\_\_\_\_ Resolution of Continuance of Local Emergency reaffirming the continuation of the local emergency.

**BE IT FURTHER RESOLVED** that said Local Emergency shall continue to exist for an additional 14 days unless terminated earlier by this Board of Supervisors/City Council.

**IT IS FURTHER ORDERED** that a copy of this Proclamation of Continuance be forwarded to the State Director of the Governor's Office of Emergency Services.

**PASSED AND ADOPTED** by the Board of Supervisors/City Council of the County/City of \_\_\_\_\_, San Diego County, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Board of Supervisors/City Council.

Clerk of the Board of Supervisors/City Clerk

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

By: \_\_\_\_\_

**ATTACHMENT 5**

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION TERMINATION OF LOCAL EMERGENCY**

(Page 1 of 1)

**WHEREAS**, the Board of Supervisors/City Council of the County/City of found that conditions of extreme peril to the safety of persons and property have arisen within said County/City caused by \_\_\_\_\_ (fire, flood, storm, epidemic, earthquake, drought, etc.) commencing on \_\_\_\_\_, \_\_\_\_\_; and

**WHEREAS**, the Board of Supervisors/City Council issued/ratified a Proclamation of Local Emergency on \_\_\_\_\_, \_\_\_\_\_, and

**WHEREAS**, the conditions of extreme peril caused by the emergency are now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of said County/City.

**NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED** by the Board of Supervisors/City Council of the County/City of \_\_\_\_\_, State of California, that said Proclamation of Local Emergency issued/ratified on \_\_\_\_\_, \_\_\_\_\_, is hereby terminated.

**IT IS FURTHER PROCLAIMED AND ORDERED** that the emergency powers, functions, and duties of the Director of Emergency Services and the emergency organization of this County/City authorized by said Proclamation of Local Emergency and as prescribed by state law, charter, ordinances, and resolutions of this jurisdiction, are terminated.

**IT IS FURTHER ORDERED** that a copy of this Proclamation of Termination of Local Emergency be forwarded to the State Director of the Governor's Office of Emergency Services.

**PASSED AND ADOPTED** by the Board of Supervisors/City Council of the County/City of \_\_\_\_\_, San Diego County, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Board of Supervisors/City Council.

By: \_\_\_\_\_

Clerk of the of Board of Supervisors/City Clerk

### Warning System

#### General

The warning system is the means to relay to the public notices from the local, State or Federal government of impending or actual disaster or attack. Appropriate responses and the most effective use of warning information may be limited by the amount of time available.

#### Actions

Warning actions are characterized by:

- Requiring high priority for a short period of time,
- The use of mass media systems for passing warning to the public,
- The small number of workers necessary to operate the system,
- The demand for fast activation of the system on short notice, and
- The need to maintain readiness to repeat all actions in the event of successive alerts or attacks

The National Warning System (NAWAS) sends out warning information, which is received at the Sheriff's Communication Center and relayed to the Office of Emergency Services (OES). The public is then warned by means of the Emergency Alert System (EAS) and any other means, including mobile loudspeakers, when appropriate. The EAS is a national system which is activated by the President. It can also be activated by Operational Area authorities for local use. EAS is discussed further on the next page.

Alternate means of warning are via the California Law Enforcement Telecommunications System (CLETS), public safety radio systems, and the Radio Amateur Civil Emergency Service (RACES) network.

Notice of warning is also broadcast from the various county and city communications centers to special facilities (schools, hospitals, fire stations, utility stations, etc.). Key workers of emergency organizations may be alerted by telephone or radio. The EAS and AlertSanDiego Systems provide coverage for a large part of the population.

OES maintains pre-scripted, hazard-specific warning messages for high impact events which require time sensitive warnings.

#### Warning Information

Authorized EAS stations will broadcast warning information as requested under the EAS Operational Area Agreement.

## **Warning - Peacetime Emergencies**

Warning of an extraordinary peacetime emergency may be received by local government over the California Law Enforcement Telecommunications System (CLETS), public safety radio systems, NAWAS, the AlertSanDiego System, and/or other means.

## **Alert/Notification Systems**

### **Emergency Alert System (EAS)**

#### **General**

The State of California has been divided into "EAS Operational Areas" for the purpose of disseminating emergency information.

The San Diego EAS operational area encompasses the entire County. Two stations, KOGO (AM 600) and KLSD (AM 1360) act as the Local Primary (LP) 1 and 2. Other authorized stations continue to operate as conditions permit. There are several radio stations in the OA that broadcast in foreign languages to reach the non-English speaking public.

All authorized stations in each EAS operational area broadcast a common program. A "program entry point" has been established for each EAS area. Emergency services authorities for each jurisdiction will prepare emergency information and action instructions pertinent to the people of their respective jurisdictions, which will be routed to the designated program entry point for broadcast.

#### **Operational Considerations**

Authorized stations continue to broadcast on regular assigned frequencies during any type of emergency. They broadcast their call letter identification and the area identification. Listeners are advised to monitor those stations, which serve the area in which they are located, since EAS announcements may vary according to the area served.

#### **Facilities**

The program entry point for the San Diego EAS operational area is the OA EOC. Emergency information will be routed to the program entry point. The primary EAS station serving the San Diego EAS OA is KOGO 600 AM and the alternate EAS station is KLSD 1360 AM. The majority of local radio and television stations that are operational after a disaster will be broadcasting emergency information.

#### **AlertSanDiego**

In 2006, the County of San Diego implemented the AlertSanDiego (ASD) communications system. ASD is also available in accessible formats. Accessible Alert San Diego provides emergency management with the capability of alerting and informing residents of San Diego County who are deaf or are hard of hearing, who are blind or have low-vision, or both before, during, and after an incident.

ASD is currently available throughout the San Diego Region. ASD enables emergency dispatchers to notify residents, via a reverse 911 callout system, and alert them to emergency actions which may need to be taken. ASD combines GIS mapping technologies with 9-1-1 calling data in an easy-to-use interface. The system, based on the Blackboard Connect platform, has the capability of making thousands of calls per hour by using automated calling technology. OES, incorporated Cities, or Sheriff's Communications Center are responsible for the activation of ASD.

**ASD has limitations which include:**

- Phone lines and power must be working for the system to operate.
- Mobile devices, Voice over Internet Protocol (VoIP), or private branch exchange (PBX- many businesses have their phones hooked up to a PBX) numbers are not in the AT&T database unless they manually registered these numbers at [www.readysandiego.org](http://www.readysandiego.org).
- If residents are on a dial-up internet connection or subscribe to call blocking services, they will not receive the call.

## ATTACHMENT 7

### Disaster Assistance

Depending on the type of disaster, certain types of Federal disaster assistance may be made available after there has been a Presidential Disaster Declaration. Disaster assistance is also possible without a Presidential Declaration. In this case, only State and local assistance would be available.

Some of the agencies that may be able to provide assistance include:

#### Federal

- Small Business Administration (SBA)
  - Provides information about and takes applications for low-interest home and business loans.
- Department of Housing and Urban Development (HUD)
  - Along with local and State resources, provides temporary housing, assistance, and guidance relating to existing Federal Housing Administration (FHA) loans and other low-interest loans, limited home repair, and rental and mortgage payment assistance.
- United States Department of Agriculture (USDA)
  - Provides assistance and guidance relating to existing Farmers Home Administration and Rural Electrification Act loans and other low-interest loans.
- Internal Revenue Service (IRS)
  - Sometimes is represented and provides income tax assistance.
- Federal Emergency Management Agency (FEMA)
  - Sometimes provides grants to individuals for repairs, rental payments and replacement of lost or damaged possessions and to meet other serious disaster related needs.
  - Sometimes provides partial funds to government for debris removal, and emergency measures taken to save lives and property.
  - Sometimes provides partial funds for the repair or replacement of damaged Public facilities, and hazard mitigation.
- Other Federal agencies that may provide assistance are the Veterans Administration,
- Social Security Administration, Health and Human Services, and the Food and Drug Administration.

## State

- California Office of Emergency Services (Cal OES )
  - Serves as the lead agency for the State
- Department of Health and Human Services (DHHS)
  - Provides Individual and Family Grants
- Employment Development Department (EDD)
  - Provides State unemployment compensation for eligible disaster victims and, if implemented, disaster unemployment compensation.
  - It also furnishes information related to employment and vocational retraining.
- Department of Housing and Community Development
  - Provides temporary housing and building inspection to qualified applicants.
- Department of Veterans Affairs
  - Provides assistance to victims whose homes or farms are financed under the Cal Vet program.
- Other possible representation from the State includes the State Contractors Licensing Board, for contractor assistance, and the State Franchise Tax Board, for Income Tax assistance.

## Local Government

- **San Diego County Office of Emergency Services (OES)**
  - Serves as the lead agency for the OA.
  - In cooperation with Federal, State and other local agencies, may assist in the opening of Disaster Recovery Centers. These are sites where recovery specialists from FEMA, SBA, the County and other local jurisdictions will answer questions and provide recovery information.
- **Health and Human Services Agency (HHS)**
  - In cooperation with the American Red Cross (ARC), receives and distributes food and clothing from government and private sources and provides for other personal needs. Provides eligibility workers to do the intake and exit interviews.
  - Provides behavioral health counselors to assist disaster victims.
- **Planning and Development Services, Codes Division**

- Provides staff to make available information about building permits, zoning and other regulatory requirements.
- **Planning and Development Services, Building Division**
  - Provides building inspectors to inspect homes for safety and needed repairs.
- **Departments of Public Works (DPW)**
  - If requested, provides staff to make available flooding information, including protective measures that can be taken. Also, if requested to do so, may provide staff to read and interpret inundation maps.
- **County Assessor**
  - After some disasters, provides staff to accept applications for reappraisal.
- **Department of Environmental Health (DEH)**
  - If requested, provides staff for: information regarding public health matters such as safety of water and food supplies, adequacy of sewage disposal, and methods of rodent control.
- **American Red Cross (ARC)**
  - In coordination with State and County welfare agencies, conducts registration and referral services and provides for individual and family needs; for example, food, clothing, shelter, and supplemental medical assistance.
- **2-1-1**
  - In coordination with County and City agencies/departments, responds to public inquiries with approved releasable information

**SDO STANDARD OPERATING PROCEDURES**

**TITLE:** OA EOC Startup Procedures

**ACTION OFFICIAL:** OES Staff Duty Officer

This Standard Operating Procedure is for the OES Staff Duty Officer (SDO), in the event of the decision for Level II or higher activation of the County Emergency Operations Center at 5580 Overland Avenue, Suite 100, San Diego CA, 92123.

**I. PURPOSE**

This Standard Operating Procedure (SOP) has been prepared to ensure consistency of operations. This SOP is in conformance with the Unified San Diego County Emergency Services Organization Operational Area Emergency Operations Plan, the State Emergency Plan and SEMS.

**II. SITUATION**

Following the determination by the Assistant Director or Director, OES, or higher authority to activate the Operational Area (OA) Emergency Operations Center (EOC), the OES SDO will notify the first shift and direct them to report to the OA EOC and prepare it for the arrival of County staff.

**III. SET-UP**

- Immediately **contact the Sheriff’s Help Desk at 858.571.4213** to cancel any training or meetings scheduled for the OA EOC West.
- Notify Station “M” and **roll the main phone line to the OA EOC** as soon as **two or more staff are in the OA EOC**. (Procedures are located on the Reception Phone and Media Phone.)
- Change voicemail messages on OA EOC phones for those positions that are activated. (See script on last page of this SOP).
- Assign a guard, Sheriff’s Deputy or County employee to stand by the entry gate and provide entry for County employees/emergency agencies, to enter if they have proper identification. In addition, prepare a list of external OA EOC staff and “walk up” to Station M for access to complex.
- Request personnel from Probation or Sheriff’s Department for security to the entrance to the OA EOC.
- Open office complex and activate all applicable systems (radio, fax, copier, weather, etc.).
- Activate AlertSanDiego notification procedures.
- For each shift, provide generic sign-in sheets and label with the appropriate

date and event name and make extra copies. This document can be found on the Common Drive under EOC/EOC Binder.

- Ensure that all OA EOC staff sign-in upon arrival and sign-out upon departure. Upon arrival, provide a copy of the Deactivation Checklist to all OA EOC staff.
- As soon as feasible commence setup of facility (Supplies, signs, vests, etc. are stored in the OA EOC cabinets.)
- Direct arriving staff to start coffee/water as necessary.
- Notify General Services of the need to regulate the heating/air conditioning system and provide increased janitorial services for a 24/7 operation.
- Notify State OES Southern Region, Station “M”, Board of Supervisors, CAO/ACAO/DCAO of Level II or III OA EOC activation. Notify SDG&E of an OA EOC activation at 1-888-600-3949. Notify Dispatch Agencies, via fax, of any activation.**
- Assist OA EOC staff with logging onto computers and WebEOC.
- As time permits, provide a courtesy notification to the following agencies: American Red Cross and County Water Authority.

#### IV. **RESPONSIBILITIES**

- Implement Communications Plan if already established. (for planned event such as Election Day, etc.)
- Consider activation of County GIS support staff.
- Remind OA EOC staff to complete their detailed Activity Logs on an ongoing basis. OA EOC staff are to turn logs into Documentation at the end of each shift.
- Assign function tasks to arriving staff in accordance with SEMS doctrine.
- Consider activation of recorded phone lines.
- Consider activation of EAS, in the event of evacuations.

#### V. **SECURING PROCEDURES**

Upon determination by the OA EOC Director that the event is concluded make preparation to secure the OA EOC as follows:

- Remind staff to complete Deactivation Checklist.
- Notify all appropriate agencies/jurisdictions of intent to close the OA EOC and provide each with an after-hours contact point. This item may be completed by FAX.
- Prepare any final documentation (WebEOC reports; Operational Period

reports; Summary memorandums for the Board of Supervisors and UDC; bullet points for incoming staff for the following morning.

- Make sure copies of all daily staff documentation are put in the “Documents” box to assist with event “close out” and financial reimbursements.
- Return all supplies to storage and configure the OA EOC in accordance with diagram located on the podium.
- Ensure OA EOC Support Staff document items needed for replenishment.
- Secure the office complex and compound gate, as appropriate.

## **VI. SCRIPT FOR EOC PHONES**

### Script A:

*“Hello, you’ve reached the desk of the \_\_\_\_\_ (Operations Chief, etc.) at the San Diego County Emergency Operations Center. The EOC is currently activated but the \_\_\_\_\_ is away from the desk or on the phone.*

*Please leave a message at the tone and your call will be returned as soon as possible. If you need immediate assistance, press 03 and an attendant will take your call. Thank you for calling.”*

### Script B:

*“The position of \_\_\_\_\_ in the San Diego County Emergency Operations Center is currently not staffed. If you need immediate assistance, press 03 and an attendant will take your call. Thank you for calling.”*