

**UNIFIED SAN DIEGO COUNTY
EMERGENCY SERVICES ORGANIZATION
OPERATIONAL AREA EMERGENCY PLAN**

ANNEX A

**EMERGENCY MANAGEMENT
(INCLUDING MANAGEMENT
AND EOC OPERATIONS)**

September 2006

UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

ANNEX A

EMERGENCY MANAGEMENT

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UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

ANNEX A

EMERGENCY MANAGEMENT

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ANNEX A

EMERGENCY MANAGEMENT

I. GENERAL

A. Purpose

1. To describe how emergencies will be managed within the San Diego County Operational Area.
2. To describe the organization and operation of Emergency Operations Centers (EOCs).

B. Objectives

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

C. Plan Activation and Termination

This Annex is automatically activated when two or more jurisdictional Emergency Operation Centers within San Diego County are activated or when one jurisdictional EOC requests that the County EOC be activated. This Annex is terminated when the EOC is deactivated.

II. EMERGENCY OPERATIONS

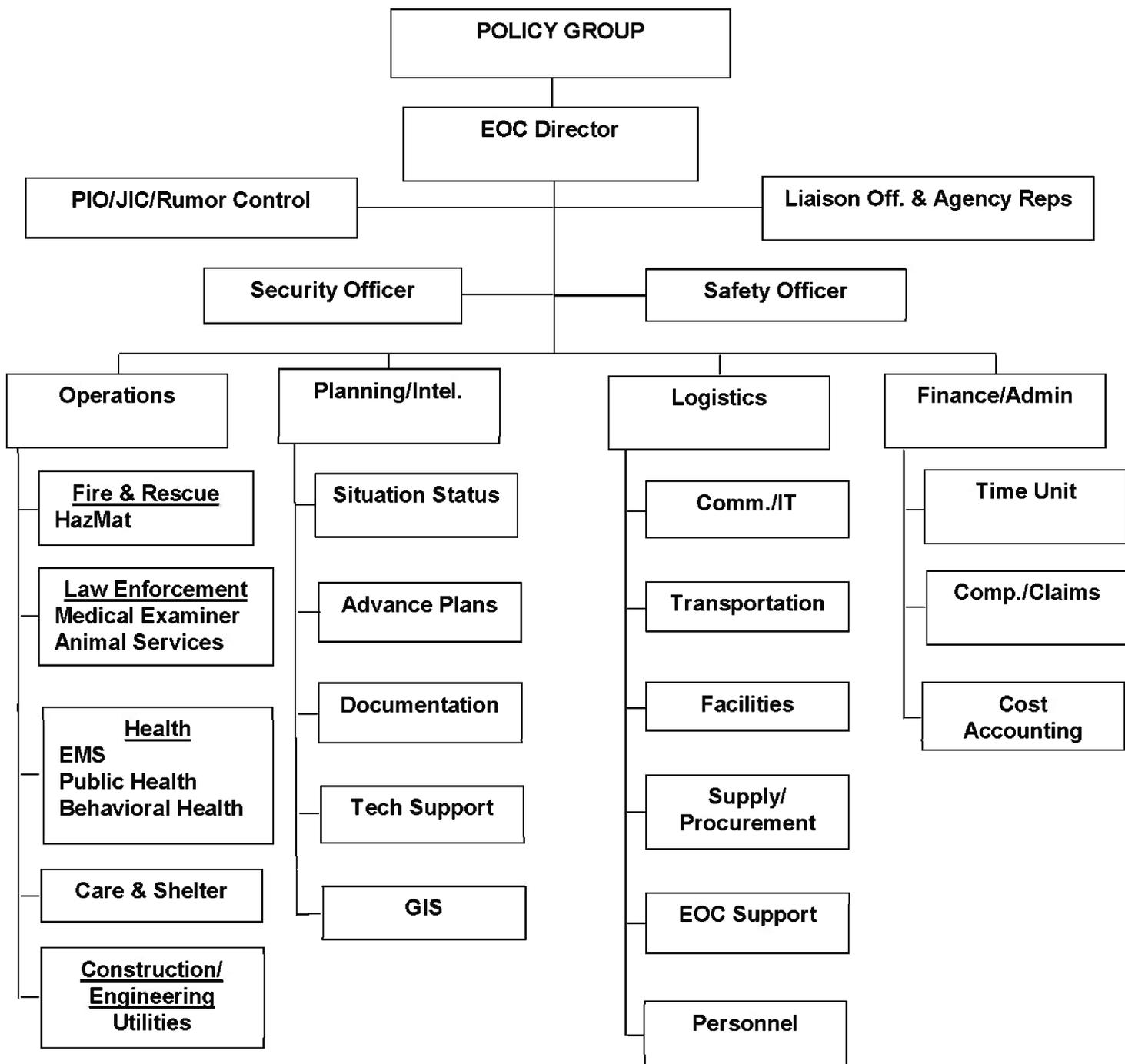
A. Coordination

Coordination within the Policy Group in the 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) or his/her designee, and Directors of Special Districts affected by the disaster.

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

The San Diego County Operational Area Emergency Plan has been designed to follow the SEMS and NIMS.

**FIGURE 1
 EOC FUNCTIONAL CHART**



B. Priorities

The following are priorities when conducting and coordinating disaster operations:

1. Meeting the immediate needs of people (rescue, evacuation, medical care, food, shelter, clothing).
2. Restoration of facilities, whether public or privately owned, that are essential to the health, safety and welfare of citizens (sanitation, water, electricity, road, street, and highway repair).
3. Meeting the rehabilitation needs of people (temporary housing, food stamps, employment, etc.).
4. As much as possible, providing for the recovery of the community to its pre-disaster state.

C. Emergency Operations Center

The 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 Operational Area. When a major emergency or disaster occurs, centralized management is needed to facilitate a coordinated response by the Chief Administrative Officer (CAO) as Coordinator of Emergency Services for the Operational Area (if elected to that position by the Unified Disaster Council), and as Director of Emergency Services for the County, emergency services personnel, and representatives from special districts and private sector organizations with assigned emergency responsibilities. The 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 EOC is located in Kearny Mesa at the County Operations Center. Alternate EOCs are located in Kearny Mesa and the City of Escondido. The Office of Emergency Services maintains Standard Operating Procedures for activating the EOC.

The following activities are performed in the EOC:

1. Receipt and dissemination of warning.
2. Collection and analysis of situational information.
3. Management and coordination of emergency operations.

4. Collection, analysis, and reporting of damage data.
5. Provision of emergency information and instructions to the public.
6. Maintenance of liaison with support agencies, other jurisdictions, and other levels of government.

D. Declarations of Emergency

1. Local Emergency Proclamation

- a. 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 Operational Area. The CAO may also proclaim a Local Emergency. If made by the CAO the Proclamation must be ratified by the Board within seven days. In either case, the Proclamation must be made within ten days of the occurrence to qualify the County for State assistance. In the case of Special Districts, they would request that the Operational Area make the proclamation for them. See Attachment A for sample proclamations.
- b. A Local Emergency may be proclaimed due to such events as flood, fire, severe storm, earthquake, epidemic, drought, sudden and severe energy shortage, terrorism or hazardous materials incident.
- c. The Proclamation accomplishes the following:
 - (1) Provides public employees and the Board of Supervisors with legal immunities for emergency actions taken.
 - (2) Enables the Board of Supervisors to act as a Board of Equalization, to reassess damaged property and provide property tax relief.
 - (3) Allows the CAO (or other authorized official designated by County Ordinance 8183) to:
 - a) Establish Curfews
 - b) Take any preventive measures necessary to protect and preserve the public health and safety.
 - c) 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).
- d. The Board shall review at its regular meetings the need for continuing the local emergency proclamation at least every 14 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.

2. State of Emergency

- a. 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, State of California Office of Emergency Services (OES), through the Operational Area:
 - 1) Copy of the Local Emergency Proclamation,
 - 2) Damage Assessment Summary information.
- b. The Governor's State of Emergency allows for the following:
 - 1) Mandatory mutual aid may be exercised.
 - 2) The Governor has the authority to commit State resources, for example, National Guard, California Conservation Corps (CCC crews).
 - 3) The Governor may request the President to declare an Emergency or Major Disaster.

3. 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.

E. 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.

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

1. The county, cities, and special districts will forward their requests for mutual aid through the Operational Area.
2. The Operational Area will act as the coordinator point between the county, cities, and special districts and the OES region.
3. The OES regional offices will act as the coordination point and facilitate mutual

aid among Operational Areas.

4. The State OES headquarters will facilitate the provision of mutual aid among OES regions.

III. EOC ORGANIZATION (See Figure 1)

During emergency operations, the EOC, in accordance with the Standardized Emergency Management System, is organized into five major functional areas. They are: (a) Policy, (b) Operations, (c) Planning/Intelligence, (d) Logistics, and (e) Finance/Administration.

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

For detailed EOC responsibilities see the San Diego Operational Area EOC Position Checklists.

A. Policy

The Policy Section consists of those responsible for the overall management of the emergency. This group 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 Section are:

1. Manage EOC functions and coordinate the overall response/recovery effort, including prioritizing, decision-making, coordination, tasking, and conflict resolution within the EOC.
2. Report to the Board of Supervisors.
3. Report to State OES through the Operational Area.
4. Inter-jurisdictional coordination.
5. Activation, including notification and recall, and deactivation of the EOC.

Policy Support

Policy Support positions include Public Information Officer (PIO), 2-1-1 San Diego, County Counsel and other advisors as appropriate. Policy Support is intended to provide information, expertise and advice to the EOC Director and the Policy group. In addition, Policy Support is responsible for the dissemination of information to the public. Some key responsibilities are:

1. Emergency public information.
2. Rumor Control and Public Inquiry.

3. Legal advice.

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

B. Planning/Intelligence

The Planning/Intelligence Section is responsible for gathering, analyzing, evaluating, and disseminating technical information and making recommendations to the 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 EOC Action Plan for the next operational period.

The major responsibilities of this Section are:

1. Situation Status, including information gathering, verification, status reporting, and maintaining maps and displays.
2. Damage Assessment, including information gathering, verification, and reporting.
3. Documentation.
4. Briefing EOC staff.
5. Coordination of Resources.
6. Developing the Action Plan.
7. Advanced Planning.

C. 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 Policy 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 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 Works, Emergency Medical Services, Environmental Health, American Red Cross (Care and Shelter), Health and Human Services Agency and the Medical Examiner.

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

D. Logistics

The Logistics Section consists of those departments with responsibilities for the procurement and payment 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 EOC. The Operational Area EOC Logistics Section coordinates the procurement and provision of emergency resources and support for the entire Operational Area.

In the Operational Area EOC this Section includes such County departments as Purchasing & Contracting, General Services, and Human Resources; as well as specialists such as water or utility company representatives.

E. Finance/Administration

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

1. Financial expenditure and funding briefings.
2. Interagency financial coordination.
3. Finance and contract fact-finding
4. Fiscal and emergency finance estimating.
5. Operating procedure development and financial planning.
6. Labor expense and accounting.
7. Cost analysis, cost accounting and financial auditing.
8. Disbursement and receivables management.
9. Necessary funding transfers.
10. Special drafts, exchanges and lending controls.
11. Payroll administration.
12. Emergency currency, script and rationing control.

IV. FUNCTIONAL RESPONSIBILITIES

The following lists the functional responsibilities within the Operational Area Emergency Plan.

A. Policy

1. Purpose

To provide leadership in the EOC, determine policies and priorities, and manage the overall response within the jurisdiction's boundaries.

2. Personnel

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

- a. Chief Administrative Officer (CAO) (Emergency Services Coordinator)
- b. Deputy CAO – Public Safety Group
- c. Deputy CAO – Land Use and Environment Group
- d. Public Health Officer
- e. EOC Director (Director of OES)
- f. Sheriff/Law Enforcement
- g. Area Fire Coordinator liaison representative
- h. Medical Examiner representative (if required)
- i. Director, Department of Public Works (if required)
- j. Director, Health and Human Services Agency
- k. Director, Department of General Services (if required)

3. Responsibilities

- a. Ensure long-range, logistical, and recovery planning.
- b. Maintain active liaison with other jurisdictions and the Operational Area.
- c. Ensure emergency proclamations are made.
- d. Keep the Board of Supervisors informed.

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

1. Purpose

To coordinate fire and rescue response within the jurisdiction. To establish liaison between the Emergency Operations Center and field operations, as well as to facilitate prioritization of fire resource needs during emergency operations. To coordinate the search efforts for trapped and injured persons and extricate them safely and quickly.

2. Personnel

Designated liaison from the appropriate fire agency.

Fire Chief, or designee, in Policy.

Fire representative, as Rescue Coordinator, in Operations.

Law Enforcement personnel.

Other agency representatives as needed, from both the public and private sectors.

3. Responsibilities

The Fire Chief of the appropriate fire agency will assign a liaison to the Emergency Operations Center and provide support for EOC and field operations.

- a. Establish communications between the Fire Dispatch Center and the EOC.
- b. Keep the Operations Section informed of critical activities and pending needs of the fire agency (ies) responding to the emergency.
- c. Coordinate with other functional groups, such as Law Enforcement, Medical, Care and Shelter, etc., as required.
- d. Search for victims.
- e. Extricate and evacuate victims.
- f. Stabilize buildings and sites, using debris tunneling, shoring, and other methods.
- g. Provide field medicine and life-support.
- h. Transport non-ambulatory victims.
- i. Support for EOC and field operations

C. Law Enforcement (see Annex C, Law Enforcement Mutual Aid Operations)

1. Purpose

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

2. Personnel

- a. The Sheriff or a designated representative in Policy.
- b. A Sheriff representative in law enforcement operations in the Operations Section.
- c. Other personnel, as needed.

3. Responsibilities

- a. Coordinate law enforcement response within the jurisdiction.
- b. Coordinate and liaison with appropriate agencies for traffic control and route recovery.
- c. Coordinate movement of persons from hazardous areas, including evacuation and traffic control.
- d. Ensure transportation for disabled persons, the elderly, and persons without vehicles.
- e. Ensure access control measures to prevent unauthorized persons from entering vacated, or partially vacated, areas.
- f. Provide for the procurement, allocation and use of transportation resources and law enforcement resources, by means of mutual aid or other agreements.

D. Medical (see Annex D, Multi-Casualty Operations)

1. Purpose

To coordinate disaster medical operations within the Operational Area 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 Operational Area EOC. All personnel and functions detailed below will be present at the Operational Area EOC.

2. Personnel

- a. Policy - Medical Director, Emergency Medical Services (EMS)
- b. Operations
 - (1) Director, EMS
 - (2) Medical and Health Operational Area Coordinator
 - (3) EMS Staff as needed

3. Responsibilities

- a. Coordinate the procurement and allocation of the medical resources required to support disaster medical operations.
- b. Coordinate the transporting of casualties and medical resources to health care facilities, including FTSs, within the area and to other areas, as requested.
- c. Organize a system for staffing and operating FTSs and Disaster Support Areas.
- d. Request and respond to requests from the Regional Disaster Medical/Health Coordinator (RDMHC) for disaster assistance.
- e. Maintain status of medical resources, transportation, and communication services within the Operational Area.
- f. Maintain liaison with the Red Cross, volunteer service agencies, and other representatives within the Operational Area.
- g. 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.
- h. Coordinate and provide support to medical activities at the scene.

E. Public Health (see Annex E, Public Health Operations)

1. Purpose

To coordinate public health operations within the Operational Area, 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.

2. Personnel

- a. Policy - Director, Health and Human Services Agency or designee
- b. DOC Operations
 - 1) HHS DOC
 - 2) Emergency Medical Services (EMS) DOC/Medical Operations Center (DOC/MOC)

3. Responsibilities

- a. Coordinate the procurement and allocation of public health resources required to support disaster public health operations.
- b. Request and respond to requests from the Regional Disaster Medical/Health Coordinator for disaster assistance.
- c. Maintain status of public health resources within the Operational Area.
- d. Coordinate all public health related activities among other local public and private response agencies or groups, as well as state and federal agencies.
- e. Provide preventive health services.

F. Medical Examiner (see Annex F, Office of the Medical Examiner Operations)

1. Purpose

To manage medical examiner operations during a disaster.

2. Personnel

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

3. Responsibilities are to establish and manage all medical examiner operations, including the following:

- a. Medical Examiner Emergency Teams
- b. Body Staging Areas
- c. Establish a family assistance center

- d. Temporary morgues and transportation
- e. Identification and listing of victims
- f. Notification of next of kin
- g. Emergency procurement and allocation of supplies and resources
- h. Request mutual aid, if required

G. Care and Shelter Operations (see Annex G, Care and Shelter Operations)

1. 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 American Red Cross (ARC) and provide assistance, as required.

2. Personnel

- a. Designated Care and Shelter Coordinator.
- b. Liaison personnel from the Red Cross (as assigned).

3. Responsibilities

a. Care and Shelter Coordinator

- 1) Coordinate local government support to the Red Cross
- 2) Coordinate resource and mutual aid requests between the Red Cross and other government departments or agencies.
- 3) Provide care and shelter to disaster victims until the Red Cross or other private disaster relief organizations are able to fulfill that responsibility.

b. Red Cross Liaison

- 1) Maintain contact with Red Cross Headquarters and keep the Care and Shelter Coordinator informed of Red Cross operations during the disaster.
- 2) Make requests to the Care and Shelter Coordinator for assistance in providing care and shelter to disaster victims.

H. Environmental Health (see Annex H, Environmental Health Operations)

1. Purpose

To coordinate environmental health operations within the San Diego Operational Area by providing environmental health protection associated with disasters.

2. Personnel

- a. Policy - Director, Department of Environmental Health or designee
- b. Operations - Chief, Hazardous Materials Division, or designee

3. Responsibilities

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

I. Communications (see Annex I, Communications)

1. Purpose

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

2. Personnel

Various agencies and organizations.

3. Responsibilities

Provide and maintain communications in the San Diego Operational Area for day-to-day and disaster operations.

J. Construction and Engineering (see Annex J, Construction and Engineering Operations)

1. Purpose

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

2. Personnel

- a. The Director of the Department of Public Works or designated representative in Policy.
- b. Assigned representative in the Operations Section.

3. Responsibilities

- a. Develop and maintain current records of road conditions throughout the Operational Area during emergencies.
- b. Restore, maintain and operate essential services within the jurisdiction such as roads, sewers and drainage facilities.
- c. Construct emergency facilities, such as bridges.
- d. Assist in search and heavy rescue.
- e. Assist in providing for repair, modification and/or construction of emergency facilities and housing.
- f. Maintain an inventory of sources and provide for procurement and allocation of heavy construction equipment.
- g. Manage and coordinate jurisdictional transportation facilities.
- h. Maintain an inventory of sources and provide for procurement and allocation of transportation resources.

K. Logistics (see Annex K, Logistics)

1. Purpose

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

2. Personnel

- a. Director, Purchasing and Contracting, or designee
- b. General Services Representative
- c. Department of Human Resources Representative
- d. Utility representative
- e. Sheriff's Data Services

3. Responsibilities

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

L. Public Information (see Annex L, Emergency Public Information)

1. Purpose

To provide the public with accurate and timely information and instructions through the news media.

2. Personnel

- a. Director Media and Public Relations or designee in Policy Section
- b. Media Team/PIO staff
- c. Departmental liaisons as required

3. Responsibilities

- a. Secure briefings from EOC staff
- b. Give regular briefings to news media representatives
- c. Act as jurisdictional spokespersons
- d. Prepare and disseminate news releases
- e. Prepare and disseminate Life Saving Information For Emergencies (LIFE) and Emergency Alert System (EAS) messages for release by the Operational Area EOC. Requests from other jurisdictions for LIFE/EAS messages will be disseminated upon request.
- f. Coordinate media interviews with jurisdictional officials.
- g. Monitor news reports and correct inaccurate information.
- h. Maintain liaison with Public Information Officers (PIOs) from other agencies and jurisdictions.
- i. Notify the news media of any changes in EOC status.
- j. Establish Joint Information Center (JIC)

M. Behavioral Health (see Annex M, Behavioral Health Operations)

1. Purpose

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

2. Personnel

- a. Behavioral Health Director(s)
- b. Behavioral Health Disaster Coordinator

- c. Assistant Disaster Coordinator

3. Responsibilities

- a. Coordinate behavioral health intervention services for disaster victims and emergency response personnel, as well as the general public.
- b. Maintain status of behavioral health resources, including facilities and personnel within the Operational Area.
- c. Coordinate all behavioral health related activities among other local public and private response agencies or groups, as well as state and federal agencies
- d. Provide behavioral health debriefing sessions for EOC staffs.

N. Damage Assessment and Recovery (see Annex N, Damage Assessment and Recovery)

1. Purpose

To coordinate the gathering and reporting of damage during and following a disaster, using an effective system of response.

2. Personnel

- a. Damage Assessment Coordinator
- b. Field Operations/Field Survey Coordinator
- c. Financial Estimate Coordinator
- d. Data Entry staff

3. Responsibilities

- a. Coordinate jurisdictional Damage Assessment Team.
- b. Report situation and damage to Operational Area EOC. The Operational Area EOC will coordinate with the State Office of Emergency Services.
- c. Coordinate and maintain files of all field survey reports.
- d. Coordinate and maintain all records during recovery phase.
- e. Coordinate dollar estimates for damage assessment.
- f. Coordinate field operations/field survey teams.

- g. Follow up on field reports in order to provide tax exemptions to owners of damaged private property. (Operational Area EOC only)

O. Animal Services (see Annex O, Animal Services)

1. 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.

2. Personnel

- a. Director, Department of Animal Services for the Policy Section
- b. Assigned representative in Operations Section

3. Responsibilities

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

P. Terrorism Protocol (see Annex P)

Annex P is an Executive Summary of the Draft Terrorism Protocol for the San Diego County Operational Area.

ATTACHMENT A-1

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.

ATTACHMENT A-1 (Continued)

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 Governor's Office of Emergency Services 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: _____

ATTACHMENT A-2

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 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.

ATTACHMENT A-2 (Continued)

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 Governor's Office of Emergency Services 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

ATTACHMENT A-3

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 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.

ATTACHMENT A-3 (Continued)

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 A-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 A-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

Date: _____

ATTACHMENT B

WARNING SYSTEM

I. 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.

A. 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). Members from local governments, schools, the news media, and industry are then notified by means of the Lifesaving Information for Emergencies (LIFE) System. 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 LIFE Systems provide coverage for a large part of the population.

The Office of Emergency Services maintains pre-scripted, hazard-specific warning messages for high impact events which require time sensitive warnings.

B. Warning Information

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

C. 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 LIFE System, and/or other means.

II. ALERT/NOTIFICATION SYSTEMS

A. Emergency Alert System (EAS)

1. 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 San Diego County Operational Area 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.

2. 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.

3. Facilities

The program entry point for the San Diego EAS operational area is the Operational Area EOC. Emergency information will be routed to the program entry point. The primary EAS station serving the San Diego EAS Operational Area 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.

B. Lifesaving Information for Emergencies (LIFE)

1. General

The Office of Emergency Services has developed the LIFE system for the purpose of disseminating emergency information and warnings in times of emergency.

2. System Operation

The LIFE system uses the County radio facilities at the Operational Area

EOC. The LIFE messages of public information can be received at participating broadcast stations and public/private facilities on special monitor receivers.

3. System Access

The LIFE system is available to the County/jurisdiction's officials (CAO, Sheriff, Mayor, City Manager, Police Chief, Fire Chief etc.), within the San Diego County Operational Area, and can be accessed via OES. If telephone service is not available to the jurisdiction, programming requests should be passed over the RACES radio system to the Operational Area EOC.

C. Community Emergency Notification System (CENS)

In 2005, the County of San Diego implemented the Community Emergency Notification System (CENS). The system is currently available in the unincorporated areas of the County and in all cities that contract with the San Diego County Sheriff's Department for law enforcement. CENS enables emergency dispatchers to call residents, via a reverse 911 callout system, and alert them to emergency actions which may need to be taken. CENS combines GIS mapping technologies with 9-1-1 calling data in an easy-to-use interface. The system, which is housed in the Sheriff's Communications Center, has the capability of making thousands of calls per hour by using automated calling technology. The Sheriff's Communications Center is responsible for the activation of the CENS.

CENS has limitations which include:

1. Phone lines and power must be working for the system to operate.
2. Cell phone or private branch exchange (PBX- most businesses have their phones hooked up to a PBX) numbers are not in the SBC database and those residents will not receive the call.
3. If residents are on a dial-up internet connection or subscribe to call blocking services, they will not receive the call.

**ATTACHMENT C
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:

I. Federal

A. Small Business Administration (SBA)

Provides information about and takes applications for low-interest home and business loans.

B. 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.

C. 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.

D. Internal Revenue Service (IRS)

Sometimes is represented and provides income tax assistance.

E. 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.

F. Other Federal agencies that may provide assistance are the Veterans Administration, Social Security Administration, Health and Human Services, and the Food and Drug Administration.

II. State

A. State Office of Emergency Services

Serves as the lead agency for the State

B. Department of Health and Human Services (DHHS)

Provides Individual and Family Grants

C. Employment Development Department

Provides State unemployment compensation for eligible disaster victims and, if implemented, disaster unemployment compensation.

It also furnishes information related to employment and vocational retraining.

D. Department of Housing and Community Development

Provides temporary housing and building inspection to qualified applicants.

E. Department of Veterans Affairs

Provides assistance to victims whose homes or farms are financed under the Cal Vet program.

F. 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.

III. In general, local government's role is supportive.

A. San Diego County Office of Emergency Services (OES)

Serves as the lead agency for the Operational Area.

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.

B. Health and Human Services Agency (HHSA)

In cooperation with the Red Cross, 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.

C. Department of Planning and Land Use (DPLU), Codes Division

Provides staff to make available information about building permits, zoning and other regulatory requirements.

D. Department of Planning and Land Use, Building Division

Provides building inspectors to inspect homes for safety and needed repairs.

E. 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.

F. County Assessor

After some disasters, provides staff to accept applications for reappraisal.

G. 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.

H. Health and Human Services Agency (HHSA)

Provides behavioral health counselors to assist disaster victims.

IV. 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.

Appendix A-1

**EMERGENCY MANAGEMENT
EOC - EMERGENCY ACTION CHECKLIST
RESPONSE TO A MAJOR EARTHQUAKE**

<u>Action</u>	<u>Responsibility</u>
Ensure that mobile and aerial survey units are dispatched to survey for damage, flooding, fires or other hazards.	Planning and Intelligence
Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.	Planning and Intelligence
Determine if Emergency Operations Center (EOC) should be activated.	EOC Director
Activate emergency forces if substantial damages are reported.	Operations
If the jurisdiction is in a dam inundation area, determine if failure of the dam is considered possible.	Planning and Intelligence
Monitor communications to determine situation in other areas.	Planning and Intelligence
Determine if support is required to other jurisdictions.	Planning and Intelligence
Make the determination to dispatch mutual aid to other jurisdictions.	Policy
Check operation of dispatch and reporting systems. If necessary, provide alternate communications links.	Logistics
Determine condition of medical support and health facilities.	Operations
Determine status of utilities and transportation routes.	Planning and Intelligence

**Emergency Management
Earthquake Response**

Action

Responsibility

Advise key personnel of results of damage survey

Planning and
Intelligence

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Activate EOC.

EOC Director

Activate Emergency Public Information (EPI) procedures.

Policy

Poll field units and key facilities to determine extent of damage and ability to function.

Planning and
Intelligence

Direct emergency self-help instructions to be broadcast to the public.

Policy

Activate emergency medical care system.

Operations

Set up first aid stations as required.

Operations

Activate Field Treatment Sites as required.

Operations

Consider evacuation if any dam failures are reported or are imminent.

Policy

Order evacuation of all unsafe structures and areas.

Incident Commander,
Operations

Issue proclamation of a LOCAL EMERGENCY

Policy

Request that the Governor proclaim a STATE OF EMERGENCY, if required.

Policy

Ensure that rescue operations of trapped people are underway

Operations

Clear routes as needed to support fire and rescue activities.

Operations

Obtain and provide engineering equipment needed for heavy rescue.

Logistics

Establish access controls into damaged areas damaged areas.

Operations

**Emergency Management
Earthquake Response**

<u>Action</u>	<u>Responsibility</u>
Request medical support as needed.	Operations
Provide for traffic control.	Operations
Expedite movement of emergency units.	Operations
Supervise first aid and movement of casualties to health facilities.	Operations
Obtain transportation, supplies, personnel and equipment needed by emergency forces.	Logistics
Determine condition of designated mass care facilities.	Operations
Direct opening of mass care facilities.	Operations
Activate Multi-purpose Staging Areas as destination points for mutual aid.	Logistics

Appendix A-2

**EMERGENCY MANAGEMENT
EOC - EMERGENCY ACTION CHECKLIST
RESPONSE TO HAZARDOUS MATERIAL INCIDENT**

<u>Action</u>	<u>Responsibility</u>
Establish communication with on-scene Incident Command Post.	Operations
If required, activate Emergency Operations Center (EOC).	EOC Director
Ensure that Hazardous Incident Response Team is dispatched to scene.	Operations
Ensure that State Office of Emergency Services (OES) is notified of incident.	Policy
If required, obtain proclamation of a LOCAL EMERGENCY.	Policy
If required, request that the Governor proclaim a STATE OF EMERGENCY.	Policy
Activate the damage assessment and reporting system.	Planning and Intelligence
Collect and evaluate incoming information.	Planning and Intelligence
Post pertinent information on status boards and maps, and maintain other essential records.	Planning and Intelligence
Obtain estimates of area that may be affected by release of the hazardous material.	Planning and Intelligence
Determine if evacuation is necessary.	Incident Commander/ Operations
Direct implementation of public warning and movement operations as required.	Operations
Activate the care and shelter system and open shelters if required.	Operations
Ensure that all essential emergency services are activated.	Policy
Establish contact with appropriate state agency coordinators.	Operations
Coordinate activities of private hazardous materials clean-up companies.	Operations
Establish priorities for emergency procurement and allocation of available resources.	Operations

**Emergency Management
Hazardous Material Response**

<u>Action</u>	<u>Responsibility</u>
Report situation and support requirements to the OES Mutual Aid Region Office.	Policy
Activate Emergency Public Information procedures.	Policy
Request communications assistance from telephone company, RACES, ARES, or others as required.	Logistics
Request assistance from the State OES Mutual Aid Region Office as required.	Policy

Appendix A-3

EMERGENCY MANAGEMENT
EOC - EMERGENCY ACTION CHECKLIST
RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

<u>Action</u>	<u>Responsibility</u>
Place Emergency Operations Center (EOC) staff on standby.	EOC Director
Initiate sand bagging and other mitigation activities.	Operations
Direct appropriate agencies to stockpile additional sandbags, shovels, and other needed resources.	Policy
Activate Emergency Public Information procedures.	Policy
Advise persons in flood-prone areas to prepare for evacuation.	Operations
Place emergency services on standby.	Operations
Test primary and alternate communications.	Operations
Move emergency vehicles from facilities in areas subject to immediate flooding.	Operations
If flood appears imminent, initiate warning and evacuation of potential inundation areas.	Operations
Report situation and support requirements to the State Office of Emergency Services (OES) Mutual Aid Region Office.	Policy

**Emergency Management
Flood Response**

FLOODING OCCURS

<u>Action</u>	<u>Responsibility</u>
Activate EOC.	EOC Director
Activate warning procedures.	Operations
Activate evacuation procedures.	Operations
Activate search and rescue teams.	Operations
Direct the placement of sandbags.	Operations
Request communications assistance from telephone company, RACES, ARES or others, as required.	Logistics
Direct that utilities be shut off in flooded areas.	Policy
Direct opening of mass care facilities, if necessary.	Operations
Report situation and support requirements to State OES Mutual Aid Region Office.	Policy
Direct law enforcement agencies to establish access controls around flooded areas.	Operations
Warn areas subject to additional or immediate flooding.	Operations
Direct the testing of drinking water for purity in areas that could be affected by flooding	Operations
Establish traffic controls to permit return of displaced people when re-entry is feasible.	Operations
Issue proclamation of a LOCAL EMERGENCY	Policy
Request that the Governor proclaim a STATE OF EMERGENCY.	Policy

Appendix A-4

EMERGENCY MANAGEMENT
RESPONSE TO IMMINENT/ACTUAL DAM FAILURE
EOC - EMERGENCY ACTION CHECKLIST

DAM FAILURE IMMINENT

<u>Action</u>	<u>Responsibility</u>
Attempt to avoid dam failure by requesting the release of water from the reservoir, if feasible.	Policy
Activate warning system and order evacuation of predesignated evacuation area.	Operations
Proclaim a LOCAL EMERGENCY.	Policy
Activate and staff Emergency Operations Center (EOC).	EOC Director
Broadcast instructions directing evacuees to reception areas.	Policy
Search the evacuation area to ensure that people have received warning.	Operations
Report to the State OES Mutual Aid Region Office any ordered evacuation and the area involved.	Policy
Provide assistance in the evacuation of institutionalized people in the threatened area.	Operations
Provide traffic controls for evacuation operations.	Operations
Provide transportation, supplies, equipment and personnel.	Logistics
Establish access controls to vacated areas.	Operations
Keep EOC informed of evacuation progress.	Operations

**Emergency Management
Dam Failure Response**

DAM FAILURE IMMINENT (Continued)

<u>Action</u>	<u>Responsibility</u>
Place emergency medical and health components on standby.	Operations
Activate first aid facilities in reception areas.	Operations
Mobilize care and shelter components.	Operations
Activate mass care facilities in reception areas.	Operations
Receive, shelter and care for evacuees.	Operations
Develop preliminary estimate of homeless and inform the EOC and periodically update.	Operations
Prohibit entry into evacuated areas until it is determined that areas are safe.	Operations
When re-entry is feasible, establish traffic controls to permit return of displaced people.	Operations

**Emergency Management
Dam Failure Response**

DAM FAILURE OCCURS

Action

Responsibility

If not already accomplished, warn people in inundation area and order evacuation.	Operations
If not already accomplished, proclaim a LOCAL EMERGENCY and activate and staff EOC.	Policy
Inform the State OES Mutual Aid Region of the situation and support requirements.	Policy
If required, request that the Governor proclaim a STATE OF EMERGENCY.	Policy
Collect and evaluate incoming damage assessment reports.	Planning and Intelligence
Initiate search and rescue in affected areas.	Operations
Establish access controls.	Operations
Inform EOC of evacuation progress.	Operations
Mobilize emergency medical and health components.	Operations
Activate first aid facilities in reception areas.	Operations
Mobilize care and shelter components.	Operations
Activate mass care facilities in reception areas.	Operations
Receive, shelter and care for evacuees.	Operations
Request needed supplies, equipment, and support services.	Operations
Develop preliminary estimate of homeless and inform the EOC; periodically update.	Operations
Prohibit entry into evacuated areas until areas are safe to re-enter.	Operations
Establish traffic control needed to permit return of displaced people when public re-entry is feasible.	Operations