

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

Operational Area  
Emergency Plan

**ANNEX A**

Emergency Management  
(Including EOC Operations)

October 2010

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# **Unified San Diego County Emergency Services Organization**

## **ANNEX A**

### **Emergency Management (Including EOC Operations)**

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## **ANNEX A EMERGENCY MANAGEMENT**

### **I. General**

#### **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).

#### **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).

#### **Plan Activation and Termination**

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

### **II. Emergency Operations**

#### **Overview**

Emergency Management within the San Diego Operational Area consists of the synchronization of a myriad of governmental, non-profit, and business organizations into a single focused response, with the ultimate goal of saving lives, property, protecting the environment and minimizing social loss from the disaster or emergency.

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.

The San Diego Operational Area is constantly focused on improving the region's resiliency by focusing on enhancing all three of these components

When an emergency occurs within the Operational Area, 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 region 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**

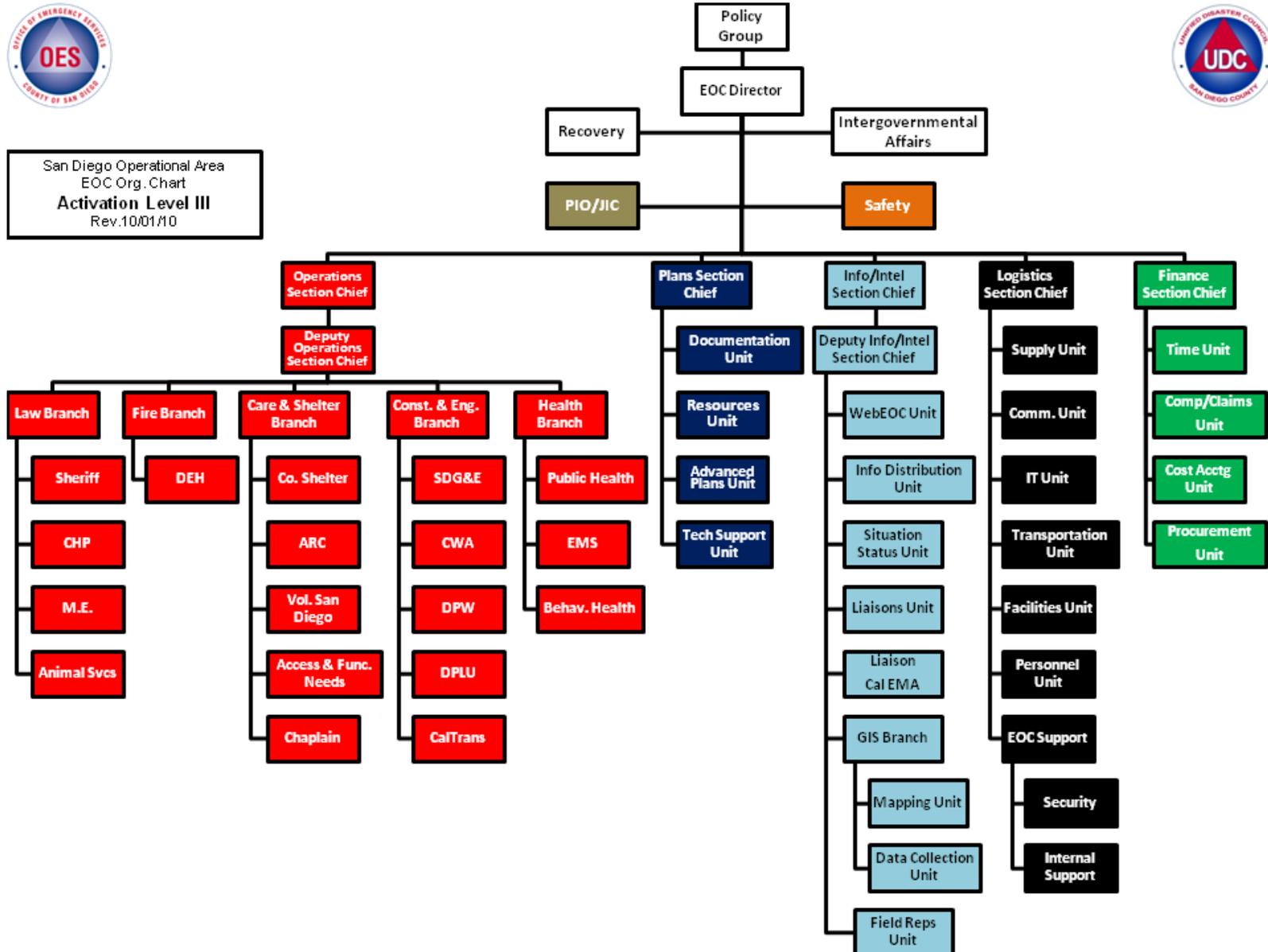
Coordination within the Management Section in the EOC is one of the keys to successful response operations. When decision makers are together in one location, staff and resources can be utilized in the most effective manner. This section includes directors or representatives of County Departments, selected 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**



## **Priorities**

The following are priorities when conducting and coordinating disaster operations:

1. Meeting the immediate needs of people (rescue, evacuation, medical care, public information, 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.

## **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 emergency alert and warning.
2. Collection and analysis of situational information.
3. Management and coordination in support 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.

## Proclamations of Emergency

### 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 County Chief Administrative Officer (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 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.
- B. 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.
- C. The Director of the County Office of Emergency Services (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.
- D. 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 his 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**

- 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 Secretary, California Emergency Management Agency (Cal EMA) 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.

### **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.

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 Cal EMA Southern region.
- 3. The OES regional offices will act as the coordination point and facilitate mutual aid among Operational Areas.
- 4. The Cal EMA headquarters will facilitate the provision of mutual aid among Cal EMA regions.

### **III. EOC Organization (See Figure 1)**

During emergency operations, the Operational Area EOC, in accordance with the Standardized Emergency Management System, 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. 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.

#### **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:

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 Cal EMA through the Operational Area.
4. Inter-jurisdictional coordination.
5. Activation, including notification and recall, and deactivation of the EOC.

#### **Management Section Support**

In the OA EOC, the Policy Group supporting positions include the County Communications Office, County Communications Director, 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 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 EOC at the request of the CAO.

#### **Planning**

The Planning 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 documentation, coordination of resources and advance planning.

### **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 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, Environmental Health, Care and Shelter, Animal Services and the Medical Examiner.

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

### **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, and Human Resources; as well as specialists such as water or utility company representatives.

### **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.

### **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.

## **IV. Functional Responsibilities**

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

### **Management Section**

#### **Purpose**

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

#### **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 EOC Director. The following list provides a probable OA EOC Policy Group 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. Area Law Enforcement Coordinator

- G. Area Fire Coordinator
- 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)

### **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.

### **Fire and Rescue Operations**

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

### **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.

### **Personnel**

- A. Designated liaison from the appropriate fire agency.
- B. Fire Chief, or designee, in OA EOC Policy Group.
- C. Fire representative, as Rescue Coordinator, in Operations.
- D. Law Enforcement personnel.
- E. Other agency representatives as needed, from both the public and private sectors.

### **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. Support for EOC and field operations

### **Law Enforcement**

(see Annex C, Law Enforcement Mutual Aid Operations)

#### **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.

#### **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.

#### **Responsibilities**

- A. Support law enforcement response within the jurisdiction.
- B. Support and liaison with appropriate agencies for traffic control and route recovery.
- C. Support movement of persons from hazardous areas, including evacuation and traffic control.
- D. Ensure access control measures to prevent unauthorized persons from entering vacated, or partially vacated, areas.

### **Medical**

(see Annex D, Mass-Casualty Operations)

#### **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.

#### **Personnel**

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

#### **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.

### **Public Health**

(see Annex E, Public Health Operations)

#### **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.

#### **Personnel**

- A. Policy Group - Director, Health and Human Services Agency or designee
- B. DOC Operations
  - 1. HHS DOC
  - 2. Emergency Medical Services (EMS) DOC

#### **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.

### **Medical Examiner**

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

#### **Purpose**

To manage medical examiner operations during a disaster.

#### **Personnel**

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

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

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

#### **Personnel**

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

#### **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.

**Environmental Health**

(see Annex H, Environmental Health Operations)

**Purpose**

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

**Personnel**

- A. Policy Group - Director, Department of Environmental Health or designee
- B. Operations - Chief, Hazardous Materials Division, or designee

**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.

**Communications and Warning Systems**

(see Annex I, Communications and Warning Systems)

**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.

**Personnel**

Various agencies and organizations.

**Responsibilities**

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

## **Construction and Engineering**

(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, and other engineering operations.

### **Personnel**

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

### **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.

## **Logistics**

(see Annex K, Logistics)

### **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.

### **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

### **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.

### **Public Information**

(see Annex L, Emergency Public Information)

### **Purpose**

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

### **Personnel**

- A. Director County Communications Officer or designee in Policy Group
- B. Media Team/PIO staff
- C. Departmental liaisons as required

### **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 Emergency Alert System (EAS) messages for release by the Operational Area EOC. Requests from other jurisdictions for 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)

### **Behavioral Health**

(see Annex M, Behavioral Health Operations)

#### **Purpose**

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

#### **Personnel**

- A. Behavioral Health Director(s)
- B. Behavioral Health Disaster Coordinator
- C. Assistant Disaster Coordinator

#### **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.
- E. 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**

- A. Director, Department of Animal Services for the Policy Group
- B. Assigned representative in Operations Section

#### **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.

### **Terrorism Protocol (see Annex P)**

Annex P is an Executive Summary of the 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 Cal EMA 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 Cal EMA 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

## **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.

#### **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.

The Office of Emergency Services 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.

## II. Alert/Notification Systems

### **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.

### **AlertSanDiego**

In 2006, the County of San Diego implemented the AlertSanDiego (ASD) communications system. ASD is currently available throughout the San Diego Region. ASD enables emergency dispatchers to call 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, which is hosted by Twenty First Century Communications Inc., has the capability of making thousands of calls per hour by using automated calling technology. The Office of Emergency Services, Incorporated Cities, or Sheriff's Communications Center are responsible for the activation of ASD.

**ASD has limitations which include:**

1. Phone lines and power must be working for the system to operate.
2. 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.alertsandiego.org](http://www.alertsandiego.org) .
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:

#### **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.

**State**

- A. California Emergency Management Agency (Cal EMA)  
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.

**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 (HHS)A  
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.

**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.