



Photo by San Diego Fire-Rescue Department

### ACKNOWLEDGEMENTS

#### **Staff and Principal Planners**

Cory Osth, Emergency Services Coordinator  
Office of Emergency Services

## **Operational Area Emergency Operations Plan SEPTEMBER 2018**

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

## EXECUTIVE SUMMARY

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

### TABLE OF CONTENTS

General	1
Concept of Operations and Activation of Mutual Aid	2
Organization and Assignment of Responsibilities	6
Direction, Control, or Coordination	13
Information Collection and Dissemination	13
Communications	15
Annex Development and Maintenance	16
Authorities and References	16

## GENERAL

### INTRODUCTION

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

### PURPOSE

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

### SCOPE

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

---

## **OBJECTIVES**

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

## **WHOLE COMMUNITY APPROACH**

The San Diego Operational Area is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. For further details on our whole community approach to emergency management, which includes the integration of inclusive emergency management practices, refer to the Basic Plan.

## **CONCEPT OF OPERATIONS**

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

## **COORDINATION**

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

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

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

## **PRIORITIES**

The following are priorities when conducting and coordinating disaster operations:

- Meeting the immediate needs of people (rescue, evacuation, medical care, public information, food, shelter, clothing) including people with disabilities and other access and functional needs.

- Restoration of facilities/utilities, whether public or privately owned, which are essential to the health, safety and welfare of citizens (sanitation, water, electricity, road, street, and highway repair).
- Meeting the rehabilitation needs of people (temporary housing, food stamps, employment, etc.).
- As much as possible, providing for the recovery of the community to its pre-disaster state.

### **OPERATIONAL AREA EMERGENCY OPERATIONS CENTER (OA EOC)**

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

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

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

### **PROCLAMATIONS OF EMERGENCY**

#### **LOCAL EMERGENCY PROCLAMATION**

In the event of a disaster or condition of extreme peril to persons and property within a jurisdiction, which is beyond the capability of local responders to manage, the Board of Supervisors fills the role of initiating a Proclamation of Local



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

**Receipt and dissemination of emergency alert and warning.**

**Collection and analysis of situational information.**

**Management and coordination in support of emergency operations.**

**Collection, analysis, and reporting of damage data.**

**Provision of emergency information and instructions to the public.**

**Maintenance of liaison with support agencies, other jurisdictions, and other levels of government.**

---

Emergency for the entire OA. The CAO or the Director of Emergency Services may also proclaim a Local Emergency. 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), the Deputy Chief Administrative Officer (DCAO) of the Public Safety Group, and the Director of the Office of Emergency Services.

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

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

#### THE PROCLAMATION ACCOMPLISHES THE FOLLOWING:

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



---

## STATE OF EMERGENCY

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

- Copy of the Local Emergency Proclamation
- Initial Damage Estimate.

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

- Mandatory mutual aid may be exercised.
- The Governor has the authority to commit State resources, for example, National Guard, California Conservation Corps (CCC crews).
- The Governor may request the President of the United States 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.

## **MASTER MUTUAL AID AGREEMENT**

The California Master Mutual Aid Agreement is an agreement between the state, various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California. It outlines the sharing of resources during a disaster to assist in the areas of fire, police, medical and health, communication, and transportation services, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster.

## **EMERGENCY MANAGERS MUTUAL AID (EMMA)**

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

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

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

---

## **EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)**

EMAC is an all hazards, all disciplines mutual aid compact that serves as the cornerstone of the nation's mutual aid system. It was signed into law in 1996 and allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states.

- Fast and Flexible Assistance
- All Hazards - All Disciplines
- Resources deploy through the state emergency management agencies of their respective states allowing for a coordinated deployment.
- Deployments are coordinated with the federal response to avoid duplication and overlap.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

During emergency operations, the OA EOC, in accordance with SEMS, is organized into six major functional areas. They are:

1. Management
2. Operations
3. Planning
4. Information/Intelligence
5. Logistics
6. Finance/Administration

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



## **ORGANIZATION**

### **MANAGEMENT**

---

#### **Purpose**

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

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

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

### **Management Section Support**

In the OA EOC, the Policy Group supporting positions include the DCAO Public Safety Group, Director of the County Communications Office, Area Law Enforcement Coordinator, County Counsel, Assistant CAO, Deputy CAO's, Chief Financial Officer, Chief Information Officer, Human Resources Director and other advisors as appropriate. Policy Support is intended to provide information, expertise and advice to the OA EOC Director and the Policy group. In addition, Policy Support is responsible for the dissemination of information to the public. Some key responsibilities are: emergency public information, rumor control, public inquiry and legal advice.

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

### **Personnel**

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

- CAO (Emergency Services Director/Coordinator)
- Chair of the Board of Supervisors
- Deputy CAO – Public Safety Group
- Deputy CAO – Land Use and Environment Group
- Deputy CAO – Health and Human Services Agency
- Deputy CAO – Community Services Group
- Deputy CAO – Finance and General Government Group
- County Counsel
- Public Health Officer (PHO)
- OA EOC Director (Director of OES)
- Human Resources Director
- Area Law Enforcement Coordinator
- Area Fire Coordinator
- Chief Information Officer
- Medical Examiner representative (if required)
- Director – Office of Strategy and Intergovernmental Affairs
- Director – County Communications
- Director – Environmental Health (if required)
- Director – Department of Public Works (if required)

- 
- Director – Department of General Services (if required)

\*Other Department Directors, jurisdictional representatives and subject matter experts as determined by the CAO

### Responsibilities

- Provide policy, direction, and guidance for incident management, including making executive/priority decisions.
- Maintain active liaison with other jurisdictions and the OA.
- Ensure emergency proclamations are made.
- Keep the Board of Supervisors informed.



---

## OPERATIONS

### Purpose

To lead the EOC response activities, process requests for assistance and resources, establish priorities, and relay operational status to the management team.

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

---

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

**THE OVERALL RESPONSIBILITY OF THE OPERATIONS SECTION IS TO COORDINATE WITH FIELD OPERATIONS.**

### **Personnel**

Representatives from various departments staff the Operations Section. The following list provides a probable OA EOC Operations Section staffing for a major event:

- Law Branch Coordinator (see Annex C – Law Enforcement Operations)
  - Sheriff or designated representative
  - California Highway Patrol (CHP)
  - Medical Examiner
  - Animal Services
  - Law Enforcement Coordination Center (LECC)
  
- Fire Rescue Branch Coordinator (see Annex B-Fire and Rescue Mutual Aid Operations)
  - Fire chief or designated liaison of local agency
  - Incident management team (IMT) liaison
  - Hazardous Materials team liaison
  - Other agency representatives as needed, from both private and public sectors
  
- Care and Shelter Branch Coordinator (see Annex G-Care and Shelter Operations)
  - County Shelter Unit Leader
  - Liaison personnel from American Red Cross (ARC)
  - Access and Functional Needs Unit Leader
  - Volunteer Coordination Leader
  - Chaplain Corps Leader
  
- Construction & Engineering Branch Coordinator (see Annex J-Construction and Engineering Operations)
  - Director of Public Works
  - Planning and Development Services (PDS) representative
  - Agency representatives from utilities and wastewater
  
- Health Branch Coordinator (see Annex E – Public Health Operations)
  - Emergency Medical Services (EMS) Unit Leader
  - Public Health Unit Leader
  - Environmental Health Unit Leader

### **Responsibilities**

- Coordinate with field operations

- 
- Relay info and intel to the Info/Intel lead
  - Participate in EOC briefings

## PLANNING

---



### Purpose

To gather, analyze, evaluate, and disseminate information and make recommendations to the OAEOC Director.

While the Operations Section is concerned with immediate strategic response to the disaster, the Planning Section is looking and planning ahead. Planning's function is to maintain

information on the overall response effort and to develop the OA EOC Action Plan for the next operational period. The major responsibilities of this section are documentation, coordination of resources and advance planning.

### Personnel

Representatives from various departments staff the Planning Section. The following list provides a probable OA EOC Planning Section staffing for a major event:

- Documentation Unit Leader
- Resources Unit Leader
- Advanced Plans Unit Leader
- Technical Specialists

### Responsibilities

- Documentation
- Coordination of resources
- Advance planning

## INFORMATION / INTELLIGENCE

---

### Purpose

To track the emergency and provide information to the OAEOC Director and Policy Group on the overall effectiveness of the policies established.

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. They assist the Planning section with the development of the operational period plans and documents.

### Personnel

---

Representatives from various departments staff the Info/Intel Section. The following list provides a probable OA EOC Info/Intel Section staffing for a major event:

- WebEOC Unit Leader
- Situation Status Unit Leader
- Liaisons Unit Leader
- Cal OES Liaison
- Field Representatives
- GIS Branch Leader
  - Mapping Unit
- Data Collection Unit Leader

### Responsibilities

- Situation Status Updates
- Information Gathering and verification via WebEOC
- Information Distribution
- Assigning and Managing Liaisons
- Geographic Information Systems (GIS)
- Managing Field Representatives
- Maintaining Maps and Displays

## LOGISTICS

---

### Purpose

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

(also see **Annex K: Logistics**)

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

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

### Personnel

- Director, Purchasing and Contracting, or designee
- Supply Unit Leader
- Transportation Unit Leader
- Facilities Unit Leader

- 
- Personnel Unit Leader
  - IT Unit Leader
  - Communications Unit Leader

### **Responsibilities**

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

## **FINANCE / ADMINISTRATION**

---

### **Purpose**

To track and manage associated costs, payroll administration, funds disbursement or payments and other financial related items during an emergency.

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

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

---

## Personnel

Representatives from various departments staff the Finance Section. The following list provides a probable OA EOC Finance Section staffing for a major event:

- Time Unit Leader
- Compensation/Claims Unit Leader
- Cost Accounting Unit Leader
- Procurement Unit Leader

## Responsibilities

- Financial Briefings
- Interagency Financial Coordination
- Finance and Contract Fact-Finding
- Fiscal and Emergency Finance Estimating

(see Attachment 8 – OAEOC Org Chart)

## DIRECTION, CONTROL, OR COORDINATION

### **PLAN ACTIVATION AND TERMINATION**

This annex is automatically activated when two or more jurisdictional EOCs within the OA are activated or when one jurisdictional EOC requests that the OA EOC be activated or at the direction of the Director of the Office of Emergency Services.

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

### **RESPONSE**

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



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

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

---

## INFORMATION COLLECTION AND DISSEMINATION

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

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

### **RESOURCE REQUESTS**

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

### **BRIEFINGS**

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



---

## **JOINT INFORMATION CENTER (JIC)**

The JIC will:

- Pull information from all media outlets, incident response personnel and OA EOC staff.
- Vet the information.
- Craft a message with accurate information.
- Get the message approved by the OA EOC Director.
- Coordinate with other jurisdiction PIOs for consistent dissemination of information.
- Utilize a Joint Information System (JIS) to disseminate the information in accessible formats to the public in the form of a press release, interview, social media, emergency portal, or other method of dissemination.

## COMMUNICATIONS

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

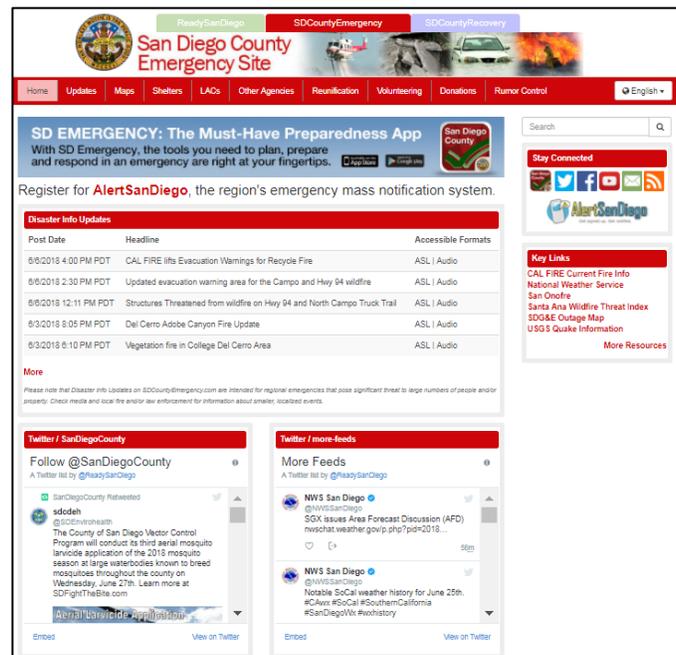
### **NOTIFICATION AND WARNING**

Timely warnings of an emergency condition or an incident are essential to preserving the safety of county residents as well as establishing an effective incident response. Upon learning of an incident, OES is responsible for disseminating a public message, and notifying personnel of an OA EOC activation.



Emergency notifications, warnings and alerts will be disseminated using the AlertSanDiego system, and/or Emergency Alert System (EAS) or Wireless

Emergency Alert (WEA) messaging. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems.



### **EMERGENCY PUBLIC INFORMATION**

The County Public Information Team and PIO will be notified to report to the OA EOC and are responsible for the public communications efforts relative to the incident or emergency utilizing various

modalities: SDCountyEmergency.com, the San Diego County Emergency App, social media, the translation team, and Deaflink. (See **Annex L: Emergency Public Information**).

### **NON-EMERGENCY EXTERNAL COMMUNICATIONS**

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

---

## ANNEX DEVELOPMENT AND MAINTENANCE

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



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

## AUTHORITIES AND REFERENCES

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

- Unified San Diego County Emergency Services Organization, Fifth Amended Emergency Services Agreement, 2005.
- County of San Diego Emergency Services Ordinance No. 8183, dated December 15, 1992.
- Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas.
- California Government Code § 8593.3 (2016) – Accessibility to Emergency Information and Services
- Twenty-First Century Communications and Video Accessibility Act of 2010
- Telecommunications Act of 1996
- Web Content Accessibility Guidelines (WCAG) 2.0

**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 inquiries and requirements necessary to obtain available state and federal assistance.

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

(By Board of Supervisors/City Council)

(Page 2 of 2)

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

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

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

Ayes:

Noes:

Absent:

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

Clerk of the Board of Supervisors/City Clerk

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

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

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

(by Director of Emergency Services)

(Page 1 of 2)

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

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

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

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

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

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

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

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

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

(by Director of Emergency Services)

(Page 2 of 2)

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

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

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

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

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

(Page 1 of 2)

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

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

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

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

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

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

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

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

(Page 2 of 2)

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

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

Ayes:

Noes:

Absent:

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

Clerk of the Board of Supervisors/City Clerk

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

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

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

(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**, 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.

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

(Page 2 of 2)

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

Ayes:

Noes:

Absent:

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

Clerk of the Board of Supervisors/City Clerk

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

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

**UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES OPERATIONAL AREA  
PROCLAMATION 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

## **DISASTER ASSISTANCE**

Depending on the severity of the disaster, certain types of state and federal disaster assistance may be made available to assist in the recovery, up to a Presidential Major Disaster Declaration.

Different state and federal programs have different criteria for when they can be granted, different eligibility criteria for who can access them, and different categories for the types of assistance they can provide reimbursement and assistance for.

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

### FEDERAL

- **Small Business Administration (SBA)**
  - When awarded, provides information about and takes applications for low-interest home and business loans.
- **Federal Emergency Management Agency (FEMA)**
  - May provide grants to individuals for repairs, rental payments and replacement of lost or damaged possessions and to meet other serious disaster related needs.
  - May provide partial reimbursement (up to 75% or more) to local government for debris removal, and emergency measures taken to save lives and property.
  - May provide partial reimbursement (up to 75% or more) for the repair or replacement of damaged Public facilities, and hazard mitigation.
- **United States Department of Agriculture (USDA)**
  - May provide technical assistance, disaster payments, loans, insurance, and other types of assistance to help the recovery of agricultural businesses, housing, and resources.
- **Internal Revenue Service**
  - Provides income tax assistance.
- **Department of Housing and Urban Development (HUD)**
  - Along with local and State resources, may provide 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.
- Other Federal agencies that may provide assistance are the Veterans Administration, Social Security Administration, Health and Human Services, and the Food and Drug Administration.

## STATE

- **California Office of Emergency Services (Cal OES)**
  - Serves as the lead agency for the State
- **Department of Health and Human Services (DHHS)**
  - Provides Individual and Family Grants when unmet needs remain after Federal Assistance has been awarded.
- **Employment Development Department (EDD)**
  - Provides State unemployment compensation for eligible disaster victims and, if implemented, disaster unemployment compensation.
  - Furnishes information related to employment and vocational retraining.
- **Department of Veterans Affairs**
  - Provides assistance to victims whose homes or farms are financed under the Cal Vet program.
- Other possible representation from the State includes the State Contractors Licensing Board, for contractor assistance, the State Franchise Tax Board, for Income Tax assistance, and State Housing and Community Development for Community Development Block Grant – Disaster Recovery (CDBG-DR) programs, when funded by congress.

## LOCAL GOVERNMENT

- **San Diego County Office of Emergency Services (OES)**
  - Serves as the lead agency for the OA.
    - In cooperation with Federal, State and other local agencies, may assist in the opening of Local Assistance Centers (LACs) and Disaster Recovery Centers (DRCs) when Federal Individual Assistance is awarded. These are sites where recovery specialists from FEMA, SBA, the County and other local jurisdictions will answer questions and provide recovery information.
    - Coordinates requests for mutual aid across the county and relays local government requests for disaster assistance to the state.
- **Health and Human Services Agency (HHS)**
  - In cooperation with the American Red Cross (ARC), plans for, monitors and provides assistance in meeting community mass care needs.
  - Provides behavioral health counselors to assist disaster victims.
- **Planning and Development Services, Code Compliance**
  - Provides staff to make available information about building permits, zoning and other regulatory requirements.

- **Planning and Development Services, Building Services**
  - Provides building inspectors to inspect homes for safety and needed repairs.
- **Departments of Public Works (DPW)**
  - If requested, provides staff to make available flooding information, including protective measures that can be taken. Also, if requested to do so, may provide staff to read and interpret inundation maps.
- **County Assessor**
  - May provide staff to accept applications for reassessment of property damaged by misfortune or calamity.
- **Department of Environmental Health (DEH)**
  - If requested, provides staff: to relay information regarding public health matters such as safety of water and food supplies, adequacy of sewage disposal, and methods of rodent control.

#### OTHER ORGANIZATIONS

- **American Red Cross (ARC), Salvation Army**
  - 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.
- **San Diego VOAD**
  - Volunteer Organizations Active in Disaster (VOAD) play a key role in assisting local residents with the recovery and clean-up process.
- **2-1-1**
  - In coordination with County and City agencies/departments, responds to public inquiries with approved releasable information.

**OAEOC ORG CHART**

Level 1 – Full Activation

