



CITY OF SANTA BARBARA

EMERGENCY OPERATIONS PLAN

NOVEMBER 2007

LETTER OF PROMULGATION

Adoption Date:

To: Officials, Employees, and Citizens of the City of Santa Barbara

The preservation of life, property and the environment is the inherent responsibility of local, state and federal government. The City of Santa Barbara, in cooperation with the County of Santa Barbara Operational Area and special districts within the City, have prepared this emergency operations plan to ensure the most effective and economical allocation of resources for protection of people and property in time of an emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City of the Santa Barbara into an efficient organization capable of responding effectively to any emergency.

This Emergency Operations Plan is an extension of the State Emergency Plan and the National Response Plan (NRP). It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City of Santa Barbara Mayor and Council members give its full support to this plan and urge all officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City Santa Barbara.

This letter promulgates the Emergency Operations Plan for the City of Santa Barbara constitutes the adoption of this plan, which includes the adoption of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This Emergency Operations Plan becomes effective on acceptance by the Mayor and Council members of the City of Santa Barbara.

James Armstrong
City Administrator

Date

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THE FOREWORD

The Emergency Operations Plan (EOP) for the City of Santa Barbara addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the City. This plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies.

This Plan:

- establishes the emergency management organization required to respond to and mitigate any significant emergency or disaster affecting the City;
- identifies the policies, responsibilities and procedures required to protect the health and safety of the city community, public and private property, and the environmental effects of natural and technological emergencies and disasters; and
- establishes the operational concepts and procedures associated with field response to emergencies, the City's Emergency Operations Center (EOC) activities, and the recovery process.

This Plan establishes the framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) in the City of Santa Barbara. The Plan is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the City of Santa Barbara, Special Districts, and the Santa Barbara County Operational Area.

This document is a concept of operations guide. It is also a planning reference. City departments and governmental and non-governmental agencies that have roles and responsibilities identified in this Plan are encouraged to develop Standard Operating Procedures (SOPs) with checklists based on the provisions of this Plan. This Plan will be used in conjunction with the State Emergency Plan and the National Response Plan (NRP) during incidents of National Significance.

This Plan is a living document and should be reviewed quarterly by staff for updates.

ASSUMPTIONS:

- The City of Santa Barbara is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property.
- The City of Santa Barbara will utilize the Standardized Emergency Management System (SEMS) in emergency response to local operations.
- The City of Santa Barbara will utilize the National Incident Management System (NIMS) during incidents of National Significance.

- The resources of the City of Santa Barbara will be made available to cities, unincorporated area, local agencies and citizens to cope with disasters affecting this area; as available.
- The City of Santa Barbara will commit its resources to a reasonable degree before requesting mutual aid assistance.
- The City of Santa Barbara will request mutual aid assistance to the Santa Barbara County Operational Area when disaster relief requirements exceed resources available in the City of Santa Barbara.

SCOPE:

- The City's Emergency Operations Plan applies to all elements of the City's Emergency Organization during all phases of emergency management.
- The primary audience is intended to be emergency management staff from the city, special districts, Operational Area, State, and volunteer agencies.
- This plan is also a reference for managers from other states and the federal government, and interested members of the public.
- It is intended as an overview of emergency management and is not a detailed operational document. Specific operating procedures exist within each City Department's / Division's standard operating procedure in support of this plan.

EMERGENCY MANAGEMENT GOALS:

- Provide effective life safety measures, reduce property loss, and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

ORGANIZATION OF THE EOP:

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience — Emergency Operations Center (EOC) Management Team.
- **Part Two - Emergency Organization Functions.** Description of the emergency response organization and emergency action checklists. Intended audience —EOC staff.
- **Part Three** – Supporting documents to the City's Emergency Operations Plan identifies SEMS and NIMS compliance information, as well as other State proclamations and statutes.

ACTIVATION OF THE EOP:

- On the order of the official designated by local ordinance, provided that the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with the appropriate emergency ordinance.
- When the Governor proclaims a STATE OF EMERGENCY in an area that includes the City of Santa Barbara.

- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an ATTACK WARNING or the observation of a nuclear detonation.

TRAINING, EXERCISING, AND MAINTENANCE

The City of Santa Barbara Office of Emergency Services (OES) is responsible for coordination and scheduling of training and exercising of this plan. The City of Santa Barbara will conduct regular exercises of this plan to train all appropriate City staff in the proper response to disaster situations.

An exercise is a simulation of a series of emergencies for identified hazards affecting the City of Santa Barbara. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. The public will be made aware of these exercises through normal media communications.

Each responsible organization or agency will review and upgrade its portion of the of EOP and/or modify its Standard Operating Procedures as required based on identified deficiencies experienced in drills, exercises, actual occurrences and identified in the Corrective Action Plan. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. Each City Department and the County Operational Area will receive a copy of the City's EOP. Each identified special district will receive a copy of the EOP on CD. Training will be set up with each special district to help with creation of their plan.

The City of Santa Barbara OES is responsible for revising the Emergency Operations Plan that will enhance the conduct of response and recovery operations. The City of Santa Barbara OES will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments, other agencies, and special districts as shown on the distribution list in the Introduction section of this Plan.

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DISTRIBUTION LIST

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP:	NO. OF COPIES
Governor's OES, Southern Region	1
County of Santa Barbara Operational Area	1
City Administration	2
Airport Department	1
Community Development	1
Finance Department	1
Fire Department	1
Human Resources	1
Library	1
Harbor Patrol	1
Parks & Recreation	1
Police Department	2
Public Works	1
Waterfront	1
Mayor	1
Council Office	2
Extra	1
Other Agencies and Special Districts (CD)	
American Red Cross	1
ARES	1
MTD	1
City Schools	1
Santa Barbara City College	1
UC Santa Barbara	1

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SIGNED CONCURRENCE BY PRINCIPAL CITY DEPARTMENT

The Administrative (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed _____
(Name) (Title)

The City Attorney (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed _____
(Name) (Title)

The Fire Department (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

The Police Department (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

The Public Works (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

The Community Development (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

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(Name) (Title)

The Library (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

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(Name) (Title)

The Finance (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

The Parks & Recreation (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

The Airport (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

The Administrative Services (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

The Waterfront (dept./agency) concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed _____
(Name) (Title)

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PART ONE, SECTION ONE

BASIC PLAN

PURPOSE

The Basic Plan addresses the City of Santa Barbara's planned response to emergencies associated with natural, man-made, and technological disasters—including both peacetime and wartime nuclear defense operations. It provides an overview of operational concepts, identifies components of the City's emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes the overall responsibilities of the federal, state and county entities for protecting life, property and the environment assuring the overall well-being of the community.

PREPAREDNESS ELEMENTS

In view of the City's susceptibility and vulnerability to natural disasters and technological incidents, continuing emphasis will be placed on: emergency planning; training of full-time, auxiliary and reserve personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis will also be placed on mitigation measures according the City's Local Hazard Mitigation Plan that was incorporated as part of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan, adopted on February 15, 2005. This plan states that hazard mitigation is a year round effort and encourages all entities to prepare hazard mitigation plan.

CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (**see Part One, Section Four—Mutual Aid**).

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation

Mitigation planning includes a review of ways to eliminate or reduce the impact of future disasters. Specific hazard mitigation plans are prepared following a federally-declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster.

Preparedness

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

Those identified in this plan having either a primary or support mission relative to response and recovery should prepare departmental Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Department personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

Preparedness activities are part of the implementation of the Emergency Services Act (ESA), the Master Mutual Aid Agreement (MMAA), and the State Emergency Plan. This plan is considered in effect at all times to provide authorization to accomplish essential preparedness activities.

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

Response

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

Emergency Response: During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response actions are accomplished within the affected area by government agencies (including

requests for mutual aid) and segments of the private sector. During this phase, the Incident Command Posts and EOCs may be activated, and emergency instructions may be issued to the public.

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

Recovery: At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity intended to return vital life-support systems to operation and long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

Specific operational concepts, to include the emergency response actions of the various elements of SEMS, are reflected in Part One, Section Six of this Plan.

HAZARD IDENTIFICATION AND ANALYSIS

A hazard analysis has indicated that the City of Santa Barbara may be at risk to certain incidents and to national security emergencies. These hazards are identified in Part One, Section Five – Threat Summary and Assessments, which also provides general and specific information on their possible impact on the jurisdiction.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

SEMS has been adopted by the City of Santa Barbara for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS), the State's Response Information Management System (RIMS) and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for recovery costs under State's Disaster Assistance Programs.

Fully activated, the SEMS consists of five levels: field response, local government, operational areas (countywide), OES Mutual Aid Regions, and state government.

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat site. SEMS regulations require the use of ICS at the field response level of an incident.

Local Government Level

Local governments include cities, counties, school and special districts within an Operational Area.

Cities manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in Part Two, Management System.

Operational Area

California is comprised of 58 Operational Areas (OA). The OA consists of all political subdivisions within a county's geographical area. It provides communication and coordination between local jurisdictions and OES Regions. Coordination between the operational area and local government is accomplished through the OA Emergency Operations Center. OAs have an expanded role based on recent legislation (CCR, Title 19 §2409).

Coordination and communications should be established between activated local government EOCs and the Operational Area. The City of Santa Barbara will establish communication with the Operational Area EOC.

The City of Santa Barbara will use Multi-Agency Command (MACS) concept when developing response and recovery operations. When possible, the Operational Area will include jurisdictional representatives in planning for jurisdictional support.

Regional

There are three OES Administrative Regions (Inland, Coastal, and Southern) in California. There are six Mutual Aid Regions for fire and general mutual aid coordination. The State OES Administrative Regions manage and coordinate information and resources among OAs within mutual aid regions designated pursuant to Government Code 8600, and between the OAs and State agencies for support during emergency mitigation, preparedness, response, and recovery activities.

State

The State Office of Emergency Services is part of the Governor's Office and performs executive functions assigned by the Governor. The Director coordinates the State's disaster preparedness and response activities, assisted by representatives of State agencies, under the authority of the Emergency Services Act and Executive Order W-9-91.

The Governor is the chief constitutional officer of the State. The emergency powers of the Governor are described in the Emergency Services Act.

FEDERAL EMERGENCY MANAGEMENT

The Federal Emergency Management Agency (FEMA) serves under the Department of Homeland Security as the main federal government contact during emergencies, major disasters and national security emergencies.

Hazard Mitigation:

Following a presidential disaster declaration, the National Incident Management System (NIMS) and the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective that substantially reduce the risk of future damage, hardship, loss, or suffering from a major natural disaster.

Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility requirements. Types of eligible projects will be identified from those mitigation measures identified in the State Hazard Mitigation Plan, hazard mitigation team reports, and issues unique to the disaster event. The priorities of funding will be established and the program administered by OES.

CONTINUITY OF GOVERNMENT

A major disaster could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. The California Government Code 8643(b) and the Constitution of the State of California provide authority for the continuity and preservation of State and local government. **Part Two, Management Section** provides complete details on the Continuity of Government.

Continuity of leadership and the government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure continuity of government (COG), seven elements must be addressed by government at all levels:

1. Succession to essential positions required in emergency management;
2. Pre-delegation of emergency authorities to key officials;
3. Emergency action steps provided in emergency plans and emergency action plans;
4. Emergency operations centers;
5. Alternate emergency operations centers;
6. Safeguarding vital records; and
7. Protection of government/industrial resources, facilities, and personnel.

PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations.

TRAINING AND EXERCISES

Training and exercises are essential at all levels of government to make emergency operations personnel operationally ready. All emergency plans should include provision for training.

The objective is to train and educate public officials, emergency response personnel and the public. The best method for training staff to manage emergency operations is through exercises.

Exercises are conducted on a regular basis to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. There are several forms of exercises:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

- Functional exercises are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications or public information.
- Full-scale exercises simulate an actual emergency. They typically involve complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

ALERTING AND WARNING SYSTEMS

EAS - Emergency Alert System (previously the Emergency Broadcast System):

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

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One Presidential Messages (carried live)
- Priority Two EAS Operational (Local) Area Programming
- Priority Three State Programming
- Priority Four National Programming and News

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the California Law Enforcement Radio System (CLERS) VHF/UHF radio relay stations.

Emergency information is broadcast directly from the Santa Barbara County Operational Area. A decoder is available to alert that an emergency broadcast is about to be transmitted to eliminate the need for constant monitoring of the Sheriff's frequency or broadcast stations.

EAS activation can be authorized by any one of the following parties:

- The President of the United States
- The City's Director of Emergency Services or his designee, through the County Operational Area
- Authorized public official of the incorporated cities of Santa Barbara County
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

National Warning System: NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points.

California Warning System: CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. The State OES headquarters ties into the federal system through the Warning Center in Sacramento.

California Emergency Services Fire Radio System: CESFRS is the statewide communications network, available to all fire agencies.

California Emergency Services Radio System: CESRS serves as an emergency communications system for OES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations.

California Law Enforcement Mutual Aid Radio System: CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the OES.

California Law Enforcement Telecommunications System: CLETS is a high-speed message switching system, which became operational in 1970. CLETS provides law enforcement and criminal justice agency access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada.

Operational Area Satellite Information System: The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system that allows virtually uninterrupted communication between state, regional and operational area level EOCs.

Response Information Management System: (RIMS) is an internet-based system used to coordinate and manage the State's response to disasters and emergencies. RIMS automates the State's Standardized Emergency Management System (SEMS). RIMS was developed by OES in 1995 and now over 2,000 internal and external clients access RIMS via the Internet.

RIMS is available to all cities, special districts and state agencies within California that have a computer with access to the Internet. Web access to RIMS is controlled by user's id and password. Web browser clients and Internet access are standard and supported in nearly every government agency, and those agencies, which don't have access, now soon will. RIMS user base has expanded from 137 agencies to 2500 by developing the internet-based system.

The Standardized Emergency Management System (SEMS) hierarchy protocol will be maintained. RIMS will ensure that city and special district reports and resource requests are visible to their OA's. The OA's will forward these local reports and requests to OES Region or State levels as needed. City and special district reports will also be sorted and grouped by OA to facilitate access, prioritization and processing. OES will continue to see OA summary reports, as done previously.

OA's will also control access by their cities and special districts to RIMS. Any city or special district wishing to use RIMS will need to request access through their OA. The cities and special districts will have to provide for this access at their own expense and have OA authority.

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PART ONE, SECTION TWO

AUTHORITIES AND REFERENCES

GENERAL

The California Emergency Services Act provides the basic authorities for conducting emergency operations following a proclamation of a Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

EMERGENCY PROCLAMATIONS (Also see Part Three—Legal Documents)

There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency. During a state of emergency or a state of war emergency, the Governor has complete authority over all agencies of State government. For specific information regarding emergency declarations, powers of the Governor, and authorities of jurisdictions, refer to the California Emergency Services Act.

Local Emergency

A local emergency may be proclaimed by the local governing body or a duly authorized local official, as described in the California Emergency Services Act and as provided for in its local emergency ordinance. A local emergency means the duly proclaimed existence of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. Local proclamations may authorize additional emergency authorities for local officials in accordance with their local ordinance.

A Local Emergency may be proclaimed by the Santa Barbara City Council as specified by Section 9.116.040 of the City's Municipal Code. A Local Emergency proclaimed by the Emergency Services Director or designee must be ratified by the City Council within seven days. The governing body shall review, at its regularly scheduled meetings until the Local Emergency is terminated.

State of Emergency

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

State of War Emergency

If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor, as provided in the Emergency Services Act. A state of war emergency "exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent."

AUTHORITIES

The following laws and regulations provide emergency authorities for conducting and/or supporting emergency operations:

Federal

- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Homeland Security Presidential Directive (HSPD-5), 2004

State

- California Emergency Services Act (Title 2, CCR, Chapter 7 of Division 1)
- Standardized Emergency management System (SEMS) Regulations Title 2, CCR, Chapter 1 of Division 2 and CGC §8507 et. seq.
- California Governor's Executive Order S-2-05
- Hazardous Materials Area Plan Regulations, Title 19, CCR, Chapter 4, Division 2, Article 3, §2720-2728 and California Health and Safety Code, Division 20, Chapter 6.97, Section 25503.5

- California Department of Water Resources Flood Control Code §128
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Orders and Regulations which may be Selectively Promulgated by the Governor during a “State of Emergency”
- Orders and Regulations which may be Selectively Promulgated by the Governor to take affect upon the Existence of a “State of War Emergency”
- Good Samaritan Liability California Health and Safety Code, Chapter 9, Section 1799.102

Local

- Civil Defense and Disaster – Municipal Code Chapter 9.116
- Adoption of the Standardized Emergency Management System (SEMS)- Resolution 95-035 adopted February 28, 1995
- Adoption of the National Incident Management System (NIMS) – Resolution 06-081 adopted September 26, 2006.

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PART ONE, SECTION THREE

HAZARD MITIGATION

PURPOSE

Across the United States, natural, manmade and technological disasters have led to increasing levels of death, injury, property damage, and interruption of business and government services. The impact on families and individuals can be immense and damages to businesses can result in regional economic consequences. The time, money and effort to respond to and recover from these disasters divert public resources and attention from other important programs and problems.

The impact of expected yet often unpredictable natural and human-caused events can be reduced through planning. History has demonstrated that it is less expensive to prevent disaster damage than to repeatedly repair damage after a disaster has struck. A mitigation plan states the aspirations and specific courses of action jurisdictions intend to follow to reduce vulnerability and exposure to future hazard events.

On October 30, 2000, the President signed into law the Disaster Mitigation Act of 2000 (DMA2K). DMA2K amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, amending among other things, adding a new section, 322 – Mitigation Planning. Section 322 places new emphasis on local mitigation planning. It requires local governments to develop and submit hazard mitigation plans by November 1, 2004, as a condition of receiving Hazard Mitigation Grant Program (HMGP) and other Mitigation Project grants.

In addition, Section 409 of Public Law 93-288 requires, as a condition to receiving federal disaster aid that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

PURPOSE AND AUTHORITY

Authority to create this Plan is derived from Public Law 106-390, Section 322, commonly known as the Disaster Mitigation Act of 2000 (DMA2K), and the associated Interim Final Rule, 44 CFR Parts 201 and 206, published in the Federal Register on February 26, 2002. This federal law and associated regulation establishes planning and funding criteria for states and local communities. The Plan is intended to serve many purposes, including:

- **Enhance Public Awareness and Understanding** – to help residents of the City better understand the natural hazards that threaten public health, safety, and welfare; economic vitality; and the operational capability of important institutions;
- **Create a Decision Tool for Management** – to provide information that managers and leaders of local government, business and industry, community associations, and other key institutions and organizations need to take action to address vulnerabilities to future disasters;
- **Promote Compliance with State and Federal Program Requirements** – to insure that Santa Barbara County and its incorporated cities can take full advantage of state and federal grant programs, policies, and regulations that encourage or mandate that local governments develop comprehensive hazard mitigation plans;
- **Enhance Local Policies for Hazard Mitigation Capability** – to provide the policy basis for mitigation actions that should be promulgated by participating jurisdictions to create a more disaster-resistant future; and
- Provide **Inter-Jurisdictional Coordination of Mitigation-Related Programming** – to ensure that proposals for mitigation initiatives are reviewed and coordinated among the participating jurisdictions within the County.
- Achieve **Regulatory Compliance** – To qualify for certain forms of federal aid for pre- and post-disaster funding, local jurisdictions must comply with the federal DMA2K and its implementing regulations (44 CFR Section 201.6). DMA2K intends for hazard mitigation plans to remain relevant and current. Therefore, it requires that State hazard mitigation plans are updated every three years and local plans, including Santa Barbara County's, every five years. This means that the Hazard Mitigation Plan for Santa Barbara County uses a "five-year planning horizon". It is designed to carry the County and City through the next five years, after which its assumptions, goals, and objectives will be revisited and the plan resubmitted for approval. In Section 6.0 of the County's Multi-Jurisdictional Plan has outlined a more aggressive approach to ensuring the plan is implemented, evaluated, monitored and updates.

GENERAL

Mitigation is commonly defined as sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects. Hazard mitigation focuses attention and resources on jurisdictional policies and actions that will produce successive benefits over time.

Teaching the public about potential hazards will help the counties and cities protect themselves against the effects of the hazards, and will enable informed decision making on where to live, play and locate homes and businesses.

The emphasis of hazard mitigation is on the assessment and avoidance of identified risks, implementing loss reduction measures for existing exposures and insuring critical services and facilities survive a disaster.

Hazard mitigation strategies and measures avoid losses by limiting new exposures in identified hazard areas, alter the hazard by eliminating or reducing the frequency of occurrence, avert the hazard by redirecting the impact by means of a structure or adapt to the hazard by modifying structures or standards.

Federal legislation has historically provided funding for disaster preparedness, relief, recovery, and mitigation. The Disaster Mitigation Act of 2000 (DMA2K) is the latest legislation to improve the delivery of mitigation programs through sound and viable planning (Public Law 106-390). The new legislation reinforces the importance of mitigation planning and emphasizes planning for disasters before they occur. As such, DMA2K establishes a pre-disaster hazard mitigation program and new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP).

Section 322 of DMA2K specifically addresses mitigation planning at the state and local levels. It identifies new requirements that allow HMGP funds to be used for planning activities, and increases the amount of HMGP funds available to states that have developed a comprehensive, enhanced mitigation plan prior to a disaster. States and communities must have an approved mitigation plan in place prior to receiving post-disaster HMGP funds. County, local and tribal mitigation plans must demonstrate that their proposed mitigation measures are based on a sound planning process that accounts for the risk to and the capabilities of the individual communities.

State governments have certain responsibilities for implementing Section 322, including:

- Preparing and submitting a standard or enhanced state mitigation plan;
- Reviewing and updating the state mitigation plan every three years;
- Providing technical assistance and training to local governments to assist them in applying for HMGP grants and in developing local mitigation plans; and
- Reviewing and approving local plans if the state is designated a managing state and has an approved enhanced plan.

DMA2K is intended to facilitate cooperation between state and local authorities, prompting them to work together. It encourages and rewards local and state pre-disaster planning and promotes sustainability as a strategy for disaster resistance. This enhanced planning network is intended to enable local and state governments to articulate accurate needs for mitigation, resulting in faster allocation of funding and more effective risk reduction projects.

IMPLEMENTATION

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering from a major natural disaster.

Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility requirements. Types of eligible projects will be identified from those mitigation measures identified in the State Hazard Mitigation Plan, hazard mitigation team reports, and issues unique to the disaster event. The priorities of funding will be established and the program administered by OES.

The City of Santa Barbara Local Hazard Mitigation Plan is part of the Santa Barbara County Multi-Jurisdictional Plan (The Plan). The Plan will be used as a tool for all stakeholders to increase public awareness of local hazards and risks, while at the same time providing information about options and resources available to reduce those risks.

The Plan has been prepared to meet FEMA and CA OES requirements thus making the County and City of Santa Barbara eligible for funding and technical assistance from state and federal hazard mitigation programs, such as HMGP, Pre-Disaster Mitigation-Competitive, and Flood Mitigation Assistance programs.

The Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan was approved by State OES and FEMA and was formally adopted by the County Board of Supervisors in February 2005.

PART ONE, SECTION FOUR

MUTUAL AID

INTRODUCTION

Under the terms of the Master Mutual Aid Agreement (MMAA), Mutual Aid emergency response is provided at no cost to a requesting jurisdiction. Under specific conditions federal and State monies may be appropriated to reimburse public agencies who aid other jurisdictions.

The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (**see Part Three—Legal Documents**), as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California.

The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical and public works and through the Emergency Management Mutual Aid (EMMA).

If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility.

It is the policy of the State that contracts for emergency response needs and disaster repair and restoration will be entered into by the lowest level of government possible. Therefore, a city should enter into a contract before a county, and counties should enter into contracts before the State or State agencies. Local entities bear the cost and may be reimbursed if funds are made available.

Mutual aid coordination by State OES can range from facilitators role of communicating requests from various jurisdictions (acting as a broker), to requesting mutual aid in response to a Governor's Order for signatories of the MMAA to provide mutual aid to impacted jurisdictions. The following general system approach will be used for all response conditions and disciplines.

State and local (political subdivision) agencies contacted by State OES to conduct emergency operations as provided for in the MMAA, Emergency Services Act, Governor's executive order, or order will be issued a number for reference in monitoring

the progress of the task and for agency use in maintaining records of expenses incurred. Specific numbering procedures are maintained by State OES Headquarters that address authorized action by OES branches, State Operational Center and Regional Emergency Operations Centers, and State OES Executive Duty Officers. The number provides evidence of a duly authorized emergency response activity conducted under the authority of the State OES Director or the Governor. It does not constitute a purchase order or interagency agreement between State OES and the responding agency.

MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1, Mutual Aid System Flow Chart**.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

MUTUAL AID REGIONS

The Governor establishes mutual aid regions under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The County of Santa Barbara is within Region I that is divided into two Regions for Law Enforcement Mutual Aid—Regions I and Region IA. Each mutual aid region consists of designated counties. Region I is in the OES Southern Administrative Region. **See Chart 3, State Mutual Aid Region Map**.

MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels.

The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2, Mutual Aid Coordinators Flow Chart.**

Mutual aid coordinators may function from an Emergency Operating Center (EOC), their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When a city EOC is activated, the operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow with the city.
- When an the State Office of Emergency Services (OES) Regional Emergency Operations Center (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

- Emergency Facilities used for Mutual Aid
Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers and incident facilities. Each type of facility is described briefly below.

Marshaling Area: Defined in the Federal Response Plan as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center: Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities/Staging Areas: Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

- Policies and Procedures

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:

- Subject to state or federal control
- Subject to military control
- Located outside the requesting jurisdiction
- Allocated on a priority basis

Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

Requests for and coordination of mutual aid support will normally be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:

- Number of personnel needed
- Type and amount of equipment
- Reporting time and location
- Authority to whom they are to report
- Access routes
- Estimated duration of operations

- References

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

- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreement
- Federal Disaster Relief Act of 1974 (Public Law 93-288) (Provides federal support to state and local disaster activities.)

- Authorities and References

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

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan

- California Law Enforcement Mutual Aid Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)—provides federal support to state and local disaster activities

PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

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Chart 1

MUTUAL AID SYSTEM FLOW CHART

Mutual Aid System Concept:
General Flow of Requests and Resources

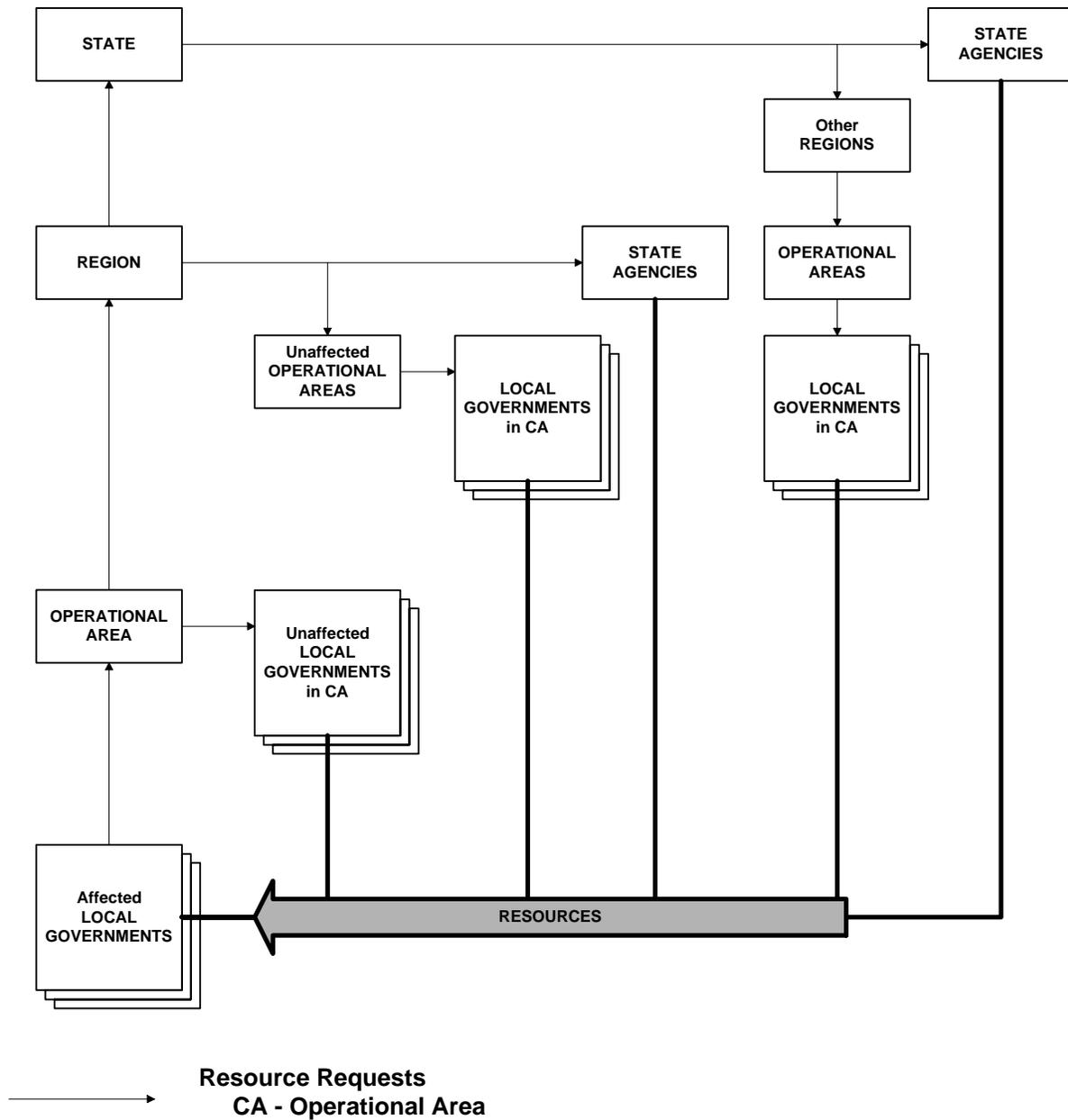


Chart 2

MUTUAL AID COORDINATORS FLOW CHART

Discipline-specific Mutual Aid Systems

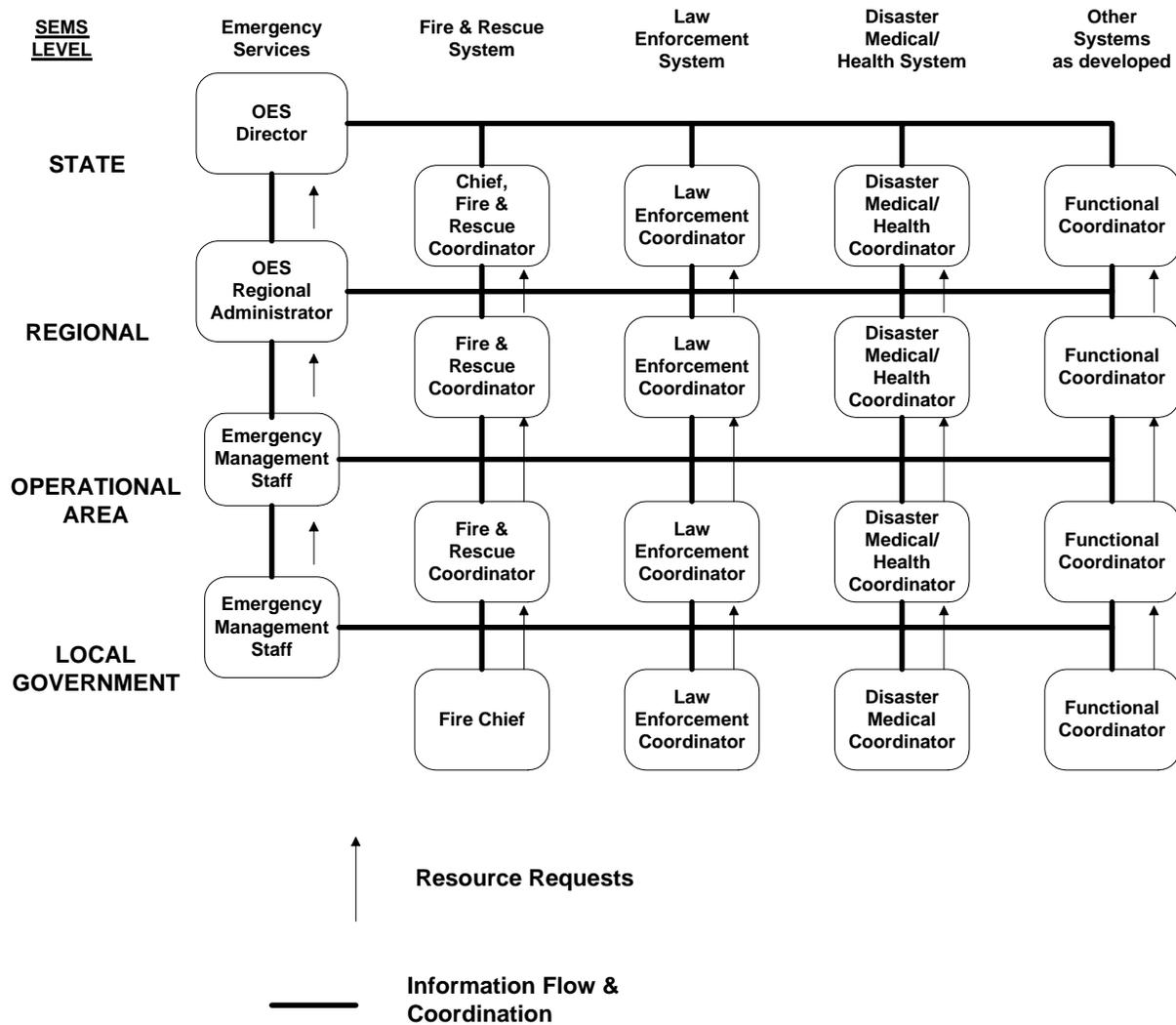


CHART 3

STATE MUTUAL AID REGION MAP

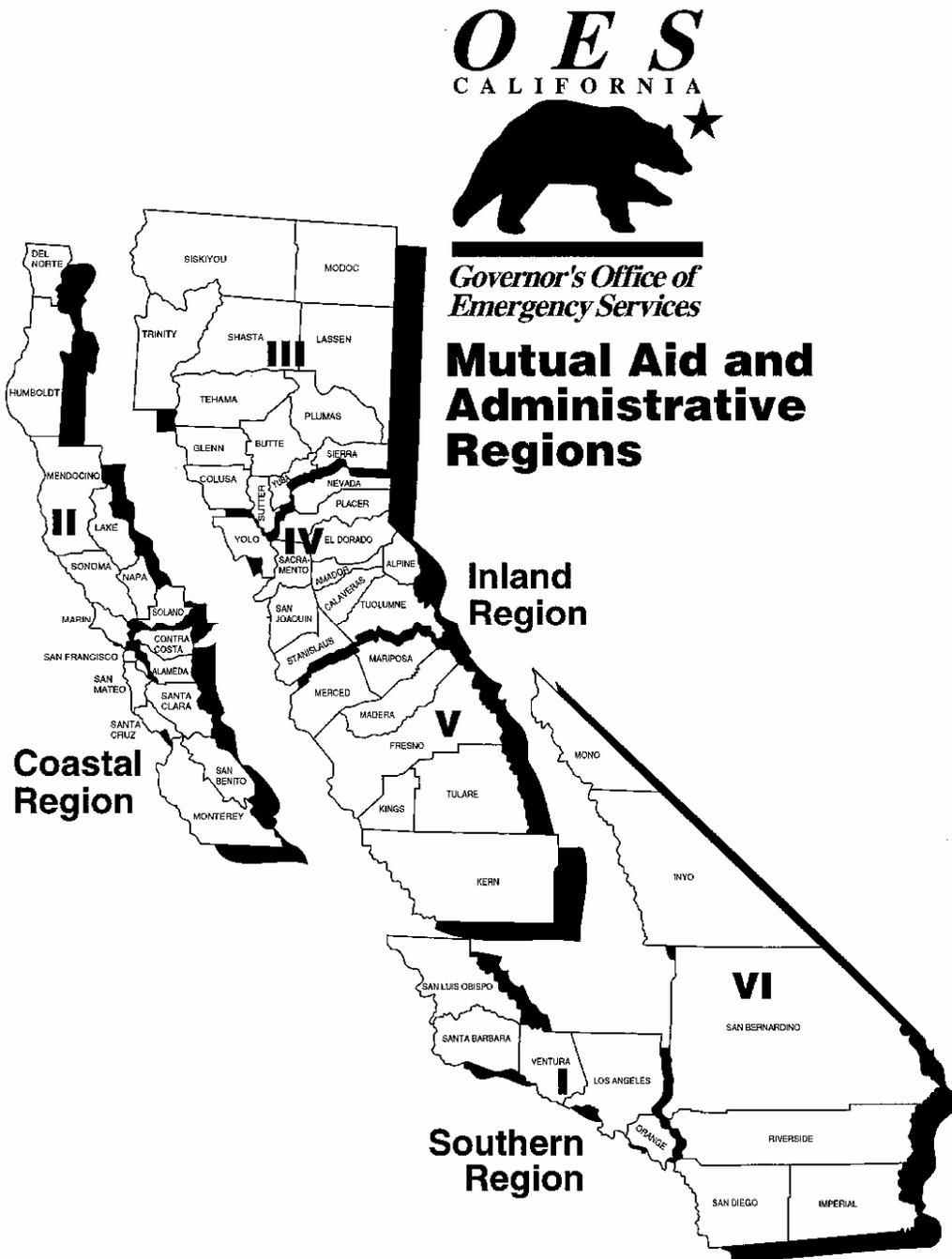
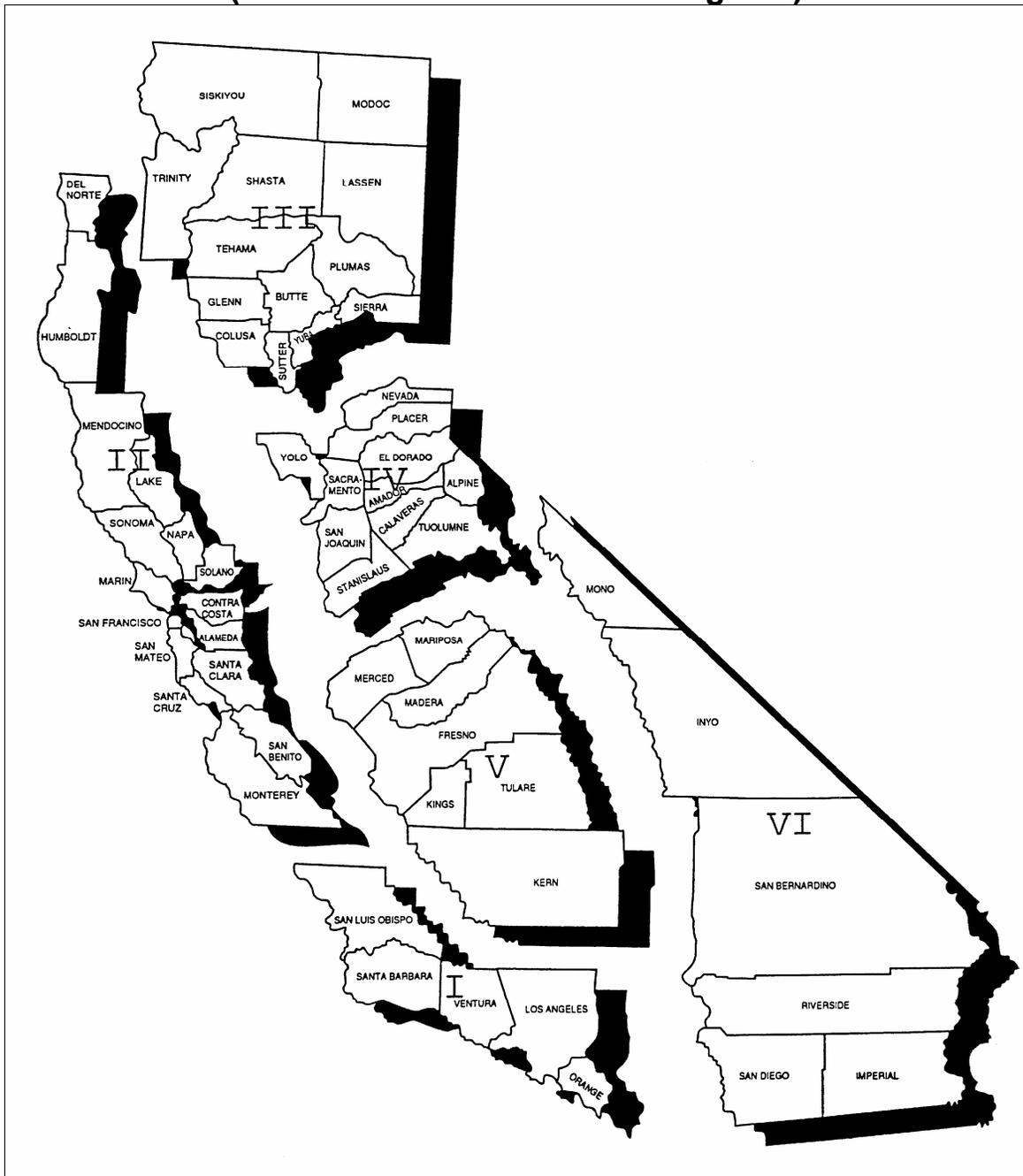


CHART 4

Fire and Rescue Mutual Aid Regions (The 6 Standard Mutual Aid Regions)



PART ONE, SECTION FIVE

THREAT SUMMARY FOR THE CITY OF SANTA BARBARA

The City of Santa Barbara recognizes that the planning process must address each hazard that threatens the City. There are four (4) broad categories of hazards: natural, technological, man-made and national security.

The City of Santa Barbara is located within the Santa Barbara County Operational Area. The Santa Barbara County Operational Area is located within the Region I, Southern Administrative Region of State Office of Emergency Services. The Regional Office is located at 4671 Liberty Avenue, Los Alamitos, CA 90730-5158. Santa Barbara County Operational Area is located in the County Administration Building at 105 E. Anapamu Street, Suite 102, Santa Barbara, CA 93101.

Santa Barbara County, which serves as the Operational Area, one of 58 counties in the State of California was established on February 18, 1850. The County is located approximately 300 miles south of San Francisco and 100 miles north of Los Angeles, and covers 3,789 square miles, nearly 28% of which is water. Elevation ranges from sea level to 6,820 feet at Big Pine Mountain. A corner of Kern and San Luis Obispo Counties border it to the north, Ventura County to the east, and the Pacific Ocean to the west and south. The County has 110 miles of coastline, and one third of the land area is located in the Los Padres National Forest.

Santa Barbara County is comprised of eight incorporated cities and 14 unincorporated communities including Vandenberg Air Force Base. The County's total population in 2002 was estimated to be nearly 408,000

The City of Santa Barbara, Population: 92,325 (2000 Census), is located on the south coast of the County. Due to the Santa Ynez mountain range that blocks colder air from the north, Santa Barbara enjoys some of the most mild and pleasant weather in California. It sits at an elevation of roughly 50 feet above sea level and has a land area of 19 square miles. The median age in the city is 34.6 and the median income was \$47,498 according to the 2000 census.

The city received its name when the California mission Santa Barbara was founded in 1786. The mission was known as the Queen of the Missions due to its beauty and the beauty of its surroundings. Attractions in Santa Barbara include the Santa Barbara Museum of Natural History, the Santa Barbara Zoo, and Old Spanish Days – Fiesta Santa Barbara. Santa Barbara is the retail, tourism and government center of the County. It is home to the Santa Barbara Municipal Airport, which services the majority of the County.

Santa Barbara County Operational Area has had 27 disaster declarations; 10 for floods, 10 for winter storm flooding, four (5) for a wildfire, one (1) hazardous condition, and one (1) earthquake.

Flood insurance maps were last updated in June 1997. The County has a rating of 8 in the Community Rating System under the National Flood Insurance Program (NFIP), and the flood plain management staff and programs are considered to be excellent.

Santa Barbara County is a Seismic Zone 4 earthquake area and has one of the highest earthquake risks in the State, equivalent to Oakland on the Hayward fault. The County has a significant urban/wildfire interface and forest fire hazard.

This Section of the Basic Plan (Part One) consists of a series of threat assessments, which describe the risks and the anticipated nature of the situation. The City, in compliance with Federal Law, has created a Local Hazard Mitigation Plan that is part of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan. This plan contains a summary of potential hazard-related exposures/loss in Santa Barbara City.

During the response phase, the City of Santa Barbara Emergency Operations Center (EOC) is the coordination and communication point. Access to the City of Santa Barbara EOC is the City Police Department, 215 East Figueroa Street, Santa Barbara, CA 93101. The alternate EOC is at City Fire Station One, 121 Carrillo Street, Santa Barbara, CA 93101. The City of Santa Barbara also has access to a mobile command post that is housed at the City Yard, 630 Garden Street, Santa Barbara, CA 93101.

Demobilization

A demobilization plan will be created in the Planning/Intelligence Section within the Demobilization Unit. This Plan will include specific instructions for all personnel and resources that will require demobilization. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in process proceeds. Demobilization will be at the discretion of the Emergency Services Director and the Policy Group.

The following threat assessments identify and summarize the hazards that could impact the City of Santa Barbara.

PART ONE, SECTION FIVE THREAT ASSESSMENT

MAJOR EARTHQUAKE

GENERAL

The City of Santa Barbara has numerous faults that are located both on- and offshore. These faults have been relatively inactive in recent historic times, but potentially can produce a major earthquake greater than the one that caused considerable destruction throughout the County of Santa Barbara in 1812. Another source of earthquake damage in this area is the southern portion of the San Andrea's Fault (see Figures 1, Faults In California Northwest Region).

A large magnitude (Richter) earthquake will occur in the near future and could result in some areas of Santa Barbara City receiving a shaking intensity of approximately 10 on the Modified Mercalli Intensity Scale (See Attachment A). The intensity of this anticipated earthquake could cause devastation beyond anything recently experienced in this area and would require total integrated planning and response from both the public and private sectors in order to minimize deaths, injuries, and property destruction. Extensive search and rescue operations would be required to assist trapped or injured persons. Injured or displaced persons would require emergency medical care, food and temporary shelter. Identification and burial of many dead would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to saving lives. Many families would be separated particularly if the earthquake should occur during working hours and a personal inquiry or locator system could be essential to maintaining morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, to and from the disaster area and by the disruption of public utilities and services.

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

SPECIAL SITUATION

Horizontal movement will probably occur along a 240-mile segment of the San Andreas Fault. There would be extensive shock waves felt throughout Central and Southern California. Numerous aftershocks following the initial earthquake would compound the damage caused by the first event. Although the San Andreas Fault is outside of Santa Barbara County, the effect of the shock would be felt throughout the area. Damage in

these areas with a high water table could be compounded by soil liquefaction. (See Figure 2, Earthquake Hazard of the Santa Barbara Fold Belt)

In addition to the San Andreas Fault, local faults can and have been the source of major or severe earthquakes. The Mesa Fault was implicated in the 1925 Santa Barbara Earthquake (magnitude 6.3). The Arguello Fault is thought to have caused the 1812 earthquake (estimated magnitude 8.0). The moderate but locally damaging Goleta Earthquake (1978, magnitude 5.1) was caused by an unnamed offshore fault. The Santa Ynez Fault has not moved in historic times but can potentially produce a magnitude 7 to 8 earthquake. Unrecognized faults may exist that will be discovered after the event.

The potential hazards the City of Santa Barbara may face in an earthquake include the following:

CASUALTIES

Current studies predict the total number of deaths and hospitalized injuries only for the Los Angeles area. Extrapolation of these figures to Santa Barbara County would be scientifically unsound.

However, some generalities might apply. The number of casualties would vary with the time of day, the smallest number occurring when people are in their homes and the largest number occurring when people are at or in route to work or school.

LONG-TERM HOMELESS

In the South Coast area, many homes would be uninhabitable because of structural damage and utility outage. The immediate physical, emotional, social impact on the populace would be varied and complex. In the hardest hit areas, there could be numerous dead and injured. Many would have their homes destroyed; others would be driven from their homes through structural damage, lack of water, lack of power, leaking gas, etc. If the quake were to occur during the daytime, there would be considerable emotional stress caused by the separation of family members. Even in areas of moderate or minor damage, there would be shortages of electrical power and water. There is a high probability that phone service would be unavailable and that the initial lack of information to be disseminated by the news media would increase the confusion and feeling of panic.

DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS, AND FACILITIES

Highways

U.S. 101

Highway 101 could be blocked by slides at the Rincon and Gaviota Pass areas. Considerable damage to road surfaces, overpasses and bridges would be expected in all areas of liquefaction.

Highway 154

San Marcos Pass could be blocked by slides at several locations.

Highway 150

Highway 150 to Ojai could be impassable because of slides.

Highway 192

Highway 192 runs along the front country of Santa Barbara and would cause disruption in evacuations or getting first responders into any area above the City Santa Barbara.

Airports

Santa Barbara

The City of Santa Barbara operates the Santa Barbara Airport. It would be seriously affected due to its location in an area that is subject to liquefaction because of the deep soil and a high water table. It is questionable whether the airport would be used for any major logistical re-supply except by helicopter.

Railroad

Railroad service would be disrupted by surface ruptures, landslides, rockfalls, failures of overpasses, and slides at the end of tunnels. It is doubtful that rail service to Santa Barbara City could be restored in less than 8 to 10 days.

Marine

The City of Santa Barbara operates the harbor facilities. Santa Barbara Harbor would suffer considerable damage to slips and vessels. Depending on the earthquake intensity, the Harbor or local ramp areas could be capable of receiving limited quantities of re-supply by ships.

However, if an earthquake is generated off-shore, the potential for a Tsunami would be high and an evacuation of the marina area may be necessary.

Communications

Telephone / Cellular Systems

Any surviving telephone or cellular service would be overloaded by calls or disrupted by downed systems from both inside and outside the area.

Radio Systems

Public Safety (Fire, Police, Public Works, and Emergency Services) radio systems would survive to varying extents and function within the local area. Microwave channels would probably be disrupted.

COMMERCIAL BROADCASTERS

Lack of emergency power would restrict the operation of television and radio stations. The scarcity of fuels and the unavailability of re-supply would limit the operational time of emergency generators. Necessary repair parts would be difficult to find and even more difficult to transport to the place of need.

WATER SUPPLY AND WASTE DISPOSAL

An earthquake with a shaking intensity of 8.0 could seriously disrupt the water distribution system, if not shut down completely. Considerable difficulties would be expected in transporting water from any of the local dams to the City of Santa Barbara. The local wells might stop functioning and would be totally inadequate for the required water supply.

The wastewater treatment plants would probably suffer some damage and could be inoperative. Lack of electrical power would also cause plant shutdown. Collection lines throughout the area could be impaired causing significant contamination problems.

ELECTRICAL POWER

A short term and a potentially long-term effect of an earthquake would be major outages and power reductions in most areas of the South Coast. Those lines that remain intact might be rendered temporarily out of service with each aftershock. The major long-term impact would be on distant power sources, both due to the reduction in transmission capacities and the probable shortage of generator fuel.

NATURAL GAS

Damage to natural gas facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires are a probability and should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage.

PETROLEUM FUELS

The availability of petroleum fuels in the processing plants in the area is unlikely. Oil and gas processing facilities in Santa Barbara County transport product offsite for refining into commercial products. Extremely serious consequences could result due to the inability to re-supply fuels by land transport.

LIQUEFACTION

In the City of Santa Barbara, there may be some buildings destroyed or unusable due to the phenomenon of liquefaction on the eastside of the city and at the airport. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy

fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake.

UNREINFORCED MASONRY

Older structures that have not been strengthened to meet recent seismic design codes, in particular unreinforced masonry buildings, are the most serious safety threat in earthquakes. In the downtown corridor of Old Santa Barbara there are still many unreinforced masonry buildings that pose a threat to the economic structure of the City.

Emergency response actions associated with the above situations are presented in the Standard Operating Procedures (SOP) for each department in the City of Santa Barbara with a copy located in the County's Emergency Operating Center. (Being developed)

ATTACHMENT A

MODIFIED MERCALLI INTENSITY SCALE

- I** Not felt. Marginal and long-period effects of large earthquakes.
- II** Felt by persons at rest, on upper floors, or favorably placed.
- III** Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
- IV** Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frames creak.
- V** Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
- VI** Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
- VII** Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also unbraced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds; water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
- VIII** Steering of motor cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.

- IX** General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. (General damage to foundations.) Frame structures, if not bolted, shifted off foundations. Frames cracked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alluvial areas, sand and mud ejected, earthquake fountains, sand craters.

- X** Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.

- XI** Rails bent greatly. Underground pipelines completely out of service.

- XII** Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Figure 1

FAULTS IN CALIFORNIA NORTHWEST REGION

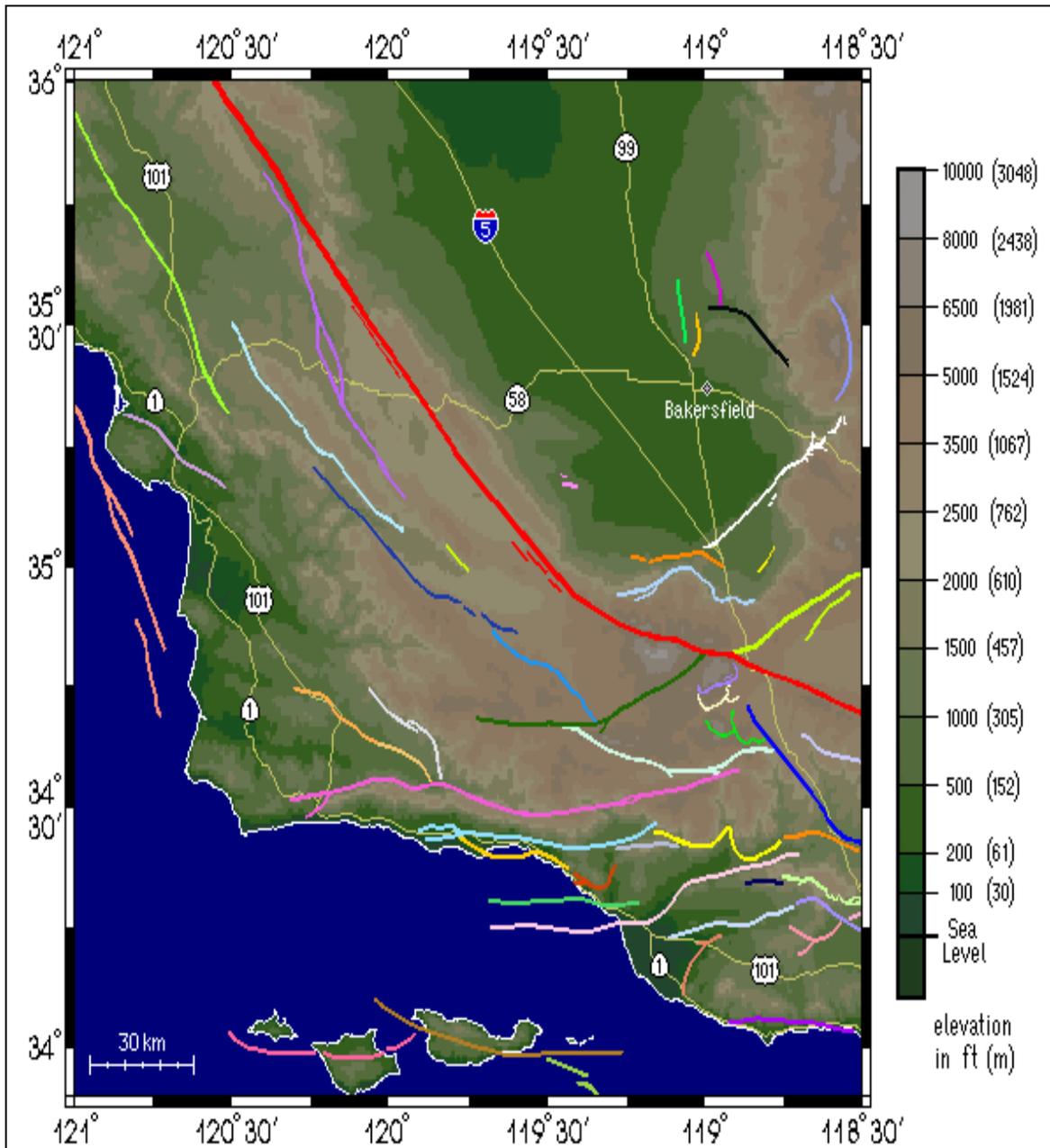
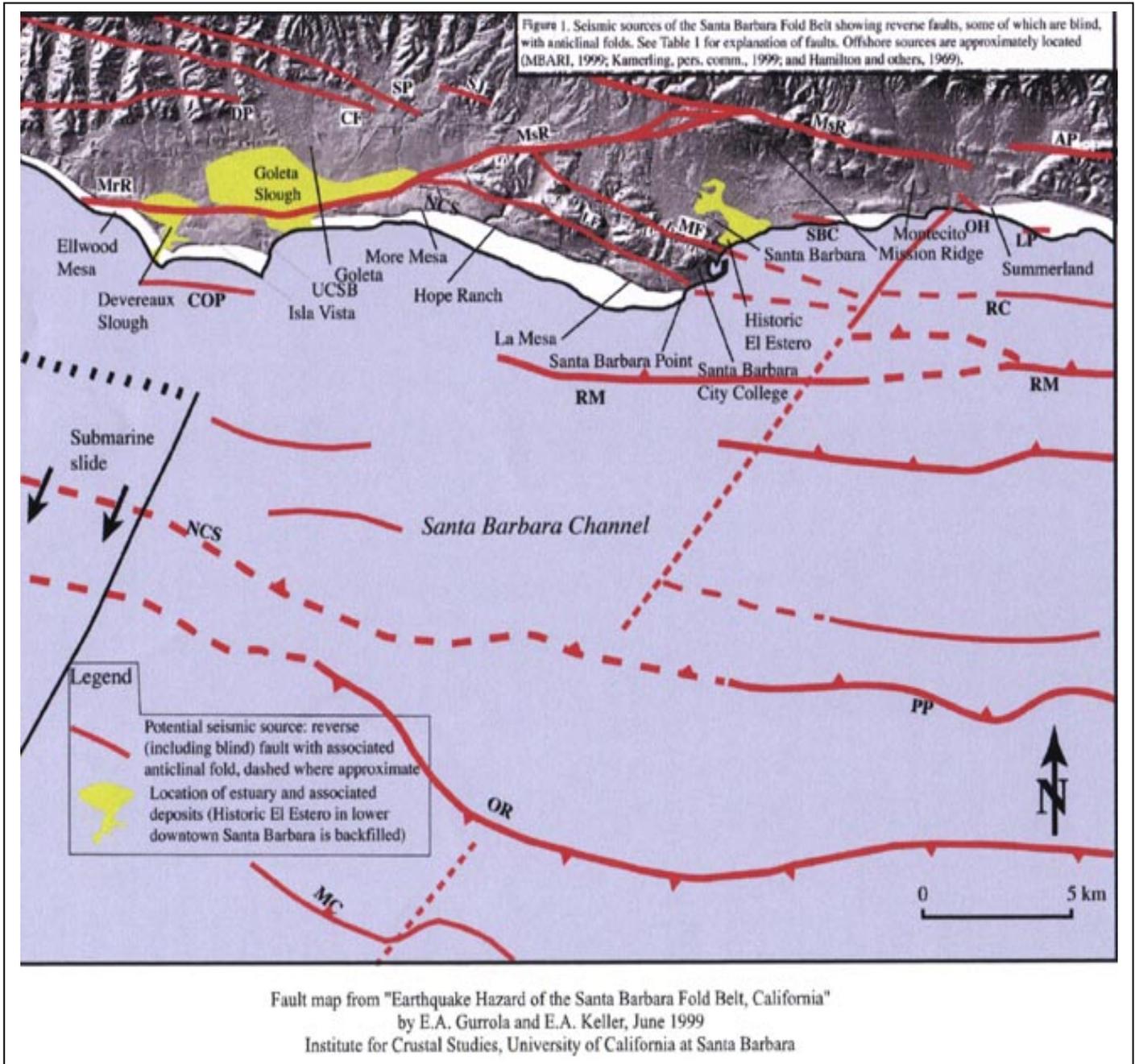


Figure 2 EARTHQUAKE HAZARDS OF THE SANTA BARBARA FOLD BELT



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PART ONE, SECTION THREAT ASSESSMENT 2, PART ONE HAZARDOUS MATERIALS INCIDENT

GENERAL SITUATION

Hazardous materials are any substance or combination of substances, which because of quantity, concentration, or characteristics may cause or significantly contribute to an increase in death or serious injury, or pose substantial hazards to humans and/or the environment. The production and use of these hazardous materials is a part of our society over which local governments have little control.

Hazardous material incidents differ from other emergency response situations because of the wide diversity of causative factors and the pervasiveness of the potential threat. Circumstances such as the prevailing wind and geographic features in the vicinity of emergency incidents are relevant factors that may greatly increase the hazardous chemical dangers. Incidents may occur at fixed facilities where, most likely, the occupants have filed site specific emergency response contingency and evacuation plans. However incidents may also occur at any place along any land, water or air transportation routes, and (in event of vessel mishaps, aircraft accidents, misuse of agricultural chemicals and illegal dumping) may occur in unpredictable areas, relatively inaccessible by ground transportation.

The increasing volume and variety of hazardous materials that are generated, stored, or transported within Santa Barbara County is a problem of great concern to public officials and the community. A major hazmat accident and/or spill could endanger the health and safety of untold numbers of men, women and children who may be within a mile of the accident scene. A number of trains cross through the County hauling various types of hazardous and explosive materials. Several fixed site industrial firms require potentially hazardous materials to operate their businesses. In addition, there are numerous underground pipelines that carry flammable and hazardous liquids. Finally, commercial airliners fly over the City that significantly increases the potential disaster threat.

SPECIAL SITUATION

The threat of a major hazardous material incident in Santa Barbara City exists from four different sources. These are commercial vehicle, rail and air transportation, pipeline, and fixed facility.

TRANSPORTATION

Highways:

U. S. 101

U. S. 101 is the primary truck route from Los Angeles to coastal central California. Materials shipped include rocket fuel, explosives, compressed and liquefied gasses, petroleum products, agricultural chemicals, industrial chemicals, and hazardous wastes.

Highway 154

Highway 154 is not a regular truck route but does carry traffic to the Santa Ynez Valley. Agricultural chemicals and liquefied petroleum gas are the primary problem. Hazardous wastes are banned on this road by state law but illegal operations are always possible.

Railroad

The coast route of the Southern Pacific Railroad passes through the cities of Carpinteria and Santa Barbara. This line carries several northbound and southbound freight trains daily. Materials shipped include explosives, compressed and liquefied gasses, petroleum products, agricultural chemicals, industrial chemicals, military ordinance, radioactive materials, and hazardous wastes.

Industrial Zones

The industries in the City are engaged in light manufacturing or assembly. Solvents, etching agents, and stored fuel are the primary problem. Some areas are constructed on a filled swamp/marsh and are therefore subject to liquefaction during an earthquake. The City of Santa Barbara's Sewage Treatment plant is located in such an area.

Airports

The Santa Barbara Airport area contains electronic component manufactures, aircraft repair shops, and specialized research facilities. Solvents, etching agents, stored fuel, and radioactive material may be encountered. The Airport is also subject to liquefaction.

HAZARDOUS MATERIALS PLANNING AND COORDINATION

Emergency Response Actions

Emergency response coordination is mandated by the Health and Safety Code under Standards for Area Plans (6.95 HSC 25503). These Standards include provisions for pre-emergency planning and coordination among emergency responders within the jurisdiction of the administering agency.

In Santa Barbara County Fire Department has responsibility for emergency planning for hazardous materials incidents and for the coordination among hazardous materials emergency response agencies. The County Fire - Protection Services Division serves as the CUPA for Santa Barbara County and is the administering agency for the Business Plan program. The County Fire Department is responsible for implementation of the Area Plan through exercises (table top, functional and full scale) and training. The City is responsible for creating Standard Operating Procedures that related to the Santa Barbara County Hazardous Materials Emergency Response Area Plan.

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PART ONE, SECTION FIVE THREAT ASSESSMENT 3-A

FLOODING IMMINENT / ACTUAL FLOODING

GENERAL SITUATION

Flooding has been a major problem throughout the history of Santa Barbara City. Santa Barbara County has several hydrologic basins that have different types of problems. The South Coast area, east of Santa Barbara City, which includes Montecito and Carpinteria, has historically been subject to severe flash flooding with boulder-laden flows roaring out of the canyons and causing extensive damage. Floods occur frequently in the lower portions of the Santa Barbara City. Flooding occurs in the upper portions less frequently, but with more severe action by boulders.

SPECIAL SITUATION

Mission Creek poses the major flood threat to Santa Barbara City. It is viewed as the most serious remaining flood threat to an urban area in Santa Barbara County.

Emergency response actions associated with the above situations are presented in the Standard Operating Procedures (SOP).

FLOOD MAPS

Maps that identify high hazard areas such as flood plains along with their respective evacuation routes and location of public shelters are on file with the City of Santa Barbara Office of Emergency Services, County Flood Control and the Santa Barbara City Public Library at the reference desk.

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PART ONE, SECTION FIVE THREAT ASSESSMENT 3-B

FLOODING: DAM FAILURE

GENERAL SITUATION

Dam inundation is defined as the flooding, which occurs as the result of structural failure of a dam. Dam failure can result from a number of natural or manmade causes. Structural failure caused by seismic activity can cause inundation by the action of a seismically induced wave which overtops the dam without causing dam failure. This action is referred to as a seiche. Other sources of dam failure are erosion of the face or foundation, improper sitting, rapidly rising floodwaters, structural/design flaws, landslides flowing into a reservoir, or terrorist actions.

There are three general types of dams: earth and rockfill, concrete arch or hydraulic fill, and concrete gravity. Each type of dam has different failure characteristics. The earth-rockfill dam will fail gradually due to erosion of the beach; a flood wave will build gradually to a peak and then decline until the reservoir is empty. A concrete gravity dam will fail somewhere in between instantaneous and gradual, with a corresponding buildup of flood wave.

In addition to the above characteristics, warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time (the time it takes the flood wave to reach specific points in its inundation), or the ability to notify persons downstream and their ability to evacuate. The existence and frequency of updating and exercising an evacuation plan that is site-specific assists in warning and evacuation functions.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric generating facilities and transmission lines could also impact life support systems in communities outside the immediate hazard areas.

A catastrophic dam failure, depending on the size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the State and Federal governments.

SPECIAL SITUATION

Gibraltar Dam is a concrete arch dam located on the Santa Ynez River, 8 miles north of Santa Barbara; owned by City of Santa Barbara; constructed 1913-22, with an original capacity of 14,500 AF; raised to current elevation in 1949; strengthened in 1990-91;

water is delivered through the Santa Ynez Mountains to Santa Barbara via Mission Tunnel.

Lauro Dam and Reservoir is also owned by the City is located on Diablo Creek, on the northern edge of the City of Santa Barbara. The dam, which was constructed in 1952, is a zoned earthfill embankment with a structural height of 137 feet, a crest width of 30 feet and a crest length of 540 feet at elevation 567.5.

Lauro Reservoir is a regulating reservoir on the South Coast Conduit. Inflow to the reservoir occurs via a turnout from the South Coast Conduit at a baffled drop structure located on the left side of the reservoir rim. Its primary purpose is to meet the peak water demand for the City of Santa Barbara. Lauro Dam is classified as a high-hazard facility due to the potential for downstream loss of life in the event of failure.

General information, maps or potential inundation area, and proposed evacuation routes for dams are included in a separate publication located in the Public Works Department of the City of Santa Barbara.

Emergency response actions associated with the above situations are presented in the Public Works Standard Operating Procedures (SOP). (To be developed)

PART ONE, SECTION FIVE THREAT ASSESSMENT 4-A

TRANSPORTATION

GENERAL SITUATION

Transportation incidents other than those involving hazardous materials can cause great loss of property or life. This section is concerned with all other aspects of transportation incidents.

The greatest loss of life can occur when commercial passenger carriers such as trains, airliners, or buses are involved. However multiple vehicle automobile accidents can also result in a large number of injuries and fatalities. Mass casualty incidents quickly exhaust local resources and require mutual aid in order to transport and give emergency care to the victims. In those incidents involving multiple fatalities, psychological stress among the responders either at the scene or after the event can impair operations.

Highway accidents can have an impact on the community beyond those problems caused by the immediate casualties. Commerce and personal business depends on functioning transportation routes. Restoration of traffic flow through bypassing the incident site should be accomplished as soon as it is feasible.

SPECIAL SITUATION

Santa Barbara City is located in a transportation corridor that includes the Southern Pacific Railroad and U.S. Highway 101, which carry a large volume of through-traffic daily. In addition the highway carries local traffic with volume varying with the time of day. The Santa Barbara Airport can accommodate aircraft as large as a DC-10. Scheduled airlines, private airplanes, and helicopters use various airport facilities. More information on airports is in Threat Assessment 4-B.

Highways

U.S. 101 is the primary highway route from Los Angeles to coastal central California. It carries truck freight, private cars, and passenger buses.

Highway 154 is not a regular truck route but does carry automobile and tour-bus traffic to the Santa Ynez Valley.

Railroad

The coast route of the Southern Pacific Railroad passes through the City. This line carries several northbound and southbound freight trains every day. Passenger service is currently limited to one northbound and one southbound train daily. However, several

hundred people may occupy those trains. A derailment occurred during the 1978 earthquake. In 1991, a major hazardous materials incident resulted in Ventura County from the Seacliff Incident. This derailment had major impacts to Santa Barbara City.

- Aircraft

In addition to flights in and out of the municipal airports, commercial and private air traffic passes over the City. Military aircraft utilizing Vandenberg and Edwards Air Force Bases can fly over the area.

Emergency response actions associated with the above situations may be found in the EOC Sectional and Department Standard Operating Procedures and are on file in the City's Emergency Operating Center. (To be developed)

PART ONE, SECTION FIVE THREAT ASSESSMENT 4-B

TRANSPORTATION: MAJOR AIR CRASH

GENERAL SITUATION

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound affect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded airspace, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

SPECIFIC SITUATION

Santa Barbara City handles the greatest amount of air traffic at the Santa Barbara Airport. Not only commercial flights but private and helicopters flights. Vandenberg Air Force Base also has some air traffic.

Emergency response actions associated with the above situations may be found in the EOC Sectional and Department Standard Operating Procedures (SOPs). (To be developed).

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PART ONE, SECTION FIVE THREAT ASSESSMENT 5

WILDFIRE

GENERAL SITUATION

The City of Santa Barbara is an incorporated city located between the coastal Santa Ynez Mountains and the Pacific Ocean, approximately 100 miles northwest of Los Angeles. Santa Barbara is a unique area known for its Mediterranean climate characterized by cool winters and warm, dry summers, natural beauty, and rich history.

Annually, the County experiences fires that often burn "out of control" and can damage the watershed and structures.

To date, the largest dollar loss incidents to the City have been from wildland fires. The Fire Department has been actively working on reducing the impact of wildland fire in our community since its inception. However, the focus has shifted from primarily suppression and prevention of wildland fires, to include a greater emphasis on the mitigation of the hazards and risk that make us vulnerable to wildland fire. Since the 1977 Sycamore Canyon Fire, the City has implemented many wildland fire prevention and mitigation measures. Despite these efforts, our community is still vulnerable to catastrophic loss that results from wildland fire.

The Santa Ynez Mountain range dominates our area. This range is an east – west traversing mountain range that makes our area prone to local Santa Ana and Sundowner wind conditions. Terrain is steep, rocky and is covered with chaparral vegetation that is highly flammable and designed to burn. Landscape vegetation also covers much of this area. Intermixed or interfaced with this terrain are high value residential structures that make up the City's urban wildland interface.

Wildland fire has always been part of the Santa Barbara community. The chaparral environment has adapted over millions of years with fire as a natural part of its ecosystem. Current and past fire exclusion and suppression policies have resulted in large accumulations of vegetation on hillsides both within and above City. When these hillsides do burn, they burn under unnatural conditions. As vegetative growth and development continues in our urban wildland interface, there is an increased potential for loss of life, structures and resources, both natural and economic.

County and city fire departments and federal government entity have developed emergency response actions associated with wildfire disasters. Copies of these plans are on file in the City of Santa Barbara's Emergency Operating Center as well as City of Santa Barbara Fire Station #1, 121 West Carrillo Street.

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PART ONE, SECTION FIVE THREAT ASSESSMENT 7

TERRORISM

GENERAL SITUATION

Terrorism is defined as the use of fear for intimidation, usually for political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there are a nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: abortion clinics, religious facilities, government offices, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

SPECIFIC SITUATIONS

There is no indication that Santa Barbara City is a terrorist target however, Santa Barbara City Emergency Response agencies have plans in place to address potential acts of terrorism which are similar to our Natural Disaster Preparedness Plans that have been in place for many years.

A copy of the Santa Barbara County Terrorism plan is currently being developed by the County Office of Emergency Services

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PART ONE, SECTION FIVE THREAT ASSESSMENT 8

LANDSLIDES

GENERAL SITUATION

Landslides occur when masses of rock or soil detach from their base and move down a slope. The rate of movement can range from an imperceptible slow creep that continues for a period of years to a debris flow that can travel at speeds exceeding 100 miles per hour.

The probability of a slide is higher in areas where the bedding plane of the bedrock lies parallel to the slope of the land. Slides may occur when surfaces are lubricated with water and separated by hydrostatic pressure. Weakened or unstable slopes may move during an earthquake.

Slow creep is a nuisance that cracks pavements and disrupts utilities. Rapid movement of large masses of rock and soil is a life-threatening emergency.

SPECIAL SITUATION

In Santa Barbara City landslides have occurred most often on those slopes that are underlain by rocks of the Monterey and Rincon formations. These rocks weather to form clay soils that can slide when they are saturated with water. Rockslides have occurred in the Monterey Shale along the sea cliffs.

Emergency response actions associated with the above situations are presented in the Standard Operating Procedures. (being developed)

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PART ONE, SECTION FIVE THREAT ASSESSMENT 9

TSUNAMI

GENERAL SITUATION

Tsunami is the internationally recognized word for great sea waves, commonly called tidal waves. The term tidal wave is misleading, as the giant waves are not related to the tides. They are generally generated by earthquakes of great magnitude and by volcanic eruptions.

The Tsunami is a series of ocean waves of extremely long length and period. In the deep ocean, their length from crest to crest may be a hundred (100) miles or more, and their height from trough to crest only a few feet. They cannot be felt aboard ships in deep water, and they cannot be seen from the air.

Tsunamis may reach speeds of 600 miles per hour in the deep ocean. As it enters the shoaling water of coastlines in its path, the velocity decreases and the wave height increases. For example, a Tsunami traveling 600 mph in 30,000 ft. of water may decrease in velocity to 30 mph in 60 ft. of water near shore, but the height of the wave may increase from 2 ft. to 30 ft. respectively.

The arrival of a Tsunami is often (but not always) preceded by a gradual recession of coastal waters, when the trough precedes the initial crest; or by a rise in water level of about one-half the amplitude of the subsequent recession.

This is frequently a warning that more severe Tsunami waves are approaching. It is a warning to be heeded, for tsunami waves can crest to heights of more than 100 feet, and strike with devastating force.

SPECIAL SITUATIONS

The City of Santa Barbara is located on or near several offshore geological faults that have been active in the past and can subject the entire area to seismic action at any time. The more prominent of these are the Mesa Fault, the Santa Ynez Fault in the mountains, and the Santa Rosa Fault and other unnamed faults in the offshore area of the Channel Islands.

The City is also open to Tsunami action from the Pacific Ocean area, particularly the vicinity of the Aleutian Islands, Kurile Islands, etc., which are normally very active. There is no recent Tsunami history in Santa Barbara generated from other areas of the Pacific Ocean, but there was substantial tidal action in Santa Monica, Port Hueneme, and Crescent City, California, from an earthquake off the coast of Chile on May 22,

1960. The maximum rise or fall in the 1960 Tsunami at the above cities was 9.1 ft., 8.8 ft. and 10.9 ft., respectively.

A Tsunami is reported to have occurred at Santa Barbara on December 21, 1812, but no accurate figures are available on the actual height of the wave. Probably the most accurate study available is that made by Marine Advisors, Inc., of La Jolla, California, for the Southern California Edison Company on the occasion of the building of the San Onofre Nuclear Generating Station. Their studies indicated that a quoted 35 foot wave in Santa Barbara on December 21, 1812, was probably no greater than 15 to 20 ft. at the most.

The Channel Islands lie approximately 30 miles offshore from the City of Santa Barbara, and run parallel to the coastline. The islands would most likely have insignificant shielding protection for coastal areas from Tsunamis most commonly generated in the Pacific Ocean, although this would depend on many variables.

The Santa Barbara region shares about the same degree of seismic hazard that characterizes most of California.

TSUNAMI WARNING SYSTEM

Seismic waves traveling through the earth trigger alarms on instruments at Coast and Geodetic Survey observatories located at Guam, Mariana Islands; Tucson, Arizona; Fairbanks and Sitka, Alaska and Honolulu, Hawaii. Readings from the stations are forwarded to the center of the system at the Honolulu Observatory. United States Seismological stations participating in the program other than the Coast and Geodetic Survey stations listed above are the University of California at Berkeley and the California Institute of Technology at Pasadena.

The Honolulu Observatory contacts tide stations near the epicenter requesting information as to whether or not a tidal disturbance has been observed. At the same time, they normally issue an advisory message to the Pacific Coastal areas. In the event that the tide stations report that no Tsunami action registered on their gauges, the advisory message is canceled. If a disturbance is registered, a warning issued. The warning will include the time of occurrence of the earthquake, its location, the statement that a Tsunami has definitely been generated, and the expected arrival times at various points in the Pacific.

Advisory messages and warnings are transmitted to the City and County OES through GNAWS, the CELTS net, and through the emergency services microwave/computer communications net.

Emergency response actions associated with the above situations are presented in the Santa Barbara County Tsunami Plan. (currently in development).

PART ONE, SECTION SIX RECOVERY OPERATIONS

CONCEPT OF OPERATIONS

The City of Santa Barbara and special districts will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can resume their pre-disaster lives.

Typically, there will be a need for such services as these:

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

Local governments can assist individuals; families and businesses recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup and the orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the incident.

The major objectives of long-term recovery operations include:

- Coordinating delivery of social and health services;
- Review of potential improvements in land use planning;
- Improving the Santa Barbara Operational Area Emergency Operations Plan;
- Re-establishing the local economy to pre-disaster levels;
- Recovery of disaster response costs; and,
- Effectively integrating mitigation strategies into recovery planning and operations.

Participating agencies will handle the long-term recovery activities on their own, with the exception of improvements made on the City's Emergency Operations Plan. Changes to the Plan will be coordinated with all participating members of the City Emergency Operations.

Short-Term Recovery

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

Short-term recovery includes:

- Utility restoration;
- Expanded social, medical, and mental health services;
- Re-establishment of County government operations;
- Clearing and repairing transportation routes;
- Debris removal;
- Cleanup operations; and,
- Abatement and demolition of hazardous structures.

Each department and agency will coordinate its efforts to restore utility systems and services during recovery operations. The City will ensure that debris removal and cleanup operations are expedited. On the basis of the City assessments, structures that pose a public safety concern will be demolished. For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. The City may determine to open Local Assistance Centers (LACs) to aid in the recovery process. These centers bring together all the providers of all the available forms of assistance to that victims have “one-stop shopping” for disaster assistance. LACs may have a wide variety of local, State and Federal providers under one roof. The LACs can be good counterparts to the FEMA tele-registration centers and can provide victims a gateway to financial, material and physical recovery.

Long-Term Recovery

The goal of long-term recovery is to restore facilities to at least pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. The City will need to coordinate and employ hazard mitigation actions in all activities in order to ensure a maximum reduction of vulnerability to future disasters. The City will strive to restore essential facilities to at least their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations. Individual citizens and private businesses will also seek to access recovery programs. The City's redevelopment agency will play a vital role in rebuilding commercial areas of the City.

Recovery Operations Organization

For Santa Barbara City, recovery operations will be managed and directed by the City Administrator. Recovery issues with special districts will be coordinated and managed between the City Administrator and designated representatives. On a regularly scheduled basis, the City Administrator will convene meetings with City department directors, key individuals, and representatives from affected facility. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations. The Emergency Services Manager and Office of Emergency Services (OES) staff will assist the City Administrator in facilitating and leading the recovery process. City departments will also be represented and responsible for certain functions throughout the recovery process.

Recovery Damage/Safety Assessment

The recovery damage/safety assessment is the basis for determining the type and amount of State and/or Federal financial assistance necessary for recovery. Under the City's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for a gubernatorial proclamation and for the State to request a presidential declaration. During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will need to be developed by the jurisdictions' departments. The City Building Inspection Department will complete the detailed damage/safety assessment for the City, in coordination with City OES and other applicable City departments. The jurisdictional public works departments will complete the detailed damage assessments for their jurisdictions. The administrative and operational divisions of special districts will, in most cases, complete their portions of the detailed damage assessment.

Documentation

Documentation is essential for recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Under the California Disaster Assistance Act (CDAA), documentation is required for damage sustained to the following:

- Public buildings;
- Levees;
- Flood control works;
- Irrigation works;
- County roads;
- City streets;
- Bridges; and
- Other public works.

Under Federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

-
- Roads;
 - Water control facilities;
 - Public buildings and related equipment;
 - Public utilities;
 - Facilities under construction;
 - Recreational and park facilities;
 - Educational institutions; and
 - Certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the Federal programs. It will be the responsibility of the City and special districts to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction.

The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under Federal mitigation programs. Documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

Recovery Disaster Assistance

Local government may consider activating Local Assistance Centers (LACs) to provide a centralized location for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for successful recovery. LAC characteristics generally include:

- Resource facility for recovery information, services and programs;
- Community based service facilities;
- Managed by local government; and
- Staffed by Private Non-Profit (PNP) organizations, local State and federal government, as appropriate.

Disaster Recovery Centers (DRC) may also be activated by key federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about Federal Emergency Management Agency (FEMA) and Small Business Association (SBA) programs. DRC characteristics generally include:

- Fixed or mobile resource facility for FEMA and SBA recovery information
- Managed by federal government; and
- Staffed by FEMA, OES, SBA and other federal, state, and local agencies as appropriate.

Public Assistance through OES

Public agencies include state agencies and departments, cities, counties, and city and county, school districts, community college districts, special districts and certain private non-profit agencies. Governor’s Proclamation of a State of Emergency, Fire Management Assistance Program (FMAG), and Presidential Declaration of an Emergency and Presidential Declaration of a Major Disaster. Listed below are a few types of assistance and authority; this is not an exhausted list. For further information go the California Office of Emergency Services website at www.oes.ca.gov.

<u>Program Name and Authority</u>	<u>Type of Assistance</u>
State Public Assistance Director’s Concurrence with local emergency	Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)
State Public Assistance Governor’s Proclamation of a State of Emergency	Reimbursement of local emergency response costs, debris removal, <u>and</u> funding to restore damaged public infrastructure
FMAG Stafford Act	Reimbursement for fire suppression costs
Federal and State Public Assistance Presidential Declaration of an emergency	Reimbursement of local emergency response and debris removal costs
Federal and State Public Assistance Presidential Declaration of a Major Disaster	Funding to restore public infrastructure and reimbursement of emergency response and debris removal costs

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PART TWO

MANAGEMENT SECTION

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MANAGEMENT SECTION

GENERAL

PURPOSE

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS). It provides information on emergency management structure and how the emergency management team is activated.

OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during an incident:

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS

The Management Section will operate under the following policies during an incident as the situation dictates use of:

- The Standardized Emergency Management System (SEMS).
- The National Incident Management System (NIMS); during incidents of significance.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.

- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with their individual Department Policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

Levels of Activation

The City's emergency response and recovery operations will be managed in one of three levels, depending on the magnitude of the emergency.

- **Level One – Minimum Staffing.** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. (Usually used during a warning phase or a build up phase.) At the discretion of the Director of Emergency Services the EOC may not be physically set up at this level.
- **Level Two – Functional Position Staffing.** Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. One or more of the DOCs may be activated depending on the nature of the incident. At the discretion of the Director of Emergency Services the EOC will be set up to support the DOC(s).
- **Level Three – Full Staff.** The level of activation would be a complete and full activation, with all organizational elements at full staffing according to the Standardized Emergency Management System.

Note: All DOCs will be activated at Level Three.

ORGANIZATION AND RESPONSIBILITIES

The City of Santa Barbara

The City of Santa Barbara operates under the Standardized Emergency Management System (SEMS), which is discussed in detail under **SEMS** in this Section. During Federally declared Incidents of Significance, per Homeland Security Presidential Directive (HSPD) -5, the City in conjunction with the Operational Area and State Office of Emergency Services, will follow the protocols of the National Incident Management System (NIMS).

The City of Santa Barbara's Emergency Management Organization (including emergency response and recovery) will be directed by the Director of Emergency Services. The Director of Emergency Services is responsible to the City Council and for implementing the Emergency Operations Plan (EOP). While serving as the Director of Emergency Services during an actual incident, this position will be referred to as the EOC Director (Management Section).

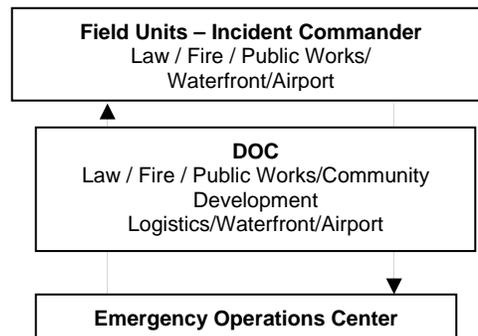
The Director of Emergency Services/EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Assisting with information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Collecting, evaluating and disseminating damage assessment and other essential information provided by the General Staff.
- Providing status and other reports to the Santa Barbara County Operational Area via the RIMS (Internet). The Planning / Intel section will be responsible for entering the data into RIMS.
- The City's Emergency Organization Matrix is contained in **Chart 1**.

THE CITY OF SANTA BARBARA EMERGENCY MANAGEMENT

Field Incident Level

The role of the Emergency Operations Center (EOC) is to support both the Field Operations and Department Operations Centers (DOC). The Incident Commander(s) in the field have the responsibility to report their incident status and necessary resource requests, to manage the incident, to the DOCs. The DOCs then communicate all incident status and resource requests to the EOC. All pertinent information is then used by the Policy Group and Planning and Intelligence to create the Action Plan for the next operational period. The flow of information is shown in the chart below:



City of Santa Barbara Emergency Operations Center Management

When a major emergency or disaster strikes, centralized emergency management is necessary. The EOC provides this needed centralized management. When activated, representatives from City departments will report to the EOC to coordinate City decision making, simultaneously coordinate department activities, and liaison with different levels of government as well as with private entities.

The EOC provides a centralized focus of authority and information and allows for face-to-face coordination among personnel who must set priorities for use of resources and evaluate the need to request mutual aid.

Responsibility for providing incident command is assigned to specific city departments except for those incidents for which the Emergency Services Director retains overall command authority. Generally, when the EOC is activated, the initial responding agency has established an on-scene Incident Commander. The Incident Commander will continue to direct operations according to that department's standard operating procedures (SOP) unless and until relieved of command by a superior officer. For example, the Incident Commander has the authority to order the evacuation of a particular area. It is the responsibility of the Incident Commander to assure that information of the evacuation is continuously disseminated to the EOC and members of the City Council.

Upon the activation of the EOC, the EOC Manager and/or Planning/Intelligence Section Coordinator will brief the Director of Emergency Services on the status of the situation. The City's Policy Group will develop priorities for incident management teams. The Director of Emergency Services or his designee has ultimate authority to determine such priorities of actions and the allocation of resources in accordance with these priorities.

The emergency Management Staff/General Staff will have overall responsibility for:

- Organizing, staffing and operating the EOC.
- Operating communications and warning systems.
- Assist with providing information and guidance to the public.
- Maintaining information on the status of resources, services and operations.
- Directing overall operations.
- Obtaining support from the county and providing support to other jurisdictions as required.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Santa Barbara County Operational Area emergency management staff.

The general responsibilities of key members of the city operational area Emergency Management/ General staff are listed below.

Emergency Services Director/EOC Director

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staff and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary depending on the SEMS Level. Examples of reporting relationships are described below.

- Local Government Level: Mayor, President of the Council, Chairperson of an Emergency Services Council, Administrative Officer, or other named authority as stated in the local government's emergency ordinance.
- Operational Area: Chairperson of the Board of Supervisors, Chairperson of an emergency council, County Chief Administrative Officer or other named authority as stated in the operational areas emergency ordinance.
- Regional: OES Region Administrator or designee
- State OES: OES Director or Designee

Emergency Services/EOC Manager

The EOC Manager is the person who has the overall best knowledge of the functioning of the EOC. The EOC Manager is often the person who is most familiar with emergency services for the agency or jurisdiction. The EOC Manager, because of his/her working knowledge of the EOC facility, communications, support services, and the jurisdictions emergency plan can be an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

Mutual Aid Region Emergency Management

The SBOA is within OES Mutual Aid Region I and the OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support the cities through the Operational Area response and recovery operations and to coordinate Mutual Aid Regional response and recovery operations through the Regional EOC (REOC). The OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

State Emergency Management

The Governor, through State OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The OES Director, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

Chart 1 CITY OF SANTA BARBARA EMERGENCY ORGANIZATION MATRIX

FUNCTIONAL RESPONSIBILITIES OF CITY DEPARTMENTS/AGENCIES

L = Denotes lead agency/organization S = Denotes supporting agency/organization

Department/Agency	Management	Operations	Planning / Intel.	Logistics	Finance / Admin.	Recovery
<i>City Council</i>	S					S
<i>City Fire</i>	S	L	S	S		
<i>Planning Department</i>	S	S	L	S		S
<i>Police Department</i>	S	L	S	S		S
<i>Public Works</i>		L	S	S		S
<i>Finance</i>	S				L	L
<i>General Services</i>				L	L	S
<i>Human Resources</i>				S		
<i>Airport</i>	S	L				
<i>Library</i>	S			S		
<i>Parks & Recreation</i>	S	S	S	L	S	S
<i>Waterfront</i>	S	L				S
<i>Utilities</i>			S			
<i>Special Districts</i>		S		S		
<i>City Schools</i>		S		S		
<i>Operational Area</i>		S		S	S	S
<i>OES Southern</i>		S		S	S	S

Chart 2

MUTUAL AID REQUEST DIAGRAM

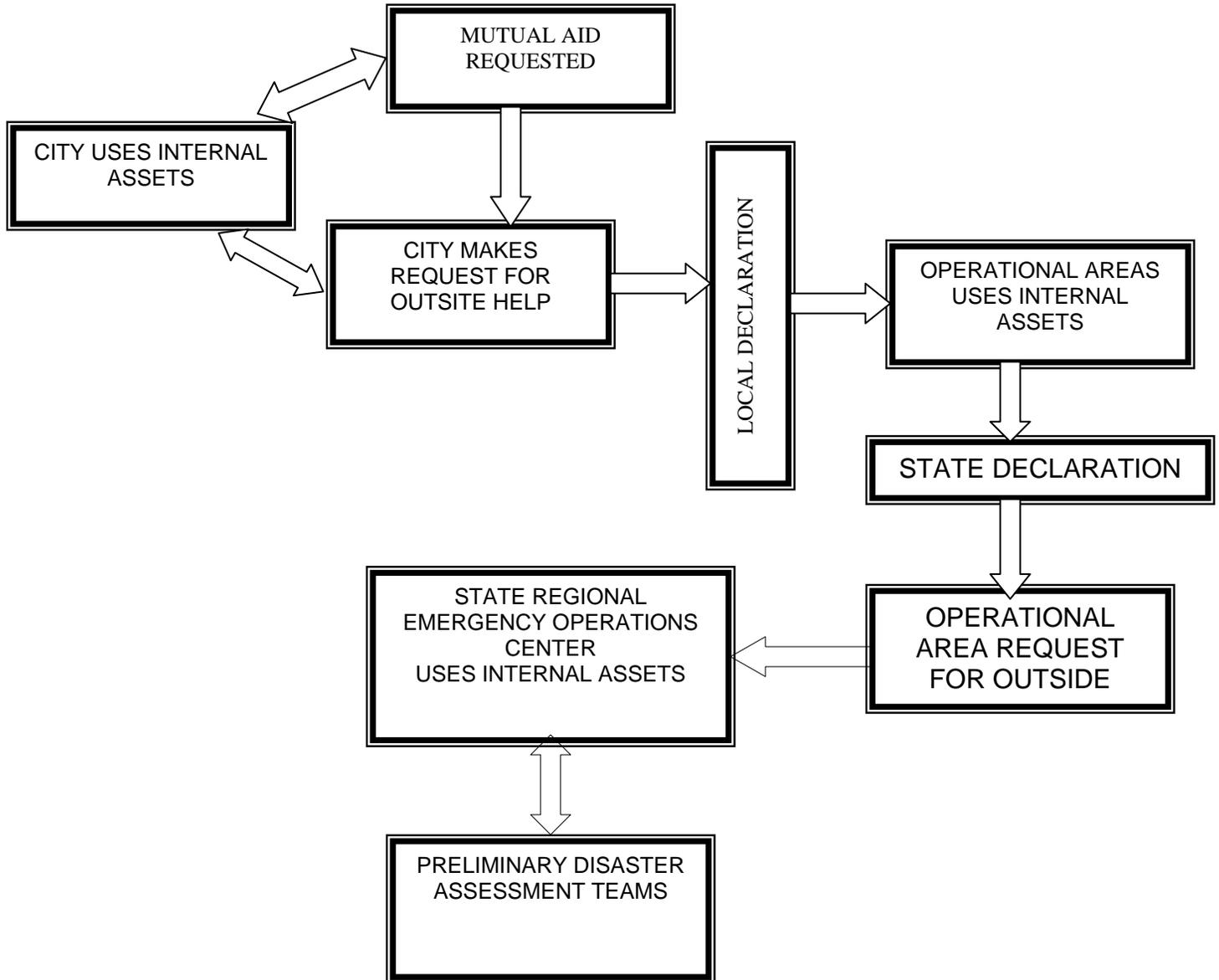
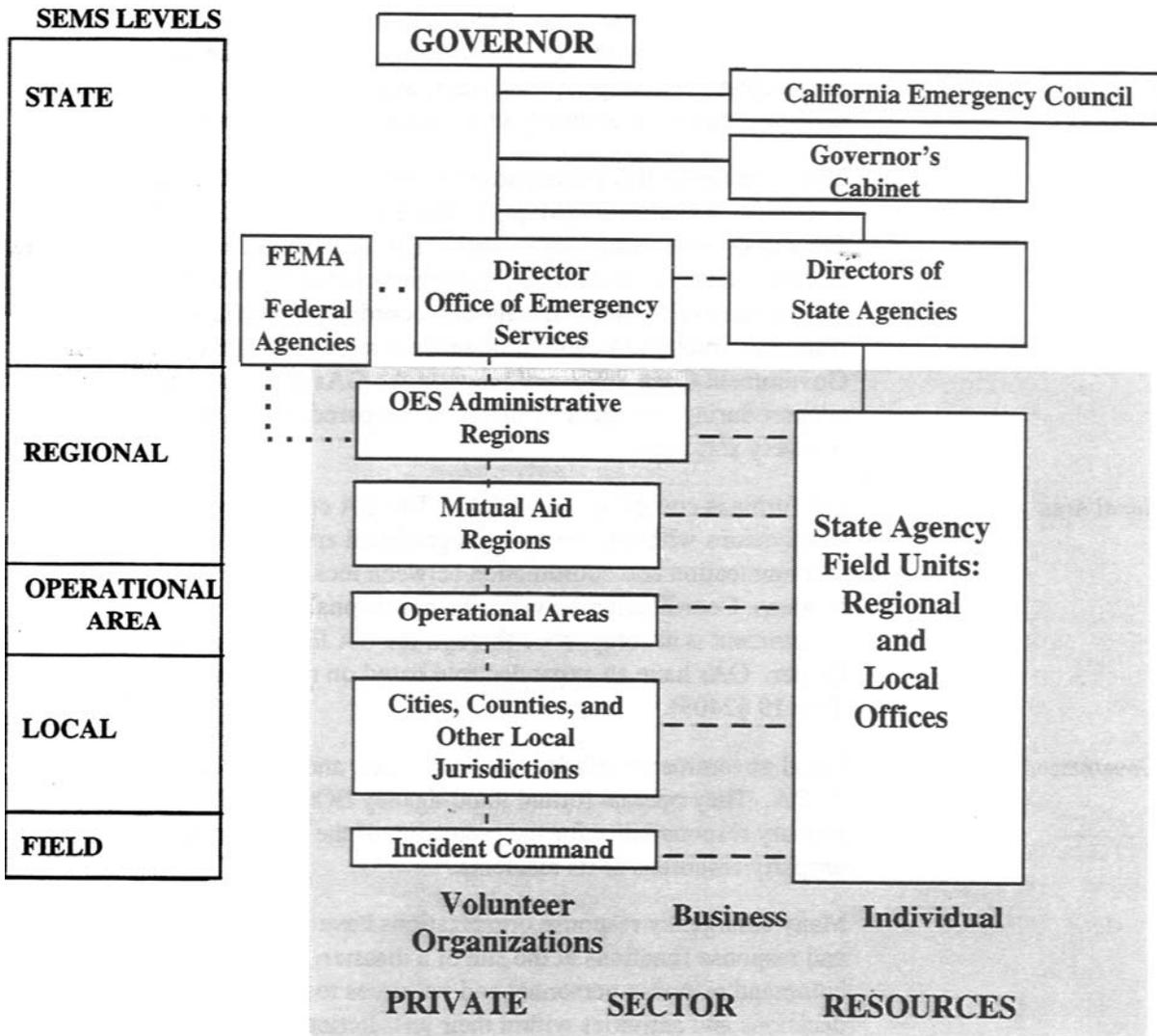


Chart 3

STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX



EMERGENCY MANAGEMENT LINES OF AUTHORITY
 EMERGENCY RESOURCE COORDINATION/SUPPORT
 COORDINATION PER FEMA/OES MOU--FEDERAL STATE AGREEMENT

CONTINUITY OF GOVERNMENT

PURPOSE

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This is best accomplished by civil government. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed; to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body are unavailable to serve.

The Emergency Services Act provides for the preservation of city and county governments in the event of a peacetime or national security emergency.

CITY OF SANTA BARBARA GOVERNING BODY LINES OF SUCCESSION

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Per Article 15, Section 8638 of the Emergency Services Act that authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Listed below is the City's Line of Succession.

ADMINISTRATION

Emergency Services Director		City Administrator
	STB 1	Asst. City Administrator
	STB 2	Fire Chief
	STB 3	Police Chief
EOC Manager/Liaison		EOC Manager
	STB 1	Police Sergeant
	STB 2	Watch Commander/Police Sergeant
Legal Officer		Asst. City Attorney
	STB 1	City Attorney
	STB 2	
Information Officers		Asst. to City Administrator
	STB 1	Public Works Transportation Mgr.
	STB 2	Fire Battalion Chief
	STB 3	Police Lieutenant

OPERATIONS SECTION

Fire Branch		Deputy Fire Chief
	STB 1	Battalion Chief
Law Branch		Deputy Police Chief
	STB 1	Police Lieutenant
Public Works Branch		Asst. Public Works Director
	STB1	Water Resources Manager
	STB 2	Public Works Admin Officer
Airport Branch		Airport Director
	STB1	Airport Operations Manager

Waterfront Branch		Harbor Operations Manager
	STB1	Harbor Patrol Captain
	STB2	Harbor Patrol Sergeant

PLANNING/INTELLIGENCE SECTION

Section Chief		Asst. Comm. Dev. Director/ Housing & Redevelopment Mgr.
	STB 1	City Planner

LOGISTICS SECTION

Section Chief		Library Director
	STB 1	Library Services Manager

FINANCE SECTION

Finance Section Chief		Finance Director
	STB 1	Assistant Finance Director

TEMPORARY CITY SEAT

Section 23600 of the California Government Code provides among other things that:

- The Director of Emergency Services and/or City Council shall designate alternate city seat or locate a facility outside the city boundaries; if necessary.
- Note real property cannot be purchased for this purpose.
- A resolution designating the alternate city seats must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of City government will be determined staff.

EMERGENCY OPERATIONS CENTER (EOC)

The City of Santa Barbara's primary EOC is located at 215 E. Figueroa Street, Santa Barbara, CA 93101. The alternate EOC is located at Santa Barbara City Fire Station #1, 121 E. Carrillo Street, Santa Barbara, CA 93101. The City's Mobile Command Post is housed at the City Yards, 630 Garden Street, Santa Barbara, CA 93101.

PRESERVATION OF VITAL RECORDS

Since the City is decentralized, each department is responsible for the maintenance of their vital records. The Information Technology Manager and/or Supervisor of said department is

responsible for record preservation according to that department's Standard Operating Procedures.

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster.

Each department within the City should identify, maintain and protect its own essential records.

REFERENCES

- Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Temporary City Seat, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

Purpose

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management, including the operational area concept, the Incident Command System, established mutual aid systems, and multi-agency or inter-agency coordination.

SEMS Levels

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and State. Each level is activated as needed.

The *field response* level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

The *local government* level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The *Operational Area* (OA) level manages and/or coordinates information, resources, and priorities among local governments, and serves as the coordination and communication link between the local government level and the regional level.

The Operational Area includes all the jurisdictions and special districts within the County's geographical area. The County of Santa Barbara is the lead agency for the Santa Barbara Operational Area.

The *regional* level manages and coordinates information and resources among operational areas within the mutual aid region, and between the operational areas and the state level. This level, along with the State level, coordinates overall State agency support for emergency response activities.

The *State* level manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level, and services as the coordination and communication link with the Federal disaster response system.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

Santa Barbara City will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- Use the Incident Command System (ICS) at the field response level.
- Use SEMS when
 - A local emergency is declared or proclaimed, or
 - The local government EOC is activated.
- Establish coordination and communications with field Incident Commanders/Incident Command Post either
 - Through departmental operating centers (DOCs) to the EOC, when activated, or
 - Directly to the EOC, when activated.
- Use existing mutual aid systems for coordinating fire and law enforcement resources.
- Establish coordination and communications between the city EOCs and the Operational Area EOC when activated.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

- Fulfilling the management and coordination role of local government, and
- Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions, management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

Management Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.

- Planning/Intelligence** Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.
- Logistics** Responsible for providing facilities, services, personnel, equipment and materials.
- Finance/Administration** Responsible for financial activities and other administrative aspects.

The EOC organization should include representatives, as necessary, from special districts, volunteer agencies, and private agencies with significant response roles.

CITY OF SANTA BARBARA RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Santa Barbara with an emergency response role. The City of Santa Barbara Office of Emergency Services has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City on SEMS requirements and guidelines.
- Coordinating SEMS development with departments and other agencies.
- Identification of all city departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City's Emergency Operations Plan and procedures.
- Incorporating SEMS into all the City emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of City of Santa Barbara. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

All local government staff that may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level must receive appropriate

SEMS training as required by SEMS regulations. New City personnel will be trained as they are hired through the an Orientation class

Incident Command System (ICS)

General

The Incident command System (ICS) is a nationally-used, standardized, on-scene emergency management concept. It is specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multi-le incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is a complete unity of command; each position and person within the system has a single designated supervisor. Direction and supervision follows established organizational lines at all times.

Functions

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

- *Command* is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. This function is known as *Management* outside a field response organization.
- *Operations* is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.
- *Planning* is responsible for the collection, evaluation, documentation, and use of information about the development of the incident.
- *Logistics* is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.
- *Finance* is responsible for all financial and cost analysis aspects of the incident, and any administrative aspects not handled by the other functions.

Each of these functions is organized into a section. In the field response level, the *Command Staff* consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer, and the Liaison Officer. The *General Staff* includes the chiefs of each section.

Principles

ICS provides for the following kinds of operations:

- Single jurisdictional/agency involvement;
- Single jurisdictional responsibility with multiple-agency involvement; and,
- Multiple jurisdictional responsibilities with multiple-agency involvement.

The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system is applicable and acceptable to all user agencies. ICS is readily adaptable to new technology. It expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs decrease or the situation wanes. ICS has basic common components in organization, terminology and procedures.

National Incident Management System (NIMS)

On February 28, 2003, the President issued Homeland Security Presidential Directive–5 (HSPD– 5), Management of Domestic Incidents, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

NIMS is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management.

HSPD–5 also required the Secretary of Homeland Security to develop the National Response Plan (NRP, which has been superseded by the National Response Framework (NRF)). The NRP is a guide to how the nation conducts all hazards incident management.

HSPD–5 requires all Federal departments and agencies to adopt NIMS and to use it in their individual incident management programs and activities, as well as in support of all actions taken to assist State, tribal, and local governments. The directive requires Federal departments and agencies to make adoption of NIMS by State, tribal, and local organizations a condition for Federal preparedness assistance (through grants, contracts, and other activities). NIMS also recognizes the role that the private sector and nongovernmental organizations have in preparing for, preventing, responding to, recovering from, and mitigating the effects of incidents.

Building on the foundation provided by existing emergency management and incident response systems used by jurisdictions, organizations, and functional disciplines at all levels, the NIMS document integrates best practices into a comprehensive framework

for use by emergency management/response personnel in an all hazards context nationwide. These best practices lay the groundwork for the components of NIMS and provide the mechanisms for the further development and refinement of supporting national standards, guidelines, protocols, systems, and technologies. NIMS fosters the development of specialized technologies that facilitate emergency management and incident response activities and allows for the adoption of new approaches that will enable continuous refinement of NIMS over time.

The Secretary of Homeland Security, through the National Integration Center (NIC), Incident Management Systems Division, formerly known as the NIMS Integration Center, publishes the standards, guidelines, and compliance protocols for determining whether a Federal, State, tribal, or local government has adopted the aspects of NIMS. Additionally, the Secretary, through the NIC, publishes standards, guidelines, and compliance procedures and protocols for the aspects of NIMS that are being developed.

The State of California adopted the NIMS concept in Executive Order S-2-05, on February 8, 2007. The City of Santa Barbara also adopted the NIMS concept by City Resolution No. 06-081 dated September 26, 2006 per the Governor's Executive Order S-02-05.

Mutual Aid System

The statewide mutual aid system is the foundation of California's emergency planning and response. This system is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a situation.

The *California Master Mutual Aid Agreement* is the basis for the system, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

The State is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the State has been divided into three administrative regions.

Management of Personnel—Hierarchy of Command and Span-of-Control

The position title "coordinator" refers to the lead person of each organizational section in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. The EOC Director and General Staff function as the EOC Management Team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC ACTION PLANS

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts,
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve the EOC Director and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. Planning/Intelligence is normally responsible for development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in **Part Two—Planning/Intelligence/Action Planning**.

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL

Emergency Responder Notification

According to the City Emergency Plan, during any significant incident, Santa Barbara City Dispatch will immediately notify the Watch Commander on-duty. The Watch Commander will contact the OES Manager who will contact the Director of Emergency Services. A determination for the opening of the City EOC and call back procedures will be at the discretion of the Director of Emergency Services or designee. First arriving EOC staff will begin call out procedures according to the line of succession established in the City Emergency EOC Activation Plan.

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

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

Multi-agency or Inter-agency Coordination in the EOC

Emergency response is coordinated at the EOC through:

- Representatives from the City departments and agencies.
- Representatives from outside agencies including special districts, volunteer agencies and private organizations.
- Coordination with agencies not represented in the EOC may be accomplished through Departments Operating Centers (DOCs) or various methods of communications. Communication with the DOCs will be via radio, telephone, fax, and if applicable RIMS. ARES will also be used in the event that all communications are down.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Coordination Group

- May be established formally.
- Should develop consensus on priorities, resource allocation and response strategies.
- May function within the EOC, at another location or through conference calls but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- The City of Santa Barbara may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area or regional level.

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the city EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs), which in turn will coordinate with the EOC. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. Note, during a major countywide disaster, the county may be divided into areas, with an Area Command overseeing the Incident Command teams within each area.

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

COORDINATION AND COMMUNICATION WITH SANTA BARBARA COUNTY OPERATIONAL AREA (SBOA)

Coordination and communications should be established between activated local government EOC and the SBOA.

Santa Barbara County will use an Operational Area Multi-Agency Communication System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

SPECIAL DISTRICT INVOLVEMENT

When a special district is wholly contained within the city, the special district should have a liaison representative at the City's EOC and direct communications should be established between the special district EOC and the City's EOC.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

The EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The City's EOC should establish communication with private and volunteer agencies providing services with the City.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC.

For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC/DOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

CITY OF SANTA BARBARA EMERGENCY OPERATIONS CENTER (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services; Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, State agencies, military, and federal agencies using the States Internet Response Information Management System (RIMS). If the Internet system is down, then communications will be handled by fax, phones, the OASIS system, and /or radio.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with field units, support DOCs, other local government EOCs, and the Santa Barbara County Operational Area via RIMS, radios or phones.

- Providing emergency information and instructions to the public, providing official releases to the news media and the scheduling of press conferences as necessary.

EOC LOCATION AND DESCRIPTION

The City's EOC is located at 215 East Figueroa Street, Santa Barbara CA 93101. The EOC includes an operational area, radio, dispatch, conference rooms, break rooms, office areas. A generator provides emergency power. Power will provide lighting panels, computers, wall circuits, telephones and radios. There are also external antenna for operating radios in the EOC. There is also a room for ARES in case radio communication is inoperable in the EOC. The EOC has the capability to house and feed staff for 24 consecutive hours. On-site services include bathrooms and food supply for 25 persons.

The Alternate EOC is located at Fire Station One, 121 W. Carrillo Street, Santa Barbara, CA 93101. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. The EOC Director will transfer direction and control authority from the primary EOC to an alternate EOC when necessary. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

DISPLAYS

Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in the primary EOC. The Planning/Intelligence Section is responsible for coordinating display of information and should maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster.

At the onset of any disaster, a significant events log (ICS 214) should be compiled for the duration of the emergency. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

EOC MANAGEMENT

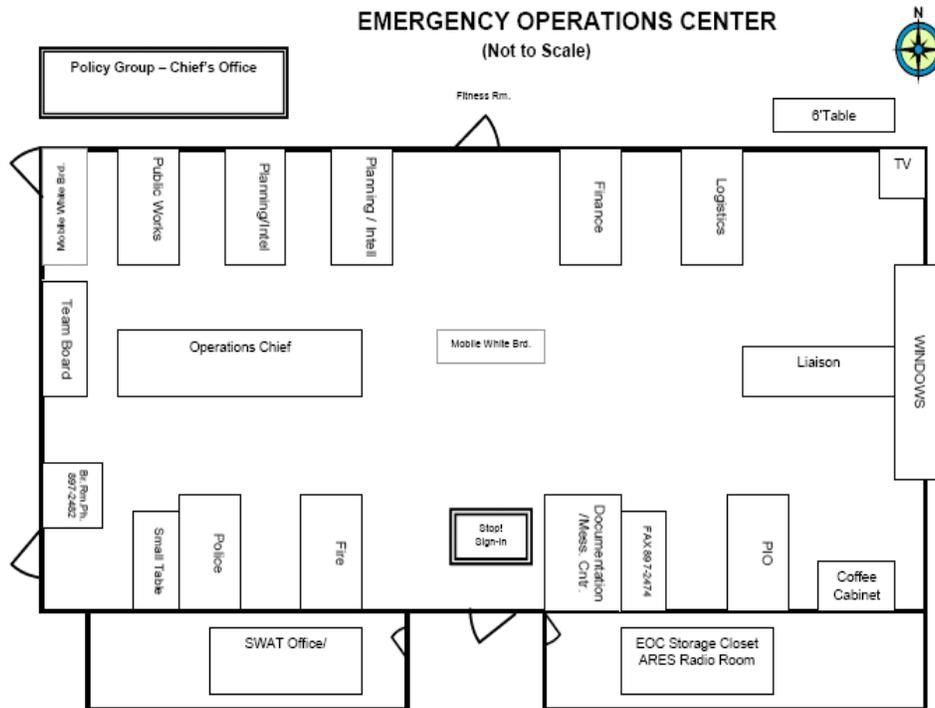
The EOC and alternate EOC facility management is the responsibility of the EOC Manager and includes maintaining the operational readiness of the primary and alternate EOCs.

Positions assigned to the EOC will advise/brief City Policy Group of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for Operational Area/State/Federal assistance, etc.

Emergency Notification and Scheduling Procedures are contained in the EOC Management Operations Plan.

The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will ensure that the City Council is kept apprized of the situation.

CITY OF SANTA BARBARA EOC DIAGRAM



CITY OF SANTA BARBARA

EOC ACTIVATION POLICY

The following is an excerpt from the City EOC Activation plan; which was approved by the City Administrator. Due to confidentiality, not listed in this plan is the individual contact list. That list is kept in the EOC Activation Plan, with copies in the EOC, OES office and a copy, which the contact list, is given to the County Operational Area. The EOC Activation Plan is updated quarterly.

Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is the individual Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

When to Activate the EOC

The EOC is activated when field response agencies and DOCs need support during any significant incident. At the discretion of the Director of Emergency Services or designee the EOC may be partially or fully staffed to meet the demands of the incident.

When the City's EOC is activated the Emergency Services Manager will contact the County Operational Area and Policy Group (City Department Heads) and inform them of where they will be convening.

Levels of Activation

The City of Santa Barbara has three (3) levels of activation:

- **Level One – Minimum Staffing.** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency

Services or designee. (Usually used during a warning phase or a build up phase.) At the discretion of the Director of Emergency Services the EOC may not be physically set up at this level.

Level Two – Functional Position Staffing. Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. One or more of the DOCs may be activated depending on the nature of the incident. At the discretion of the Director of Emergency Services the EOC will be set up to support the DOC(s).

- **Level Three – Full Staff.** The level of activation would be a complete and full activation, with all organizational elements at full staffing according to the Standardized Emergency Management System.

Note: All DOCs will be activated at Level Three.

Activation / Recall Procedures

In the event of any significant incident the Police Watch Commander or Fire Battalion Chief will contact the Director of Emergency Services and Emergency Services Manager, or designee. The Director of Emergency Services will determine level of activation. For incident specific events any employee, through their department's chain of command, may request that the Director of Emergency Services or designee activate the EOC.

Upon decision to activate, the Director of Emergency Services will contact the Mayor and City Council and the following will occur:

Emergency Services Manager will:

- Contact the Communications Center Supervisor with the following information:
 - The EOC is being activated at Level ____
 - EOC contact number is: _____
- Contact all City Department Heads and report level of activation and where they will be convening as the Policy Group.
- Contact the County Office of Emergency Services Operational Area Staff Duty Officer and send a Status Report as soon as possible to indicate City EOC activation.

Watch Commander will:

- Instruct a Records Clerk or Transcriber to contact Section Chiefs for Operations, Planning, Logistics and Finance; including PIO
- All EOC Section Chiefs will ensure that their assigned staff are contacted and that their sections are properly staffed.

- Ensure that staff are assigned to initiate EOC set-up according to the EOC Set-Up checklist.

WHO CAN ACTIVATE:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives are authorized to activate the EOC:

- City Administrator
- Assistant City Administrator
- Fire Chief
- Police Chief

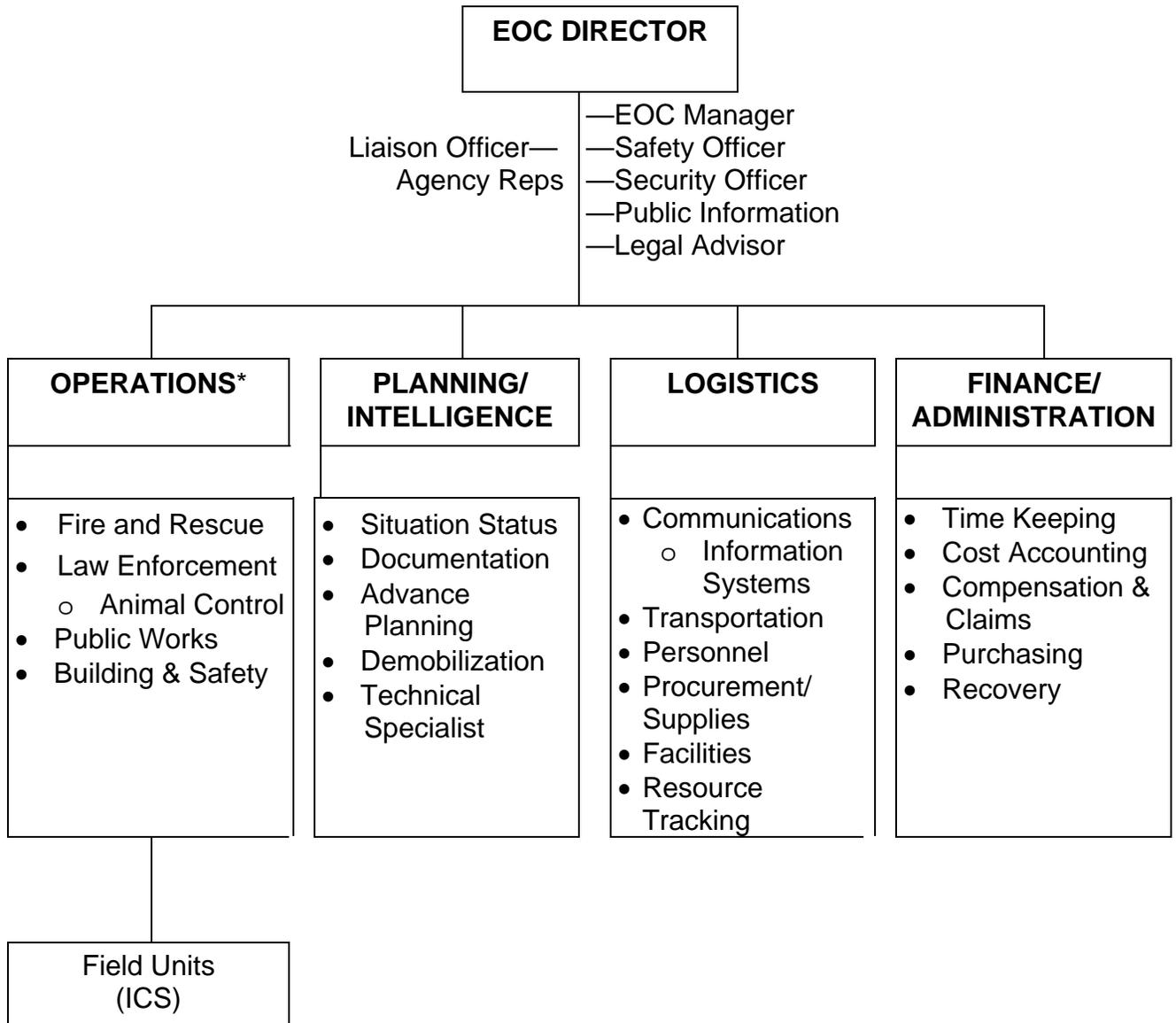
DEMOBILIZATION:

Section Coordinators and the EOC Director will authorize EOC demobilization by position and function.

EOC STAFFING GUIDE

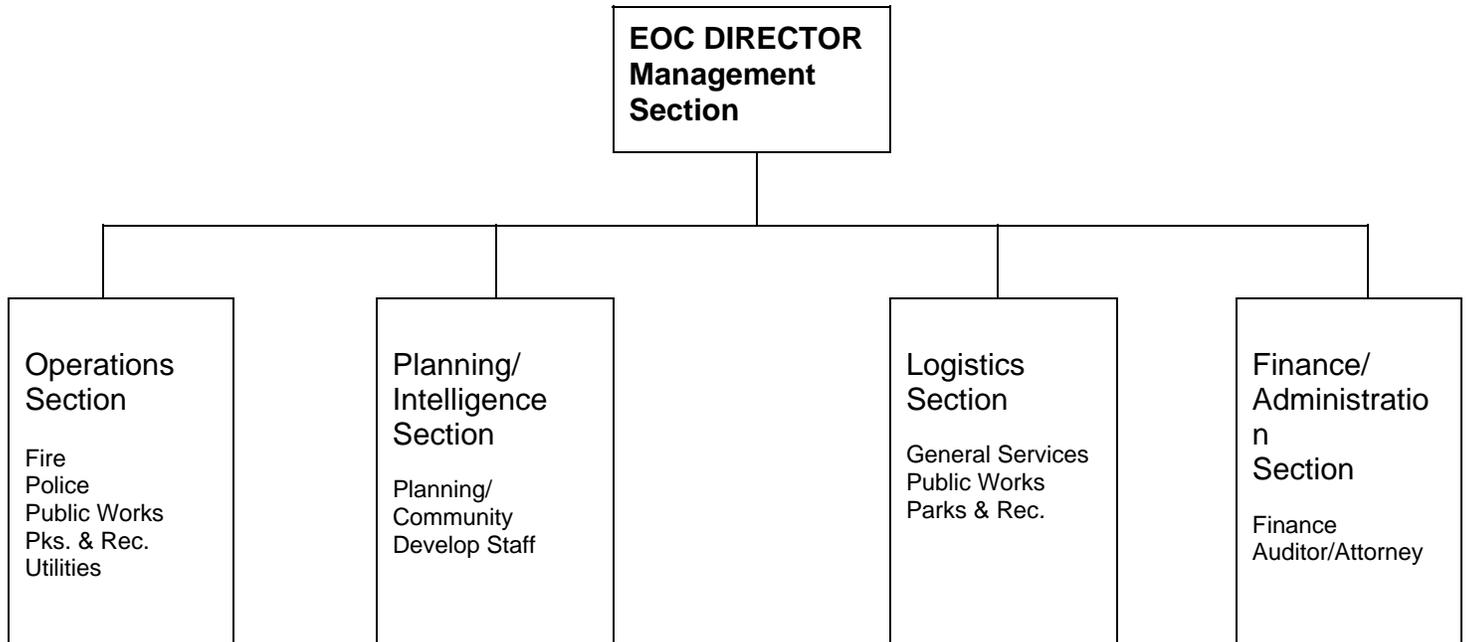
Functions	Responsibility
Receive and disseminate notifications of warnings	Director of Emergency Services / Emergency Services Mgr.
Coordinate emergency operations between: <ol style="list-style-type: none"> 1. Agencies, jurisdictions, city departments, different levels of government 2. Utility companies, school district, non-profit organizations and outside agencies 3. The media 	<ol style="list-style-type: none"> 1. All EOC Sections 2. EOC Liaison 3. PIO Team
Develop polices and determine if a local proclamation is needed	Director of Emergency Services / Policy Group
Disseminate public information, provide legal advice	EOC Management Section
Prioritize emergency response and the allocation of resources	Operations Section
Collect Intelligence and disseminate information to EOC, Department Operating Centers (DOC), and Operational Area EOC. (Operational Area will contact State and Federal agencies on behalf of the City.)	Planning / Intelligence Section
Coordinate the logistics support of resources and personnel and ensure the integrity of communications and information services. Ensure that there are policies regarding bidding in regards to contract work during an emergency. Work with Finance to track all contracts to assure reimbursement.	Logistics Section
Track costs of response personnel, equipment, and damage to city property. Coordinate the financial recovery of the city.	Finance Section

SEMS CITY ORGANIZATION CHART



**If all elements are activated, a deputy will be appointed to provide a manageable span of control.*

SEMS EOC RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary depending upon the SEMS Level.

Operations Section

The Operations Section in the EOC acts as the primary point of contact between the EOC, field Incident Commander and Department Operating Center (DOC). Coordinators assigned to the EOC operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section/s. They will provide information from the EOC to field command and DOCs.

Planning/Intelligence Section

The Planning/Intelligence Section is responsible for collecting, evaluating, disseminating and displaying information. This Section has an important function in overseeing the Planning Meeting and in preparing the EOC Action Plan, in coordination with other EOC sections. This Section will collect and process internal EOC documents, and prepare

advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section.

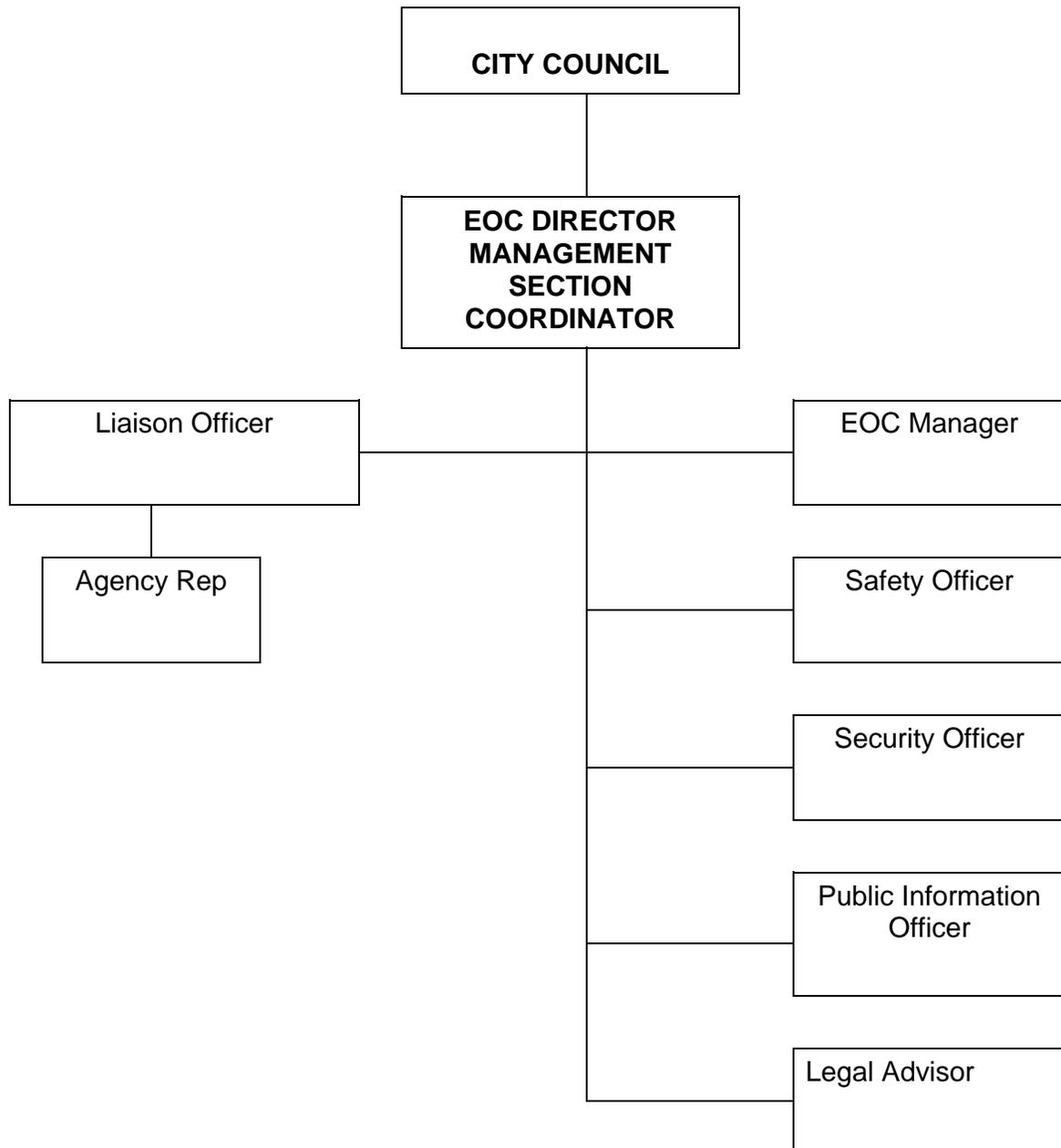
Logistics Section

The Logistics Section provides facilities, services, resources, and other support services both to agencies responding to the emergency, and to meet internal EOC operating requirements. Incident, DOC or agency requests for support directed to the EOC will be channeled through the EOC Operations Section.

Finance/Administration Section

The Finance/Administration positions will vary depending upon the need of the EOC Director for support. The positions listed below are the more common Finance/Administration positions. Note that in some EOCs these positions may be activated at a one-person level, or at a unit level depending upon the level of activation, the work to be accomplished and the numbers of personnel needed.

MANAGEMENT ORGANIZATION CHART



MANAGEMENT STAFF

The Management role is filled by the EOC Director and is the position that is established during any EOC activation to coordinate EOC operations. The City Administrator will fill this position while serving as the Director of Emergency Services during an incident. The Assistant City Administrator shall serve as first alternate. The EOC Director, the General Staff (Section Coordinators), the EOC Manager and others as designated make up the EOC Management Team. The team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident. The Management Section also includes certain staff functions required to support the Management function.

- Public Information Officer
- Liaison Officer
- Agency Representative
- Safety Officer
- Security Officer
- EOC Coordinator (Emergency Services Coordinator)
- City Council

Public Information Officer

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and that appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post. The PIO provides news releases; answer questions the media may have and arranges for tours or photo opportunities of the incident. The PIO coordinates **all** information releases and media contacts with the EOC Director.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The Liaison Officer also serves as the multi-agency or inter-agency representative to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Agency Representative

A representative from another agency assigned to the EOC and able to speak for his/her agency within established limits.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential liability during EOC operations and ensuring a safe working environment in the EOC.

Security Officer

The Security Officer is responsible for security of all EOC facilities and personnel access.

EOC Manager

The EOC Manager facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. This position is filled by the City Emergency Services Manager.

City Council

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

Legal Advisor

The Legal Advisor is the City Counsel and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

MANAGEMENT POSITION CHECKLISTS

EOC DIRECTOR

FUNCTION DESCRIPTION:

The EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director may have support personnel called the Management Staff. They are delegated responsibility to perform management support functions.

GENERAL DUTIES:

- Serve as the Director of Emergency Services for the City of Santa Barbara.
- Make executive decisions based on City policies.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.
- Assist Plans/Intelligence Section Coordinator in development of EOC Action Plan.

RESPONSIBILITIES:

- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring the appropriate modifications occur as required.
- Exercise overall management responsibility for the coordination between emergency response agencies within the jurisdictional area.
- In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
- Ensure that inter-agency coordination is accomplished effectively.

CHECKLIST ACTIONS

Activation Phases

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable
- Obtain briefing from whatever sources are available.
- Brief City Council on situation.
- Appoint and ensure that Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
 - Operations Section Coordinator
 - Planning/Intelligence Section Coordinator
 - Logistics Section Coordinator
 - Finance/Administration Section Coordinator
- Ensure that the Management Section is staffed as soon as possible at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
 - Security Officer
 - EOC Coordinator
- Request additional personnel to maintain a 24-hour operation as required. Brief incoming Section Coordinator prior to their assuming their duties.
- Prepare work initial objectives with Plans/Intelligence Section Coordinator, brief staff.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
- Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***
- Ensure that all Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.
- Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.
- Schedule the first planning meeting with Plans/Intelligence Section Coordinator.
- Confer with Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.
- Ensure that the field agency representatives have been assigned to other facilities as necessary.

- Based on the situation as known or forecast, determine likely future Management Section needs.
- Anticipate** situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit.

Operational Phase:

- Make a list of key issues to discuss with EOC Sections that need to be accomplished within the next operational period.
- Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Assess situation, work in progress, resources, and estimate incident duration.
- Set up EOC planning meeting schedule with all Section Coordinators.
- Develop overall strategy with the Section Coordinators.
- Ensure that Sections are carrying out their principle duties:
 - Implementing operational objectives per the EOC Action Plan.
 - Preparing action plans and status reports.
 - Providing adequate facility and operational support.
 - Providing administrative and fiscal record keeping and support.
 - Develop and issue appropriate rules, regulations, proclamations and orders.
- Initiate **Emergency Proclamations** as needed.
- Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.
- Conduct periodic briefing sessions with the City Council to update the overall situation.
- Set priorities for restoration of City services.
- Hold action-planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
 - Provide briefings on current and forecasted situation and major reportable incidents within the city.
 - Obtain any additional information from other sources on the current situation assessment.
 - Review availability and status of ordered, enroute or staged resources.
 - Establish assignments for available and incoming resources based on current and forecast situation and established priorities.

- Determine need for additional resources. Establish specific responsibilities for ordering.
 - Discuss and resolve any internal coordination issues.
 - Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC Management Team.
 - In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
 - Authorize PIO to release information to the media and to access EAS as needed through appropriate channels.
 - Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.
 - In conjunction with the Safety Officer, establish and maintain a safe working environment.
 - Ensure that proper security of the EOC is maintained at all times.
 - Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
 - Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
 - Monitor section level activities to assure that all appropriate actions are being taken.
 - Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Demobilization

- Authorize Demobilization of sections, branches or units when they are no longer required.
- Notify County Operational Area, adjacent facilities and other city DOCs as necessary of planned time for Demobilization.
- Ensure that any open actions not yet completed will be taken care of after Demobilization.
- Ensure that all required forms or reports have been completed prior to Demobilization.
- Provide input to the After-Action Report.
- Demobilize the EOC and close out logs when emergency situation no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

PUBLIC INFORMATION OFFICER

FUNCTION DESCRIPTION

The Public Information Officer (PIO) serves as the primary point of contact between the EOC, the media and the public. The PIO will prepare information releases, brief, media representatives, and provide for press conference. Normally, the PIO function will also oversee the Rumor Control activity.

A primary source of information for the PIO function will be from the Situation Analysis Unit in the Planning/Intelligence Section. While not all information in the unit may be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

RESPONSIBILITIES:

- Serve as the central coordination point for the agency or jurisdiction for all media releases.
- Develop the format for press conferences, in conjunction with the EOC Director.
- Maintaining a positive relationship with the media representatives.

CHECKLIST ACTIONS

Activation Phase

- Check-in upon arrival at the EOC.
- Report to EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Determine 24-hour staffing requirements.
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Anticipate** situations and problems before they occur.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Keep up-to-date on the situation and resources associated with the incident.
- Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Assign a City Council liaison to assist with information dissemination.
- Anticipate** support requirements and forward to your Section Coordinator.

- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Secure guidance from the EOC Director regarding the release of available information.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the EOC Director.
- Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media
- Establish a Media Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary workspace, materials, telephones and staffing. Announce safe access routes to Media Information Center for media.
- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Develop an information release program.
- Interact with other branches/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Obtain, process, and summarize information in a form usable in presentations.
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.

- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- Consider establishing and staffing a hot line to answer inquiries from the public.
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.
- Broadcast emergency information/updates on local Cable Channel either through the message board or live taping of City Council or EOC Director.
- Arrange for meetings between media and City officials or incident personnel.
- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer and City Council
- Assist in making arrangements with adjacent jurisdictions for media visits.
- Determine which radio and TV stations are operational.
- Determine requirements for support to the emergency public information function at other EOC levels.
- Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- When federal emergency response teams respond, coordinate activities through the Operational Area to ensure coordination of local, state and federal public information activities.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- Work with Operations Section to prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of evacuation centers and shelters.
- Issue timely and consistent advisories and instructions for life safety, health and assistance:
 - What **to do** and **why**.
 - What **not to do** and **why**.
 - Hazardous areas and structures to stay away from.
 - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
 - Location of mass care shelters, first aid stations, food and water distribution points, etc.
 - Location where volunteers can register and be given assignments.
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.

- Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
 - Weather hazards when appropriate.
 - Public information hotline numbers.
 - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
 - Local, state and federal assistance available; locations and times to apply.
 - Disaster Application Center (DAC) locations, opening dates and times.
 - How and where people can obtain information about relatives/friends in the incident area. (Coordinate with the Red Cross and Santa Barbara County Department of Social Services on the release of this information.)
- Issue other information pertaining to the incident (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
 - Through the Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
 - Ensure file copies are maintained of all information released.
 - Provide copies of all releases to the EOC Director.
 - Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Demobilize the Emergency Public Information position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

Rumor Control

The function of Rumor Control is to establish within the EOC an activity designed to respond rapidly and with correct and timely information to any and all rumors raised as a result of the emergency.

Rumor Control is generally established as a part of the PIO function, but may be established as a separate unit within the Management Staff as necessary. The Rumor Control Coordinator must work closely with the PIO function and with the Planning/Intelligence Section.

Responsibilities

- Provides staffing rumor control telephone bank.
- Establish a “Disaster Hotline” with an up-to-date recorded message.
- Ensure that all rumors are responded to in a timely manner and with factual information.

Operational Phase

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

LIAISON OFFICER

FUNCTION DESCRIPTIONS

The Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the EOC Director is informed as to what agencies are represented in the EOC.

During major emergencies and depending upon the SEMS level, it is not uncommon to find many agencies representatives reporting to the EOC. American Red Cross, Community Based Organizations, National Guard, other state/local agencies, federal agencies, etc., all may send representative. The Liaison Officer will be the primary contact, and relieve the EOC Director from overseeing their activities.

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other city DOCs, as necessary.
- Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and branches/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

RESPONSIBILITIES:

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

CHECKLIST ACTIONS

Activation Phase

- Check-in upon arrival at EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignments and what others in the organization do.
- Determine 24-hour staffing requirements.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Anticipate** situations and problems before they occur.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
- Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***

Operational Phase:

- Keep up-to-date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Anticipate** support requirements and forward to your Section Coordinator.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

- Arrange and coordinate VIP tours with PIO, EOC Director, and/or County Board of Supervisors.
- Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC.
 - They understand their assigned function.
 - They know their work location.
 - They understand EOC organization and floor plan (provide both).
- Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented.
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with state or federal emergency response officials and appropriate county personnel.
- Determine if there are any communication problems in contacting outside agencies. Provide information to the Logistics Section.
- Know the working location for any Agency Representative assigned directly to a branch/unit
- Compile list of Agency Representatives (agency, name, and EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.

Demobilization

- Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Demobilize the Liaison Officer position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

AGENCY REPRESENTATIVE

FUNCTION DESCRIPTION:

Agency Representatives are individuals assigned to the EOC by other agencies/jurisdictions. The Agency Representative serves three principal functions. 1) He/she will bring to the EOC information from the agency they represent, 2) they will normally have some level of authorization to speak or act for their agency, and 3) they will provide their agency with information obtained at the EOC.

RESPONSIBILITIES:

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

CHECKLIST ACTIONS

Activation Phase

- Check-in upon arrival at the EOC.
- Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.
- Obtain a briefing on the situation.
- Unpack any kit materials you may have brought with you and set up your assigned workstation.
- Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and branches/groups/units that have been activated.
- Review your position responsibilities.
- Clarify issues regarding your authority and assignment. Clarify what others in the organization do.
- Establish communications link(s) with home agency. If unable to communicate, notify the Information Systems Branch of the Logistics Section.
- If necessary, clarify your decision-making authority with your agency.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the Logistics Section Unit.
- Based on the situation or forecast determine likely future Branch/Unit needs.
- Anticipate** situations and problems before they occur.

- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and a history of the incident. Document:
Precise information is essential to meet requirements for reimbursement by State OES and FEMA.

Operational Phase:

- Keep up-to-date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedures with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information as required.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Anticipate** support requirements and forward to your Section Coordinator.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Liaison Officer at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Obtain current situation briefing from person you are relieving, or from the Liaison Officer.
- Contact the appropriate EOC sections or branches/units and advise them of your presence and assigned work location.
- If relocating to work directly with a functional branch/unit, advise Liaison Officer of your location.
- Facilitate requests for support or information that your agency can provide.
- Keep up-to-date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Situation Status Unit of the Planning/Intelligence Section.
- Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.
- Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

Demobilization

- Coordinate Demobilization with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.
- Provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

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SAFETY OFFICER

FUNCTION DESCRIPTION:

When activated, the Safety Officer position at the EOC is to ensure that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working the EOC positions are not over stressed or working for extended periods that may jeopardize their health.

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

RESPONSIBILITIES:

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

CHECKLIST ACTIONS

Activation Phase

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Anticipate** situations and problems before they occur.

- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
Precise information is essential to meet requirements for reimbursement by State OES and FEMA.

Operational Phase:

- Keep up-to-date on the situation and resources associated with your position. Maintain current status reports and displays.
 - Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
 - Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
 - Review situation reports as they are received. Verify information where questions exist.
 - Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
 - Anticipate** support requirements and forward to your Section Coordinator.
 - Monitor your position activities and adjust staffing and organization to meet current needs.
 - Use face-to-face communication in the EOC whenever possible and document decisions and policy.
 - Ensure that your personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
 - Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
 - Advise EOC Security Officer of your function. Secure information regarding emergency conditions.
 - Tour the entire facility area and determine the scope of on-going operations.
 - Evaluate conditions and advise the EOC Director of any conditions and actions that might result in liability—e.g. oversights, improper response actions, etc.
 - Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
 - Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
 - Be familiar with particularly hazardous conditions in the facility.
 - Ensure that the EOC location is free from environmental threats (i.e., air purity, water potability, etc.)
 - When the EOC is activated due to an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
 - Coordinate with Security to obtain assistance for any special safety requirements.
-

- Keep the EOC Director advised of safety conditions.
- Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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EOC MANAGER

FUNCTION DESCRIPTION:

The EOC Manager is typically the person who has the overall best knowledge of the functioning of the EOC. The EOC Manager often is the person who is most familiar with emergency services for the agency or jurisdiction. The EOC Manager, because of his/her working knowledge of the EOC facility, communications, support services and the jurisdictions emergency plan can be an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

GENERAL DUTIES:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Santa Barbara County Operational Area EOC Liaison Officer.
- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director.
- Coordinate all visits to the EOC.

RESPONSIBILITIES:

- Facilitate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal , coordinate with other agencies and SEMS levels and serve as a resource to the EOC Director.
- Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP tours of the EOC

CHECKLIST ACTIONS

Activation Phase

- Open and maintain an ICS-214 activity log.
- Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.
- Assist the EOC Director in filling needed workstation assignments.
- Provide assistance and information to Section Coordinators as required.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the Logistics Section Unit.

- Based on the situation as known or forecast determine likely future Branch/Unit needs.
- Anticipate** situations and problems before they occur.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
Precise information is essential to meet requirements for reimbursement by State OES and FEMA.

Operational Phase:

- Keep up-to-date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Anticipate** support requirements and forward to your Section Coordinator.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel time records are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Assist the General Staff and the EOC Director in developing an overall strategy, including:
 - Assess the situation.
 - Define the problem.
 - Establish priorities.
 - Determine the need for evacuation.
 - Estimate the incident duration.
- Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.

- Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition.
- Ensure that all documentation is being properly maintained by EOC personnel.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Santa Barbara County Operational Area.
- As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC through the Operational Area.
- Ensure that all necessary communications have been established.
- Coordinate and monitor all EOC visitations.
- Coordinate all EOC functions with neighboring jurisdictions, the Santa Barbara County Operational Area and other support and response organizations.
- Assist in shift change issues.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the EOC Coordinator position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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OPERATIONS

GENERAL

PURPOSE

The Operations Section in the Local Government EOC acts as the primary point of contact between the EOC and the jurisdiction's Department Operations Center (DOC), and may be linked directly to field Incident Commands. Department Coordinators assigned to the EOC Operations Section receive incoming situation reports, department status, resource requests and field intelligence. Incoming information will be routed to the appropriate EOC section. They will provide information from the EOC to DOCs and field incident command as appropriate.

The Operations Section will enhance the capability of the City of Santa Barbara to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the City's emergency response team.

OVERVIEW

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the incident. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law Enforcement
- Public Works
- Building and Safety

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the incident. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following concepts during an incident as the situation dictates:

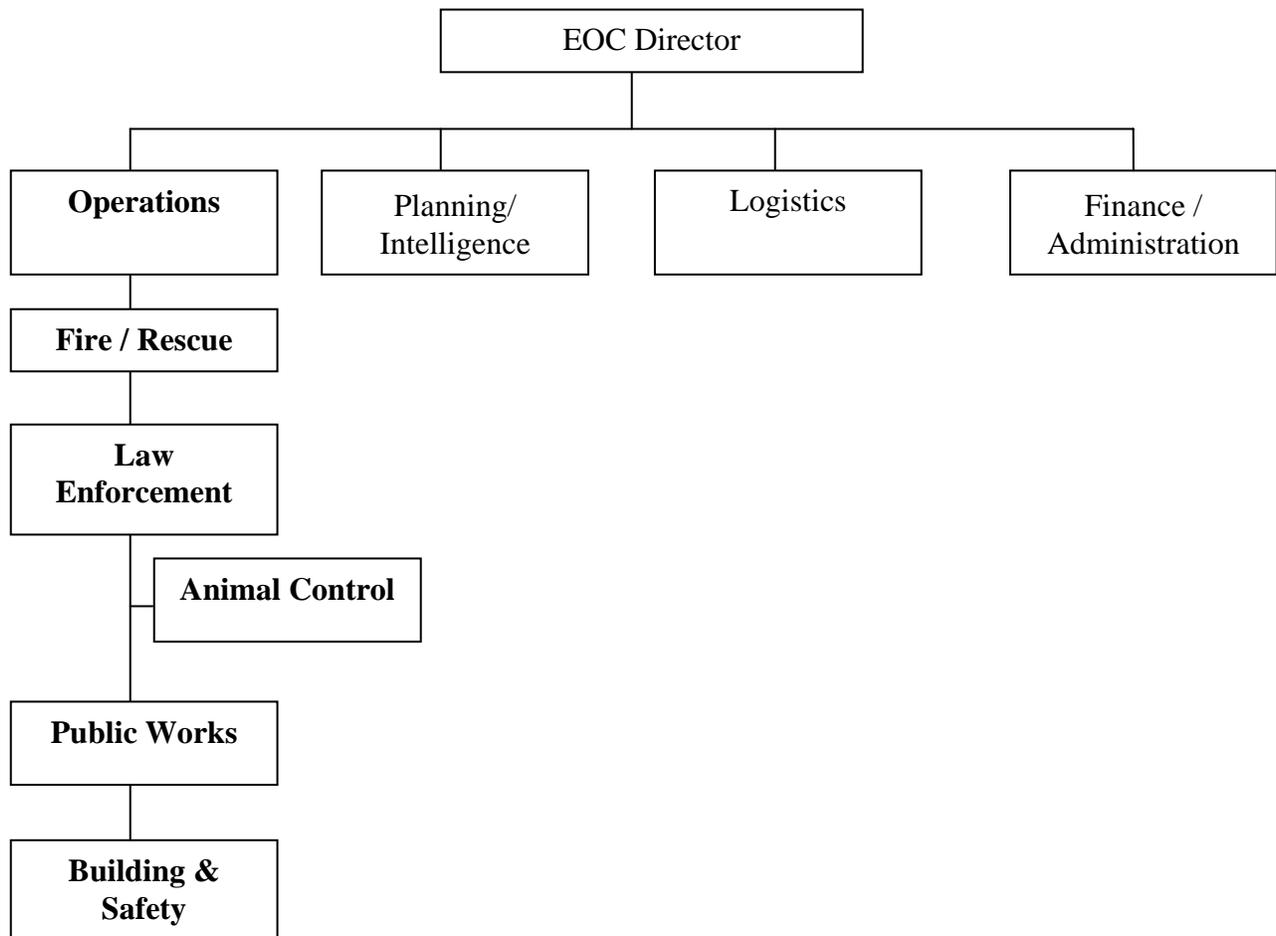
- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City departmental operating procedures will be adhered to unless modified by the City Council.

Operational periods will be 12 hours for the duration of the incident. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods should be event driven.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section.

OPERATIONS SECTION ORGANIZATION CHART



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OPERATIONS STAFF

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches/units may be established as the need arises:

- Fire Branch
- Law Branch
- Public Works Branch
- Building and Safety Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Operations Section Coordinator

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Operations Section Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to a fire, field medical, search and rescue or hazardous materials elements of the incident.

Law Branch

The Law Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation of all city-owned and private structures damaged in an incident.

OPERATIONS POSITION CHECKLISTS

OPERATIONS COORDINATOR

FUNCTION DESCRIPTION:

The Operations Section Coordinator, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed.

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Incident Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization and revise as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

RESPONSIBILITIES:

- Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning/Intelligence Section is provided with Status Reports and Major incident Reports.
- Conduct periodic Operations briefing for the EOC Director as required or requested.
- Supervise the Operations Section.

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff is at the EOC.
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Fire Branch
 - Law Branch
 - Public Works Branch
 - Building and Safety Branch
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements, as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

- Review responsibilities of branches/units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Coordinators.
- From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Anticipate** situations and problems before they occur.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.

Operational Phase:

- Carry out responsibilities of the Operations Section that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/unit coordinators.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Establish field communications with affected areas.
- Evaluate the field conditions associated with the incident and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- Determine the need to evacuate and issue evacuation orders.
- Determine the need for In-Place Sheltering and issue notification orders
- In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- Display on maps the primary and alternate evacuation routes.
- Identify, establish and maintain staging areas for Operations-related equipment and personnel.
- Direct Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an Incident Report.
- Provide copies of the daily Incident Report to the Documentation Unit of the Planning/Intelligence Section at end of each operational period
- Coordinate the activities of all departments and agencies involved in the operations.
- Determine resources committed and resource needs.
- Receive, evaluate and disseminate information relative to the Operations of the incident.
- Provide all relevant emergency information to the Public Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Incident Action Plan.
- Work closely with each Branch/Unit Coordinator to ensure Operations Section objectives as defined in the current EOC Incident Action Plan are being addressed.
- Ensure that intelligence information from Branch/Unit Coordinators is made available to the Planning/Intelligence Section.
- Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS)

- Coordinate with the Facilities and Procurement Units of the Logistics Section on animal care issues.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure. Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

Demobilization

- Authorize Demobilization of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.

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FIRE AND RESCUE BRANCH

FUNCTION DESCRIPTION:

The Fire and Rescue Branch in the EOC Operations Section is responsible linking the EOC to Fire Department Operating Center (DOC), dispatch centers, the fire and rescue mutual aid system and as appropriate to field incident command on incidents under the management of the fire services. The Branch Coordinator reports to the Operations Section Coordinator. The branch will obtain situation reports, request for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations. The Branch will supply fire DOCs and ICs as appropriate, with information and directives developed in the EOC.

GENERAL DUTIES:

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

RESPONSIBILITIES:

- Coordinate fire, emergency medical, hazardous materials, and urban search and rescue.
- Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual resources, as necessary.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational, state and federal response, and maintains status of unassigned fire and rescue resources.
- Coordinate with the Law Enforcement Branch Coordinator on jurisdictions Search and Rescue activities.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the EOC Director.

- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Fire Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Fire personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs. Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Ensure that field units are conducting a safety/damage assessment.
- Obtain regular briefings from field command post(s) or DOC.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Assess the impact of the disaster on the Fire Department operational capacity.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Estimate need for fire mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
 - Order all fire resources through the Fire Mutual Aid Coordinator.
 - Order all other resources through the Logistics Section.
- Report to the Operations Section Coordinator when:
 - EOC Incident Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Alert all emergency responders to the dangers associated with hazardous materials and fire.
- Assist in dissemination of warning to the public.
- Provide fire protection and safety assessment of shelters.
- Provide support for decontamination operations.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Resolve logistical problems reported by the field units.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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LAW ENFORCEMENT BRANCH

FUNCTION DESCRIPTION:

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to law enforcement agencies Department Operations Center (DOC), dispatch centers, the law enforcement mutual aid system, and as appropriate, with incident command on incidents under the management of law enforcement agencies. The Law Enforcement Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations. The Branch will supply law enforcement agency DOCs and ICs as appropriate, with information and directives developed in the EOC.

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.

RESPONSIBILITIES:

- Coordinate movement and evacuation operations during an emergency.
- Alert and notify the public of the impending or existing emergency.
- Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.
- Coordinate site security at incidents.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Obtain regular briefings from field command post(s) or DOC.
- Ensure that field units are conducting a safety/damage assessment.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Mobilization

- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.

- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the appropriate DOC or EOC Operations Branch.

Alerting/Warning of Public

- Designate area to be warned and/or evacuated.
 - Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
 - Coordinate all emergency warning and messages with the EOC Director and the PIO.
 - Consider following dissemination methods:
 - Notifying law enforcement to use loudspeakers and sirens to announce warning messages.
 - Determining if helicopters are available and/or appropriate for announcing warnings.
 - Using cable TV Government Access TV (GATV), local radio stations or local low power radio stations to deliver warning or emergency messages upon approval of the EOC Director.
 - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings
 - Using volunteers, reserves and other City personnel as necessary to help with warnings. Request through the Logistics Section.
 - Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
 - Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs population of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
-

- Translating all warnings, written and spoken, into appropriate languages.
- Contacting media outlets (radio/television) that serve the languages you need.
- Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
- Using pre-identified lists of disabled and hearing-impaired persons for individual contact.
- Check vacated areas to ensure that all people have received warnings.

Evacuation

- Implement the evacuation portion of the EOC Action Plan.
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.
- Consider use of City vehicles if threat is imminent. Coordinate use of City vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.
- Coordinate with fire for urban search and rescue; follow protocol in Standard Operating Procedures.

Terrorism / Security

- Enforce curfew and other emergency orders, as identified in the EOC Incident Action Plan
- Request mutual aid assistance through Law Enforcement Mutual Aid.
- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources.
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.

- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

Other

- Coordinate with appropriate animal care agencies and the Facilities and Procurement Units of the Logistic Section.
- If requested, assist the County Coroner with removal and disposition of the dead.
- The Operational Area will activate the EOC Coroner Unit if the Coroner is needed.

Additional Actions in Response to Hazardous Materials Incidents

- Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as condition change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/ Intelligence Section for updates. Assist with the needs at the Unified Command Post as requested.

Additional Actions In Response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

Additional Actions In Response to Flooding and/or Dam Failure

- Notify all units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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ANIMAL CONTROL UNIT

GENERAL DUTIES:

- Protect the health and safety of citizens with the City of Santa Barbara
- Provide rapid care for and control of animals during disasters
- Minimize animal suffering, loss of life and subsequent disability by ensuring timely and coordinated assistance
- Provide care and control of animals brought to shelters
- Provide for participation in mutual aid between and among neighboring counties.

RESPONSIBILITIES:

An animal control response to an incident may include animal rescue, evacuation and medical treatment of animals. If a decision is made to evacuate, the public will be warned by designated mobile units, local radio and TV and other predetermined means. Law enforcement and traffic control personnel will be dispatched to designated traffic and access control points. Transportation providers will be contacted to dispatch vehicles to designated evacuation assembly points. It will be necessary to determine the area to be evacuated and the number and type of animals involved, based on information obtained from annual surveys and licensing information, as well as information available on scene at the time of the incident.

The Animal Services section of the EOC is normally activated when the Law Branch is opened in the EOC as needed.

Upon a request for assistance, the closest appropriate Animal Control unit should be dispatched to the scene as an agency representative and report to the Liaison Officer, if that position has been filled, to provide direct communications between the scene and Animal Control. If there is no Liaison Officer, agency representatives report to the Incident Commander.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.

- Identify yourself as the Animal Control Unit Coordinator.
- Clarify issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Check in with Incident Commander, Liaison Officer, or Branch / Unit Coordinator.
- Provide initial size up of event need for animal control.
- Identify animal care facilities or geographical areas that may be threatened and estimate the number of animals needing assistance in the threatened area.
- Contact Operations Section Coordinator and determine staging area location for evacuation vehicles for transporting animals, horse trailers, etc.
- Put Animal Control personnel on standby status.
- Alert volunteer and / or other supporting organizations, as appropriate.

- Prioritize large animal evacuations as necessary and coordinate activities with volunteer organization representatives at field command post.
- Establish location, condition and capacity of animal shelters and if required take action to expand shelter capacity.
- Establish procedures for each animal shelter to periodically report on its status.
- Establish procedures for each shelter to assist in returning animals to their owners at the conclusion of the incident and report.
- Establish procedures to impound loose animals.
- Coordinate with Red Cross when they have been requested to open mass care shelters to provide handling and care of animals that have been brought to the shelters. Periodically check with Red Cross liaison to determine animal control needs at shelters.
- Determine number and location of animals that require treatment or hospitalization.
- Upon request, assist the California Department of Fish and Game.
- Continue to update information to the Plans / Intelligence and the Public Information Officer.
- Anticipate** your support needs and forward to you Section Coordinator.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Using Activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Animal Control Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

Evacuation – Supporting Organizations

Santa Barbara Humane Society

The Santa Barbara Humane Society is a non-profit, animal welfare organization located at 5399 Overpass Road, Santa Barbara. Humane Society employees and volunteers provide a variety of animal welfare services, including boarding, medical care, adoption and education. The Humane Society also assists County Animal Services during emergencies in the transport of large and small animals, including horse trailers, evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal Services, designated representatives from County Fire/OES or the Sheriff's Department.

Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Humane Society representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Humane Society representative will report to the Incident Commander.

Contact with the Humane Society by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to the Humane Society.

Equine Evacuation and Assistance Team (Equine Evac)

Equine Evac is a non-profit organization composed of members of local horse groups, trainers, farriers, veterinarians and other equine owners who are interested in education and livestock rescue during disasters. Equine Evac is an available resource for horse evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal Services, designated representatives from County Fire/OES or the Sheriff's Department. Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Equine Evac representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Equine Evac representative will report to the Incident Commander.

Contact with Equine Evac by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to Equine Evac.

Wildlife Care Network (WCN)

The Wildlife Care Network (WCN) is a private volunteer organization that provides rescue and treatment of distressed or oiled birds and animals. The WCN team is fully equipped to respond to the scene of a distressed bird or animal and all responding WCN members have been trained in the care and handling of distressed wildlife. WCN has a relationship with local veterinarians, City Animal Control, County Animal Services

and the State Department of Fish and Game. WCN has a number of wildlife treatment and rehabilitation sites throughout the south coast.

WCN may be reached through the State Department of Fish and Game, Animal Control or directly by their local phone number (805) 966-0023.

On scene, the WCN agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the WCN agency representative will report to the Incident Commander.

Santa Barbara Marine Mammal Center

The Santa Barbara Marine Mammal Center (SBMMC) is a private volunteer organization that provides rescue and treatment of distressed marine mammals. The SBMMC team is fully equipped to respond to the scene of a distressed marine mammal and all responding SBMMC members have been trained in the care and handling of distressed marine mammals. SBMMC has a relationship with local veterinarians, the Santa Barbara City Harbor Patrol, County Animal Control Officers and the State Department of Fish and Game. SBMMC has a treatment and rehabilitation site within Santa Barbara County and SBMMC responders can retrieve marine mammals either on or offshore.

SBMMC may be reached through the State Department of Fish and Game, Santa Barbara City Harbor Patrol, Animal Control or directly by their local phone number (805) 962-0885.

On scene, the SBMMC agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the SBMMC agency representative will report to the Incident Commander.

Supporting Organizations and Responsibilities

- Department of Fish and Game - Game wardens and veterinarians provide assistance with wildlife, including cleanup activities associated with oil spills.
- Public Utilities Commission - Provides listings of commercial and private transportation vehicles that could be used for evacuation.
- Department of Transportation and Department of Interior - Supports and assists federal, state, local and voluntary relief agencies in disaster relief transportation requirements
- Private Animal Care Shelters - Provide care and assist where possible in recovery and rescue of animals.

- Veterinary Medical Association - Coordinates provision of emergency shelters for animals, as available and coordinates private veterinary medical service.
- Santa Barbara Zoological Society - Provides expertise and resources to handle and care for exotic animals.
- Santa Maria Fairplex - Temporary shelter for animals on a space available basis.
- Earl Warren Showgrounds - On a space available basis, provides shelter for large animals.
- California Department of Fish and Game - Provides assistance with wildlife, including cleanup activities associated with oil spills.

PUBLIC WORKS BRANCH

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

RESPONSIBILITIES:

Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Public Works Branch Coordinator by putting on the vest with
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Public Works Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Public Works personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that field units are conducting a safety/damage assessment.
- Obtain regular briefings from field command post(s) or DOC.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Receive and process all requests for Public Works resources.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- Allocate available resources based on requests and EOC priorities.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordination with the Transportation Unit and your Section Coordinator to determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.
- Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.
- Support clean up and recovery operations during disaster events.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Develop a debris removal plan to facilitate county clean-up operations, which addresses:
 - Identification of agencies for the debris removal process.
 - Identification of and cooperation with landfills.
 - Cooperation with various waste management regulatory agencies to address debris removal problems.
 - Identification and establishment of debris collection sites.
 - Evaluation of potential recycling of debris.
 - Prioritization and completion of the debris removal process.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Public Works Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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BUILDING AND SAFETY BRANCH

GENERAL DUTIES:

- Begin the immediate inspection for re-occupancy of key city facilities for emergency response and recovery.
- Provide the engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

RESPONSIBILITIES:

Evaluation of all city-owned and private structures that may have been damaged in an incident. The Building Official in Santa Barbara City is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected.
- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Initiate requests for Engineers, to inspect structures and/or facilities.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Building and Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Building and Safety personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that field units are conducting a safety/damage assessment.
- Obtain regular briefings from field command post(s) or DOC.

- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Coordinate with Santa Barbara City Building and Safety regarding local jurisdictional needs.
- Activate your safety/damage assessment procedures. This should include inspection of the following critical facilities (priority) and other facilities:
 - EOC/DOCs
 - Police stations
 - Fire stations
 - Hospitals
 - Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
 - Public schools
 - Public Works facilities
 - Potential HazMat facilities, including gas stations
 - Designated shelters
 - Unreinforced masonry buildings
 - Concrete tilt-up buildings
 - Multi-story structures commercial, industrial and residential
 - *Mobile homes/modular structures

- Single-family dwellings

****Note: Certain facilities may fall under the jurisdiction of State or Federal inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the incident.***

- Use a three-phase approach to inspection based upon existing disaster intelligence:
 1. General Area Survey of structures
 2. ATC-20 Rapid Inspection
 3. ATC-20 Detailed Inspection

BE PREPARED TO REINSPECT FOLLOWING AFTERSHOCKS

- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- Alert and stage safety assessment teams as needed.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
- Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- Brief all personnel on Department Emergency Operating Procedures and assignments.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate city officials for:
 - emergency Building and Safety ordinances.
 - expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies,

including American Red Cross; FEMA; State OES; local Building and Safety; insurance carriers and other local, state and federal agencies.

- If needed, request police escort of safety assessment and inspection personnel.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Building and Safety Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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PART TWO

PLANNING/INTELLIGENCE SECTION

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PLANNING/INTELLIGENCE SECTION

GENERAL

PURPOSE

To enhance the capability of City of Santa Barbara to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the City's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and resource status. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During an incident, other department heads will advise the Planning/Intelligence Section Coordinator on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections and the State. The Planning/Intelligence Section are also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during an incident:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the County Operational Area Emergency Operations Center via RIMS Reports.
- Conduct mapping and recording operations.

- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments and County Operational Area via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via OASIS.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster recovery plan.
- Maintain accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director. All on-duty personnel are expected to remain on duty until properly relieved.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 0600 Hrs. (6:00 a.m.) and 1800 Hrs. (6:00 p.m.) Operational periods should be event driven.

IDENTIFICATION OF RISKS

As part of the City's general plan, the public safety element identifies safety risks throughout the City related to:

- Public Health and Safety
- Goals for Public Safety
- Fire Protection
- Geologic Hazards
- Crime Prevention
- Utilities
- Transportation
- Disaster Management

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning/Intelligence Section.

ACTION PLANNING

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

1. A process to identify objectives, priorities and assignments related to emergency response or recovery actions; and
2. Plans that document the priorities, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and EOC Incident Action Plans. EOC Incident Action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for action plans at the Incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

Incident Action Plans (Field Level)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident.
- Complex incidents.
- Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what does one want to achieve?).
- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)

- Tactics appropriate to the selected strategy. (Given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A Communications plan.
- Safety plan.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

Action Planning at SEMS EOC Levels

Action Planning at all EOC levels, like that of the field level, is based around the use of an operational period. First establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions determine the length of the operational period for the EOC. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Incident Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Director in concert with the General Staff produces the plan. Once the EOC is fully activated, EOC Incident Action Plans should be written.

EOC Incident Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Incident Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable).
- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy.
- Operational period designation, the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments. (Also, later EOC Incident Action Plans may list organizational elements that will be activated during or at the end of the period.)

- Logistical or other technical support required.

Focus of the EOC Incident Action Plan

The primary focus of the EOC Incident Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Incident Action Plan becomes an essential input to developing departmental action plans.

Corrective / After-Action Reports

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

Corrective/After-Action Questionnaire

A Corrective/After-Action Report Questionnaire should be completed for all functional or full-scale exercises, and actual occurrences. When completing an After Action Report in the Response Information Management System (RIMS) a questionnaire is included in the report. Listed below are the questions asked in Part III of the RIMS After Action Report. All questions 1-19 are “Yes,” “No” or “NA”, any “No” answers to questions 1-19 should be addressed. Questions 20-24 should address areas as “needing improvement and corrective action”.

1. Were procedures established and in place for response to the disasters.
2. Were procedures used to organize initial and ongoing responses?
3. Was ICS used to manage the field response?
4. Was Unified Command considered or used?
5. Was your EOC and/or DOC activated?
6. Was the EOC and/or DOC organized according to SEMS?
7. Were sub-functions in the EOC / DOC assigned around the five SEMS functions?
8. Were response personnel in the EOC / DOC trained?
9. Were action plans used in the EOC / DOC?
10. Were action planning processes used at the field response level?
11. Was there coordination with volunteer agencies such as the Red Cross?
12. Was an Operational Area EOC activated?
13. Was Mutual Aid requested?
14. Was Mutual Aid received?
15. Was Mutual Aid coordinated from the EOC / DOC?
16. Was an inter-agency group established at the EOC / DOC level?
17. Was communication established and maintained between agencies?

18. Was public alerting/warning conducted according to procedure?
19. Was public safety and disaster information coordinated with the media?
20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources.
21. As you responded, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?
22. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation.
23. As a result of your response, please identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines?
24. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities and claims filed?

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

Note, the Office of Homeland Security (OHS) Monitoring and Audit Unit (MAU) is actively conducting monitoring visits, both desk review and on-site, among subgrantee jurisdictions to determine programmatic and fiscal compliance with homeland security awards. The result of this visit may include potential "findings" that need to be addressed and resolved in a Corrective Action Plan (CAP).

Subgrantees are required to resolve any "findings" during a monitoring or audit visit by completing a Corrective Action Plan (CAP) as specified in the Monitoring Report. The OHS may withhold funds of any subgrantee who fails to submit a CAP as necessitated by the report.

Use of Corrective/After-Action Reports

Corrective/After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describes and defines a plan of action for implementation of improvements.

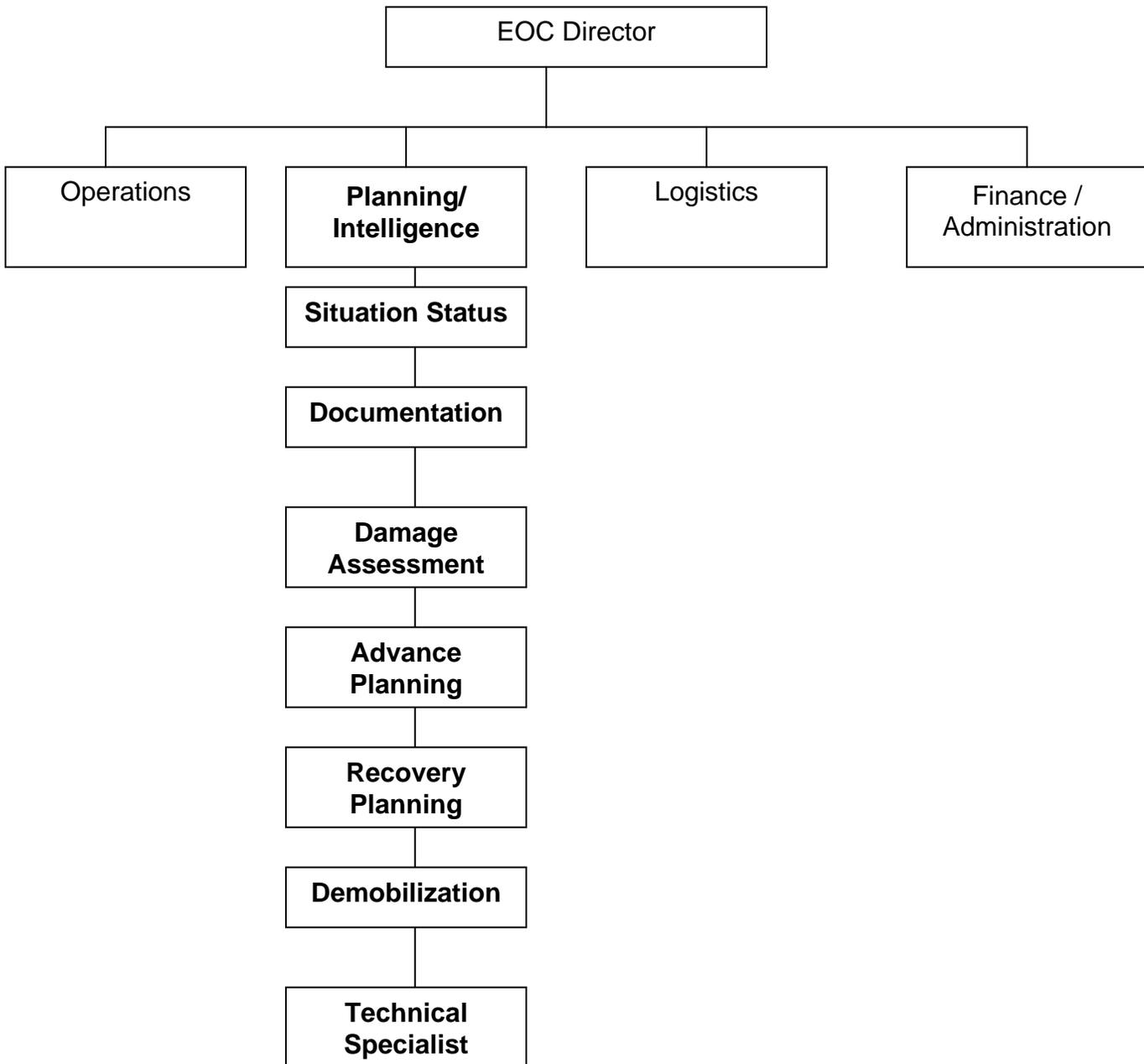
The SEMS approach to the use of Corrective/After-Action Reports emphasizes the improvement of emergency management at all levels. The Corrective/After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired; provide a work plan for how these improvements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

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

COORDINATION

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

PLANNING/INTELLIGENCE SECTION SEMS ORGANIZATION CHART



PLANNING/INTELLIGENCE STAFF

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Documentation Unit

The Documentation Unit is responsible for initiating and preparing the City's EOC Incident Action Plans and Corrective/After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Damage Assessment Unit

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

Advance Planning Unit

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Recovery Planning Unit

The Recovery Unit is responsible for ensuring that the City receives all emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

Demobilization Unit

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

PLANNING/INTELLIGENCE POSITION CHECKLISTS

PLANNING/INTELLIGENCE COORDINATOR

FUNCTION DESCRIPTION:

The Planning/Intelligence Section is primary function for any local government EOC. The Section will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. The Section will collect and process internal EOC documentation, and prepare advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section. The Section Coordinator reports directly to the EOC Director.

GENERAL DUTIES:

Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:

- Preparing periodic situation reports.
- Initiating and documenting the City's Incident Action Plan and Corrective/After-Action Report.
- Advance planning.
- Planning for Demobilization.
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

RESPONSIBILITIES:

- Ensure that following responsibilities of the Planning/Intelligence Section are addressed as required:
 - Collecting, analyzing, and displaying situation information.

- Prepare periodic Situation Reports, with the other section coordinators
- Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
- Conducting Advance Planning activities and report,
- Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
- Establish the appropriate level of organization for the Planning/Intelligence Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
- In coordination with the other section coordinators, ensure that Status Reports are completed and utilized as a basis for situation reports, and the EOC Action Plan.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff are at the EOC.
- Confirm that all-key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate coordinators for each element or combination of elements:
 - Situation Status Unit
 - Documentation Unit
 - Damage Assessment Unit
 - Advance Planning Unit
 - Recovery Planning Unit
 - Demobilization Unit
 - Technical Specialist
- Request additional personnel for the Section to maintain a 24-hour operation as required.

- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
- Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.
- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Coordinators.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- Direct the Situation Status Unit Coordinator to initiate collection and display of significant disaster events.
- Direct the Documentation Unit Coordinator to initiate collection and display of disaster information.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

Operational Phase

- Carry out responsibilities of the Planning/Intelligence Section branches/units that are not currently staffed.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present

priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/unit coordinators.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Assess the impact of the incident on the City, including the initial safety/damage assessment by field units.
- Develop situation analysis information from the following sources:
 - Fire Department
 - Law Enforcement
 - Public Works Department
 - Parks and Recreation Department
 - School Districts
 - Red Cross, Santa Barbara County Chapter
 - Media (Radio and Television)
- Ensure that pertinent incident information is disseminated through appropriate channels to response personnel.
- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery.

Demobilization

- Authorize demobilization of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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SITUATION STATUS UNIT

GENERAL DUTIES:

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other Section Coordinators to initiate the action planning process.
- Transmit approved reports to the County Operational Area via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via OASIS.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all-incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

RESPONSIBILITIES:

- Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that an EOC Action Plan is developed for each period.
- Ensure that all maps, status boards and other displays contain current and accurate information.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.

- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the incident.
 - Special hazards.

- Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Structural property damage (estimated dollar value).
 - Personal property damage (estimated dollar value).
 - Committed resources to the incident.
 - Available resources.
 - Assistance provided by outside agencies (Mutual Aid Resources) and resources committed.
 - Shelter type, location and number of people that can be accommodated, once shelters are activated/established.
- Prepare and maintain EOC displays.
 - Post the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
 - Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
 - Management Team
 - Operations Section
 - Logistics Section
 - Finance/Administration Section
 - Provide for a status report authentication process in case of conflicts.
 - Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
 - Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
 - Provide information to the PIO for use in developing media and other briefings.
 - Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
 - Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.
 - Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
 - In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
 - Provide resource and situation status information in response to specific requests.
 - Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
 - Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
 - Assist at planning meetings as required. Provide technical assistance.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Situation Status Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

DOCUMENTATION UNIT

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve incident files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Incident Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

RESPONSIBILITIES:

- Compile and distribute the City's EOC Incident Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.
- Provide document reproduction services to EOC staff.
- Distribute the EOC situation reports, EOC Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency.
- Assist the EOC Manager in preparation and distribution of the Corrective/After Action Report.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Assist in the preparation of any written action plans or procedures.

- Ensure that the EOC Incident Action Plans and Corrective/After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units.
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- Establish a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- Establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- Establish copying service and respond to authorize copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the Corrective/After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Demobilization the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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SAFETY / DAMAGE ASSESSMENT UNIT

GENERAL DUTIES:

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building and Safety Branch of the Operations Section for exchange of information.
- Utilize the City of Santa Barbara disaster information reporting procedures.

RESPONSIBILITIES:

Maintain detailed records of safety/damage assessment information and support the documentation process.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**see sample, Part Three—Forms**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate** potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section (per ATC 20 Guidelines).
- Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- Collect, record and total the type, location and estimated value of damage (in accordance with RIMS format).
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Advisor on those structures that may need to be demolished in the interest of public safety.
- Coordinate with the American Red Cross, utility companies and other sources for additional safety/damage assessment information.
- Coordinate with all Operations Branches (Police, Fire, Public Works, and Building and Safety) for possible information on damage to structures.
- Provide final safety/damage assessment reports to the Documentation Unit.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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ADVANCE PLANNING UNIT

GENERAL DUTIES:

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery.

RESPONSIBILITIES:

- Review all available status reports, Action Plans, and other significant documents. Determining potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objective.
- Provide periodic briefings for the EOC Director and General Staff addressing Advance planning issues.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unity journal/log is opened
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decisions, justifications, and documentation

- Requests filled
- EOC personnel, time on-duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face and written communication in the EOC whenever possible and document decisions and policies.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all records of your Branch/Unit personnel and equipment time and expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Obtain current briefing on the operational situation from the Situation Status Unit. Determine best estimate of duration of the situation from available information.
- Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.
- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
 - Best estimate likely situation in 36 to 72 hours given current direction and policy.
 - Determine top priorities for actions and resources.

- Identify any recommended changes to the EOC policy, organization or procedures to better address the possible situation.
- Identify any issues and constraints that should be addressed now in light of the probably situation in 36 to 72 hours.
- Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.
- Develop specific recommendations on areas and issues, which will require continuing and/or expanded City involvement.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Advance Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

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RECOVERY PLANNING UNIT

GENERAL DUTIES:

- Ensure that the City of Santa Barbara is prepared to participate jointly with the County Operational Area, FEMA, State OES, and non-profit organizations to expedite disaster assistance. Refer to current state and federal disaster assistance programs and information.
- Ensure that required and/or approved mitigation measures are carried out.
- Recovery planning should incorporate disaster mitigation considerations.

RESPONSIBILITIES:

Ensure the City receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible

CHECKLIST ACTIONS

Unit Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish procedures with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- Maintain contact with the County Operational Area for obtaining maximum eligible funds for disaster costs.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of “posted” buildings so owners/occupants may retrieve business/personal property.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of “posted” buildings. Posting includes, as a minimum, the categories of “Inspected”, “Restricted Access” and “Unsafe”
- In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate threat to the population or adjacent structures. Ensure that homeowners’ and business owners’ rights are considered to the fullest extent and those arrangements are made for appropriate hearings, if at all possible.
- Ensure that buildings considered for demolitions that are designated as a “Historical Building” classification follow the appropriate review process.
- With Section Coordinators, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.

- Deactivate the Recovery Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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DEMOBILIZATION UNIT

GENERAL DUTIES:

- Provide assistance to the Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC Demobilization.
- Develop Demobilization strategy and plan with Section Coordinators.
- Prepare written Demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

RESPONSIBILITIES:

Prepare a Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

- Keep the Planning/Intelligence Section Coordinator advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Coordinate with the field level Demobilization Unit Coordinator and Resource Status Coordinator.
- Review the organization and current staffing to determine the likely size and extent of Demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal Demobilization.
 - Personnel rest and safety needs.
 - Coordination procedures with cooperating/assisting agencies.
- Evaluate logistics and transportation capabilities to support the Demobilization effort.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Transition to local authority.
 - Completion and submittal of all required documentation.
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that all sections and branches/groups/units understand their specific Demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief Planning/Intelligence Section Coordinator on Demobilization progress.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.

- Deactivate the Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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TECHNICAL SPECIALIST UNIT

GENERAL DUTIES:

Provide technical expertise to the Planning/Intelligence Section and others as required.

RESPONSIBILITIES:

- Provide technical observations and recommendations to EOC staff in specialized areas as required.
- Advise on legal limitations use of particular resources.
- Work with inter-agency coordination groups as necessary providing expertise.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for field operations support as requested. Assign specific responsibilities.
- Keep the Planning/Intelligence Section Coordinator advised of your position status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Ensure that all your personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Act as a resource to EOC staff in matters relative to your technical specialty.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Technical Specialist position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

PART TWO LOGISTICS SECTION

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LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capability of City of Santa Barbara to respond to emergencies by establishing logistics protocols in managing personnel and equipment of non-fire and non-law enforcement mutual aid materials. It is the policy of this section that the priorities of responses are to:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

The EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director may delegate authority to perform logistical functions. Logistics Section positions will vary depending upon the need of the EOC Director support. The positions listed are the more common Logistics Section positions. Note, some of these positions may be activated at a one-person level, or at a unit, group or branch level depending upon the level of activation, the work to be accomplished, and the number of personnel needed.

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Councils.

OBJECTIVES

The Logistics Section ensures that all sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

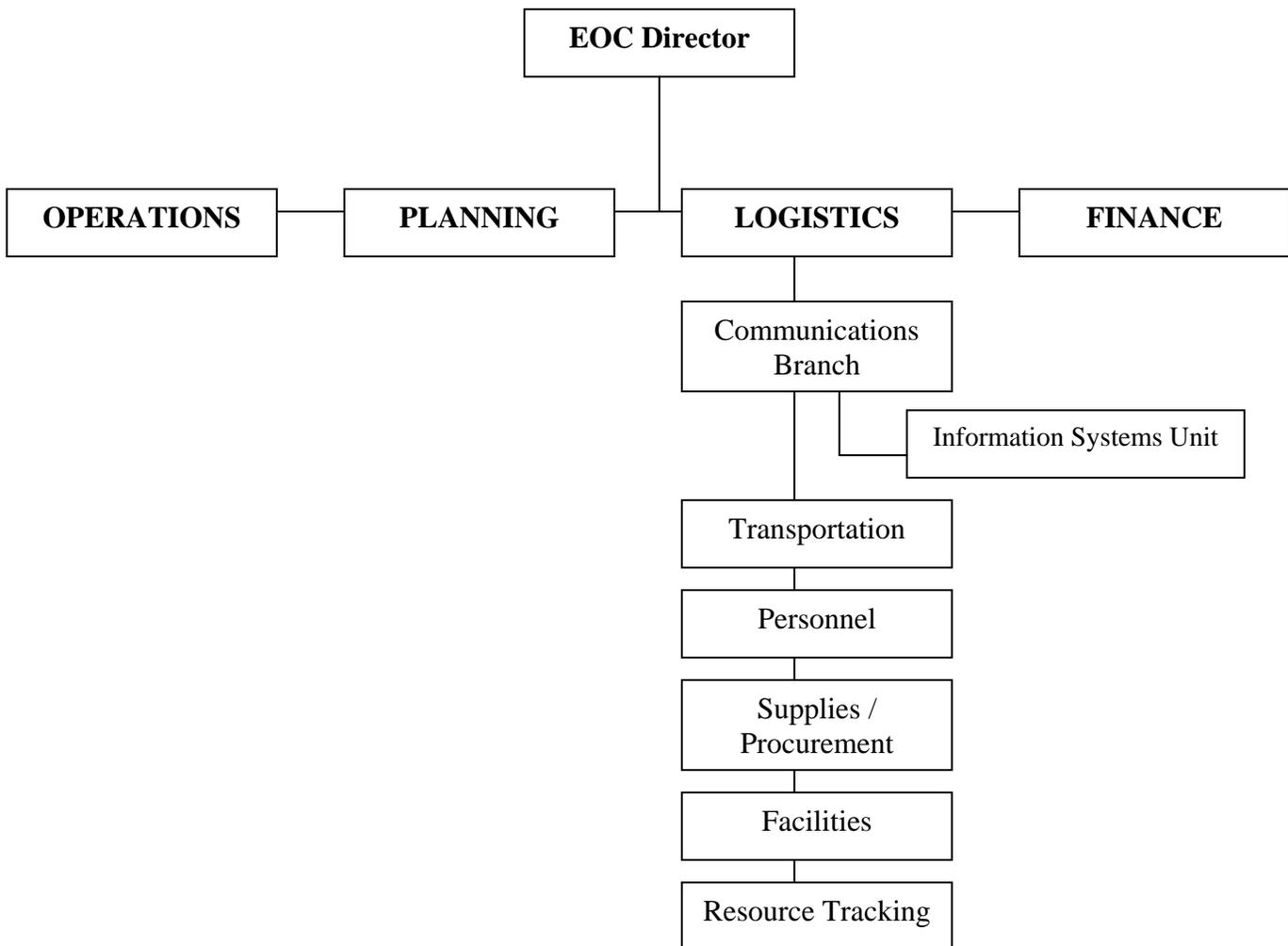
The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- During times of a Significant Event that involves FEMA; the City will follow the NIMS protocol.
- All existing city departmental operating procedures will be adhered to unless modified by the EOC Director.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.
- State Mutual Aid procedures will be followed. Non-fire and non-law mutual aid will be accessed through the Operational Area to the State Regional Emergency Operations Center (REOC) via RIMS (Internet); or if RIMS is not available, then all requests and reports are to be sent via OASIS.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the logistics section.

ORGANIZATION CHART



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LOGISTICS SECTION STAFF

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units either in the following units may be established as the need arises:

- Communications Branch
 - Information Systems Unit
- Transportation Branch
- Personnel Branch
- Supplies / Procurement Branch
- Facilities Branch
- Resource Tracking Branch

The Logistics Section Coordinator may activate the Logistics Department Operating Center (DOC) with additional units as necessary to fulfill an expanded role.

Logistics Section Coordinator

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Logistics DOC Coordinator

If warranted, the Logistics Section Coordinator will activate the Logistics DOC. The DOC Coordinator will communicate with the EOC Logistics Section Coordinator and report all information as required. In an expanded role Branches and Units will operate out of the DOC. Some Units may work out of their own stations, such as Information Systems and Communications.

Communication Branch

The Communications Branch is responsible for managing all radio, data, information systems and telephone needs of the EOC staff.

Transportation Branch

The Transportation Branch is responsible for transportation of emergency personnel, equipment and supplies.

Personnel Branch

The Personnel Branch is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

Supply/Procurement Branch

The Supply/Procurement Branch is responsible for obtaining equipment and supplies to support emergency operations and arranging for delivery of those resources, except all non-fire and non-law enforcement mutual aid materials.

Facilities Branch

The Facilities Branch is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

Resources Tracking Branch

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resource information displays in the EOC. The Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resource information to the EOC Action Plan).

LOGISTICS SECTION COORDINATOR

FUNCTION DESCRIPTION:

The Logistics Section provides facilities, services, resources, and other support services both to agencies responding to the emergency and to meet internal EOC operating requirements. Incident, DOC or agency requests for support directed to the EOC will be channeled through the EOC Logistics Section. The Logistics Section Coordinator reports to the EOC Director.

GENERAL DUTIES:

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
 - Resources management and tracking.
 - Managing all radio, data, information technology and telephone needs of the EOC, DOC or other city facilities relative to the incident.
 - Coordinating transportation needs and issues and create a Disaster Route Priority Plan.
 - Managing personnel issues and registering volunteers as Disaster Services Workers.
 - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC or DOC.
 - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Establish additional branches or units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch and unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

RESPONSIBILITIES:

- Ensure the Logistics function is carried out in support of the EOC or DOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated incident command within the affected area.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff is required at the EOC or if the Logistics DOC should be activated.
- At the request of Logistics Section Coordinator Branches/Units will report to the Logistics DOC as appropriate.
- Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Communications Branch
 - Communications Unit
 - Information Systems Unit
 - Transportation
 - Personnel
 - Supply / Procurement
 - Facilities
 - Resource Tracking
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.

- Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is operational.
 - Assist in the development of the Action Plan for the next operational period.
 - Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.
 - Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
 - Prepare work objectives for Section staff and make staff assignments.
 - Meet with other activated Section Coordinators.
 - From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
 - Request additional resources through the appropriate Logistics Unit, as needed.

DOC Activation:

- First arriving staff will contact the Logistics Section of the EOC and inform of opening. As staff arrives continue to inform Logistics Section in the EOC.
- The Logistics DOC Coordinator will continue contact with the Logistics Section Coordinator in the EOC.
- The EOC Logistics Section Coordinator will keep DOC informed of necessary equipment needed from the other sections that are non-fire and non-law enforcement mutual aid materials.

Operational Phase:

- Carry out responsibilities of the Logistics Section branches and/or units that are not currently staffed.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period and relay to the Planning/Intelligence Section Coordinator.
- Keep up-to-date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Provide briefing to the General Staff on operating procedure for use of telephone, data, technology, and radio systems.

- From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch and/or unit coordinators.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Following action planning meetings, ensure that orders for additional resources have been placed and are being coordinated within the EOC and field units.

Demobilization:

- Authorize Demobilization of organizational elements within your Section when they are no longer required or at the request of the EOC Director.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

COMMUNICATIONS BRANCH

FUNCTION DESCRIPTION:

This function may be established at the Branch or Unit level depending upon the functions to be performed, and personnel requirements. This Branch may be staff at the Logistics DOC.

The Communications Branch provides for the coordination of agency or jurisdiction communications services to meet incident, EOC, DOC or agency needs. These services will include electronic, information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operation requirements.

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communication services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services (Santa Barbara County Amateur Radio Emergency Services – A.R.E.S.) working in support of the EOC, if ordered.

RESPONSIBILITIES:

- Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
- Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with the Operational Area EOC.
- Determine specific computer requirements for all EOC positions.
- Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations and that adequate communications operator are available for 24-hour coverage.
- Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency.

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC/DOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Determine your operating location and set up as necessary.
- Review position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
- Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure for use of telephone, radio and data systems and provide to other units.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

- Ensure that all records of Branch/Unit personnel and equipment time and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate frequency and network activities with Santa Barbara County Operational Area, if necessary.
- Provide communications briefings as requested at action planning meetings.

Demobilization:

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate all units of the Communications Branch and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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INFORMATION SYSTEMS UNIT

RESPONSIBILITIES:

- Install, activate, and maintain information systems for EOC and DOCs; as necessary.
- If necessary, assist EOC positions in determining appropriate types and numbers of computers and computer application required to facilitate operations.
- Conduct training as required on use of information management system.

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC/DOC.
- Report to the Information Systems Unit Supervisor. **NOTE: Information Systems may not have staff in the EOC or DOC; but may be located in the Information System Office.**
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Information Systems Unit Manager advised of status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to your Communications Branch Manager for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Coordinate needed telephone data lines with the Communications Unit.
- Support activities for restoration of computer services.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Information Systems Unit and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

TRANSPORTATION BRANCH

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.

RESPONSIBILITIES:

- In coordination with the Public Works Branch, and the Situation Analysis Unit, develop a transportation plan to support EOC operations; as needed.
- Arrange for the acquisition or use of required transportation resources.
- Supervise the Transportation Unit

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC/DOC.
- Report to the Logistics Section or DOC Coordinator.
- Obtain a briefing on the situation.
- Determine operating location and set up as necessary.
- Review position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all records of Branch/Unit personnel and equipment and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with other Sections and Branches/Groups/Units to identify transportation priorities.
- Establish a transportation plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs).
 - Individuals to medical facilities.
 - Emergency workers and volunteers to and from risk area.
- Coordinate with the Operations Section on the movement of disabled and elderly persons.
- Coordinate transportation of animals as required.
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- Develop and anticipate transportation requirements based on reports received from field units and EOC sections.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Transportation Branch and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

PERSONNEL BRANCH

GENERAL DUTIES:

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) through the Santa Barbara County Operational Area (SBOA). The SBOA will contact the State Regional Emergency Operations Center (REOC) via RIMS (Internet), if RIMS is not available, then all requests and reports are to be sent via OASIS.

RESPONSIBILITIES:

- Provide personnel resources as requested in support of the EOC, DOC and Field Operations; except all non-fire and non-law enforcement mutual aid resources.
- Identify, recruit and register volunteers as required.
- Develop an EOC organizational chart.
- Supervise the Personnel Unit.

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC/DOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Determine operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all records for your Branch/Unit personnel and equipment and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Track personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- Maintain information regarding:
 - Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by agency/location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Obtain crisis counseling for emergency workers.

- Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.
- Establish a plan for childcare for City employees as needed. Coordinate with Facilities Unit for suitable facilities.
- Assist and support employees and their families who are also disaster victims.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geo-technical information, etc.) through established channels and mutual aid.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Personnel Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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SUPPLY/PROCUREMENT BRANCH

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

YOUR RESPONSIBILITY:

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

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned).
 2. Other sources that may be obtained without direct cost to the City.
 3. Resources that may be leased/purchased within spending authorizations.
- City keeps a log of contracts with various vendors.

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC/DOC.
- Report to the Logistics Section Coordinator.

- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Obtain additional resources, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**) maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel records, equipment time records, and expendable materials records are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Meet and coordinate activities with Finance/Administration Coordinator and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding;
 - Resources readily available
 - Resources requests

- Status of shipments
 - Priority resource requirements
 - Shortfalls
- Coordinate with other Branches/Groups/Units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
 - Determine if needed resources are available from City or Operational Area stocks, mutual aid sources or other sources. Arrange for delivery if available.
 - Determine availability and cost of resources from private vendors.
 - Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
 - Notify Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
 - If contracts are needed for procuring resources, request that the Purchasing Unit of the Finance/Administration Section develop necessary agreements.
 - Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
 - Advise the Logistics Section Coordinator of any significant resource request(s), which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
 - Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
 - Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.
 - Be prepared to provide veterinary care and feeding of animals. **(See Part Two – Operations - Animal Control Unit)**
 - Assemble resource documents, which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
 - Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers, as improved communications become available.
 - Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
 - Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
 - Provide updated reports on resource status to Resources Unit.
 - Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts
 - Arrange for replenishment or replacement of equipment and materials.
 - Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.

- Procure and arrange for basic sanitation and health needs at mass care and other facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous, nuclear, biological or chemical environments.
- Ensure the management of donated goods.
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- In coordination with Operations Section, the Operational Area and County Public Health Department, maintain essential medical supplies in designated Casualty Collection Points (CCPs).
- Ensure that demobilization policy is in place for all contracted equipment.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Procurement Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

FACILITIES BRANCH

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

YOUR RESPONSIBILITY:

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

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC/DOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Determine operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications or alternate facilities.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and expended materials records are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Maintain information in the Unit regarding:
 - Facilities opened and operating.
 - Facility managers.
 - Supplies and equipment at the various locations.
 - Specific operations and capabilities of each location.
 - Identify facilities that are ADA compliant.
- Coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required. as the need for emergency-use facilities is identified,
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- Identify communications requirements to the Information Systems Branch.
- Identify equipment, material and supply needs to the Procurement Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Law Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.

- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities, in accordance with American Disability Acts (ADA) requirements.
- Provide facilities for sheltering essential workers, employees' families and volunteers.
- Be prepared to provide facilities for animal boarding as required. **(See Part Two - Operations - Animal Control Unit)**
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Facilities Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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RESOURCES TRACKING BRANCH

GENERAL DUTIES:

- Prepare and maintain displays, charts and lists that track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resource reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

RESPONSIBILITIES:

- Maintain detailed tracking records of all resource allocation and use:
 - resources already in place,
 - resources requested but not yet on scene; and
 - estimates of future resource needs
- Maintain logs and invoices to support the documentation process and resource information displays in the EOC/DOC.
- Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).
- Coordinate with the other units in the Logistics Section to capture and centralize necessary resource/location status information.

CHECKLIST ACTIONS

Activation Phase:

- Check in upon arrival at the EOC/DOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Anticipate** situations and problems before they occur.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Closely coordinate with all units in the Logistics Section particularly Supply/Procurement, Personnel, and Transportation.
- As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at minimum, the following information:
 - Date and Time of request
 - Items requested
 - Priority designation
 - Location of use
 - Estimate how long the resource will be needed
 - Time the request was processed
 - Estimated time of arrival
 - Delivery to the requesting party
 - Procedures for demobilizing resources
- Participate in the EOC Director's action planning meetings and policy decisions as required.

- Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Maintain a master list of all resources reported.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.
- Ensure that the Operations Section staff does not overlook available resources.
- Make recommendations to the Logistics Section Coordinator of resources that are not deployed or should be deactivated.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resources Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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PART TWO FINANCE/ADMINISTRATION SECTION

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FINANCE / ADMINISTRATION SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Santa Barbara to respond to emergencies by providing financial support and coordination to emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the City.
- Cooperate with the other sections of the emergency response team.
- Documentation of costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

Finance/Administrative positions will vary depending upon the need of the EOC Director for support. Note, that in the EOC this position may be activated at a one-person level, or at a unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

OVERVIEW

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance / Administration Section will mobilize. In a low-level emergency, only part of the section

will mobilize. In a widespread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and State OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Police or Public Works departments will have the principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

A. For all disasters/emergencies:

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best as possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Government coordinate with disaster agencies to initiate the cost recovery process.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

B. For disasters/emergencies where the City computer systems and banks are accessible and usable:

1. Inform the other sections and departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

C. For disasters/emergencies where the City's computer systems and/or banks are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

D. For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

CONCEPT OF OPERATIONS

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City departmental fiscal operating procedures will be adhered to unless modified by the City Council or EOC Director.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator. This may be a period of 12 hours. If so, then these periods will normally change at 6:00 a.m. and 6:00 p.m.

SECTION ACTIVATION PROCEDURES

Authorization

The EOC Director or designee is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

When to Activate

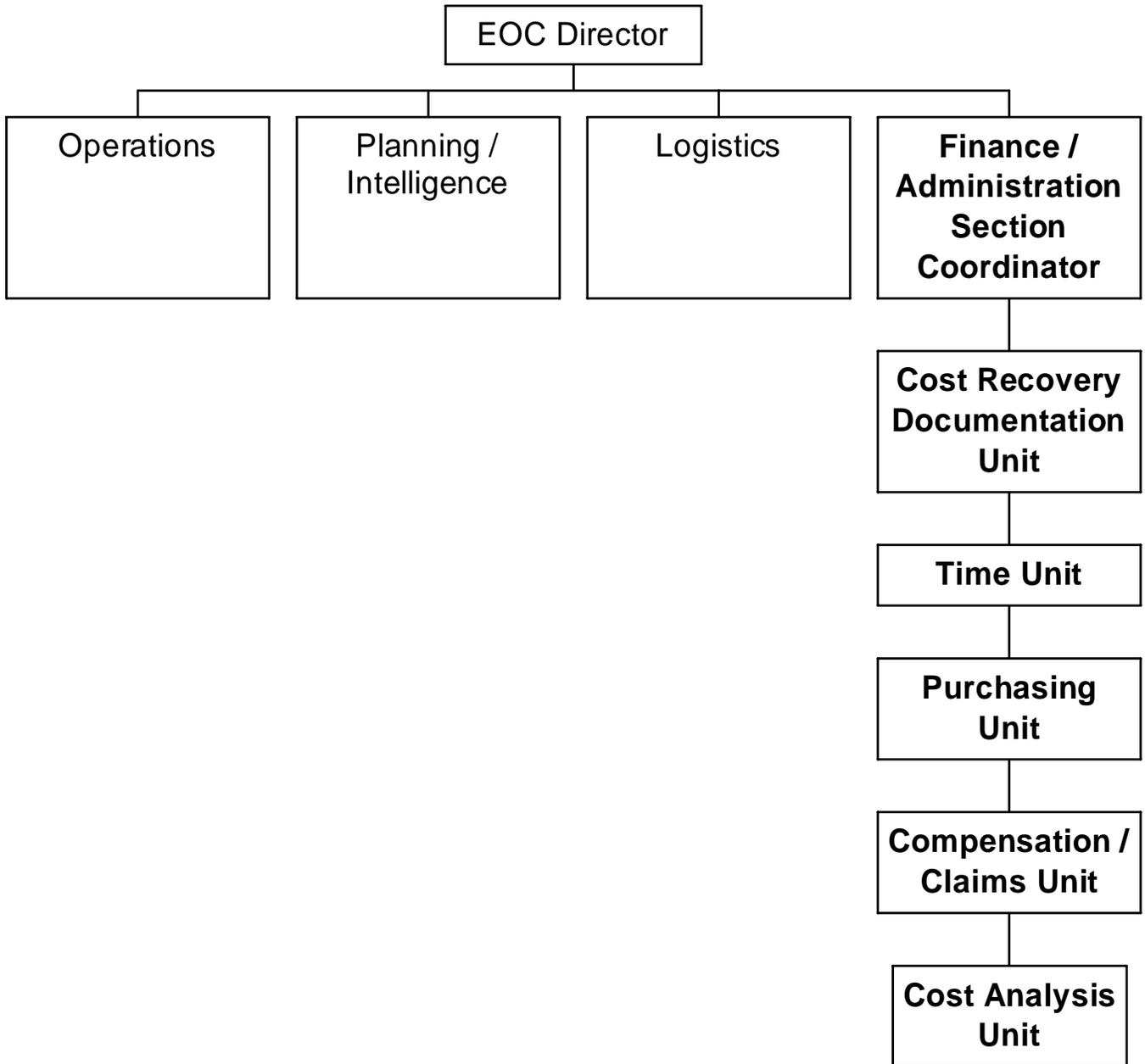
The Finance/Administration Section will be activated during any EOC activation. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC has been demobilized.

In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units will be notified when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to their assigned emergency location.

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



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FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Branches/Groups/Units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Cost Recovery Documentation Unit
- Time Unit
- Purchasing Unit
- Compensation/Claims Unit
- Cost Analysis Unit

The Finance/Administration Section Coordinator may activate additional Branches/Groups/Units to fulfill an expanded role if necessary.

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Cost Recovery Documentation Unit

The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

Time Unit

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify

scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs) and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Purchasing Unit

The Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Santa Barbara arising out of an emergency/disaster. Including, completion all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

Cost Analysis Unit

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

FINANCE/ADMINISTRATION POSITION CHECKLISTS

FINANCE/ADMINISTRATION SECTION COORDINATOR

FUNCTION DESCRIPTION:

The Finance/Administrative function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

GENERAL DUTIES:

- Ensure that the Finance/Administration function is performed consistent with SEMS Guidelines, including:
 - Implementing a Disaster Accounting System.
 - Maintaining financial records of the emergency.
 - Tracking and recording of all agency staff time.
 - Processing purchase orders and contracts in coordination with Logistics Section.
 - Processing worker's compensation claims received at the EOC.
 - Handling travel and expense claims.
 - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Branches/Groups/Units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

RESPONSIBILITIES:

- Ensure that all financial records are maintained throughout the emergency.
- Ensure that all on-duty time is recorded for all emergency response personnel.

- Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staff.
- Ensure there is a continuum of payroll process for all employees responding to the emergency.
- Determine purchase order limits for the procurement function in Logistics.
- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff is at the EOC.
- Confirm that all key Finance/Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Cost Recovery Documentation Unit
 - Time Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Analysis Unit
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.

- Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
- Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.***
- Review responsibilities of Branches/Units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Coordinators.
- From the Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

Operational Phase

- Carry out responsibilities of the Finance/Administration Section Branches/Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up-to-date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present

priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit Coordinators.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Authorize use of the Disaster Accounting System and establish an appropriate billing code.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Ensure that all Section personnel and equipment time records and records of expendable materials records are provided to the Time and Cost Analysis Unit at the end of each operational period.
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period.
- Manage the donations of money received during and following an emergency from individual citizens and volunteer groups.
- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprized of overall financial situation.

Demobilization

- Authorize Demobilization of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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COST RECOVERY DOCUMENTATION UNIT

GENERAL DUTIES:

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

RESPONSIBILITIES:

- Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit.
- Determine impacts of the emergency requiring recovery planning.
- Initiate recovery planning meetings with appropriate individuals and agencies.
- Develop the initial recovery plan and strategy for the jurisdiction.
- Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
- Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.

The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Finance/Administration Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Inform all sections and departments that the Disaster Accounting System is to be used and advise them of billing code for the incident.
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.

- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director and, as required, the Santa Barbara County Operational Area.
- Work with EOC sections and appropriate departments to collect all required documentation.
- Receive and allocate payments.
- Organize and prepare records for final audit.
- Prepare recommendations as necessary.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Cost Recovery Documentation Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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TIME UNIT

GENERAL DUTIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, OES and FEMA time recording policies.
- Track, record and report equipment use and time.

RESPONSIBILITIES:

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Finance/Administration Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. *Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and termination's to personnel time documents.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- Ensure that all employee identification information is verified to be correct on the time report.

- Ensure that time reports are signed.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift.
- Coordinate with the Personnel Unit of the Logistics Section.

Operational Duties—EQUIPMENT TIME RECORDER

- Assist sections and Branches/Units in establishing a system for collecting equipment time reports.
- Ensure that all records identify scope of work and site-specific work location.
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).
- Maintain security for all records.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Time Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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PURCHASING UNIT

GENERAL DUTIES:

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.

RESPONSIBILITIES:

- Administration of all financial matters pertaining to purchases vendor contracts, leases, fiscal agreements and tracking expenditures.
- Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources.
- Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
- The City General Services office has a list of up-to-date contract vendors.

Ensure that all records identify scope of work and site-specific work location.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Finance/Administration Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Contact appropriate branch/group/unit Coordinators on needs and any special procedures.
- Review/prepare EOC purchasing procedures.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place that meets City property management requirements. Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Compensations/Claims Unit on procedures for handling claims.
- Finalize all agreements and contracts.

- Complete final processing and send documents for payment.
- Verify cost data in pre-established vendor contracts with Cost Analysis Unit.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Purchasing Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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COMPENSATION/CLAIMS UNIT

GENERAL DUTIES:

- Accept as agent for City of Santa Barbara claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Santa Barbara.

RESPONSIBILITIES:

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Santa Barbara arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Finance/Administration Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.

- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, and Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Coordinator.
- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.

- Prepare claims relative to damage to City property and notify and file the claims with insurers.
- Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with City requirements and policies.
- Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.

- Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claims and review for completeness.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Compensation/Claims Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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COST ANALYSIS UNIT

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.

RESPONSIBILITIES:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

CHECKLIST ACTIONS

Activation Phase

- Check in upon arrival at the EOC.
- Report to the Finance/Administration Section Coordinator.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Operational Phase

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up-to-date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel time records are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Collect and record all cost data.
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.
- Maintain cumulative emergency/disaster cost records.
- Ensure that all financial obligation documents are accurately prepared.
- Prepare resources-use cost estimates.
- Maintain accurate information on the actual cost for the use of all assigned resources.
- With the Time Unit, ensure that all pieces of equipment under contract and dedicated Personnel are properly identified.
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims.

- Make recommendations for cost savings to the Finance/Administration Section Coordinator.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Cost Analysis Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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(Note: The ordinance and resolutions are “templates” for you to edit and input the county / city-specific information for your particular county /city. You will need to refer to your local documents to complete these documents.)

AUTHORITIES

This section includes a reference to federal, state, and local laws.

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Homeland Security Presidential Directive (HSPD) – 5, National Incident Management System, National Response Plan
- 32 CFR Department of Defense (DOD), national defense, military resources in support of civil authorities.
- 44 CFR Federal Emergency Management Agency (FEMA) federal disaster assistance programs, emergency and major disaster declarations, disaster field offices, State and federal coordinating officers
- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting).
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended

State

- Air Pollution, Health and Safety Code §42320
- Earthquake Education Act, Public Resources Code §2805
- Earthquake Hazards Reduction Act, Government Code §8871
- Employees Safety Act, Labor Code §2801
- Emergency Services Act, Government Code §8550
- Seismic Safety Act, Health and Safety Code §16000
- FIRESCOPE Act, Health and Safety, §13070
- Flood Control Law, Water Code §8000
- Flood Control Law of 1946, Water Code §12800
- Hazardous Substance Highway Spill Containment and Abatement Act, Vehicle Code §2450
- Hazardous Materials Release Response Plans and Inventory, Health and Safety Code §25500
- Katz Act, Education Code §§35295 – 35297 (Requires that schools plan for earthquakes and other emergencies)
- Natural Disaster Assistance Act, Government Code §8680
- Oil Refinery and Chemical Plant Safety Preparedness Act, Government Code §51020
- Seismic Hazards Mapping Act, Public Resources Act §2690
- Seismic Safety Commission Act, Business and professions Code §1014
- CCR, Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency

- management System, §2400
- CCR, Title 19, Public Safety, Division 2, Chapter, Emergencies and Major Disaster, §2501
- CCR Title 19, Public Safety, Division 2, Subchapter 2, Hazardous Substances Emergency Response Training, §2510
- CCR, Title 19, Public Safety, Division 2, Chapter 6 Natural Disaster Assistance Act, §2900

Local

- Civil Defense and Disaster – Municipal Code Chapter 9.116
- Adoption of the Standardized Emergency Management System (SEMS)- Resolution 95-035 adopted February 28, 1995
- Adoption of the National Incident Management System (NIMS) – Resolution 06-081 adopted September 26, 2006.

Emergency Plans, State Agency Plans

- California Earthquake Advisory Plan, OES, 1990
- California Emergency Resources Management Plan, OES 1968
- California Short-Term Earthquake Prediction Response Plan
 - Supplement to California Short-Term Earthquake Prediction Response Plan.
- California Utilities Emergency Plan, OES, 1990
- Hazardous Material Incident Contingency Plan, OES, 1991
- Nuclear Power Plan Emergency Response Plan, OES, 1993
- Parkfield California Earthquake Prediction Response Plan, OES, Revised 1993

State Mutual Aid Plans

- California Coroners' Mutual Aid Plan, OES, 1985
- Emergency Manager Mutual Aid Plan, OES, 1997
- Fire and Rescue Mutual Aid Plan, OES, 1988
- Law Enforcement Mutual Aid Plan, OES, 1994
- Law Enforcement Mutual Aid Plan (SAR) Annex, OES, 1995

ORDERS AND REGULATIONS

Extracted from the California Emergency Plan

ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR DURING A STATE OF EMERGENCY

Order 1 (Employment)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and

related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Extracted from the California Emergency Plan

ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY

Order 1 (Orders and Regulations in Effect)

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation under State of War Emergency)

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of

Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)

It is hereby ordered that all wholesale foodstocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for foodstocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

LOCAL AND STATE EMERGENCY PROCLAMATIONS

Local Emergency Proclamations/Resolutions (Exhibits 1, 2 and 3)

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (city council, board of supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified.

- **A copy of the resolution must be provided as soon as possible to the City of Santa Barbara for transmission to State OES.**
- To qualify for assistance under the state Natural Disaster Assistance Act (NDAA), such proclamations must be made within 10 days of the event.
- A Local Emergency proclaimed by the Director of Emergency Services (designated by ordinance) must be ratified by the Board of Supervisors within seven days.
- The governing body shall review, at its regularly scheduled meetings until the Local Emergency is terminated, the need for continuing the Local Emergency. However, in no event shall a review take place more than 21 days after the previous review. However, if the governing body meets weekly, it shall review the need for continuing the Local Emergency at least every 14 days, until the Local Emergency is terminated.
- The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant. **(Exhibit 6)**

The proclamation of a local emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- If the conditions described in the California Emergency Services Act warrant a local emergency, it enables local agencies to request state assistance under the State NDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews.
 - Take any measures necessary to protect and preserve public health and safety.
 - Exercise all authority granted by local ordinance.

Cities Covered Under a County Proclamation

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions, which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code

during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

Local Resolution Requesting State Director, Office of Emergency Services, Concurrence in Local Emergencies (Exhibit 5)

Following the proclamation of a local emergency and in the event public property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the State OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Natural Disaster Assistance Act (NDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to State OES through the Santa Barbara County Operational Area (see **Exhibit 5**).

To assist the State OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of local emergency proclamation (see **Exhibits 1, 2 or 3**).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the State Natural Disaster Assistance Act. Financial assistance available under the NDAA is administered by State OES.

State of Emergency/Presidential Declaration (Exhibit 4) Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government (see **Exhibit 4**).

To support its request for a gubernatorial proclamation, it is essential that the local jurisdiction forward an estimate of damage and financial loss to State OES through the Operational Area as rapidly as possible. Estimates of loss are an important part of the criteria that State OES considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be

forwarded, and may be faxed, to the Santa Barbara County Operational Area Office of Emergency Management for transmission to the State OES Director:

- Copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**).
- Damage assessment summary and estimate of financial loss (while this information may not be readily available at the point the proclamation is sent, it must be provided as rapidly as possible following the local proclamation).

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, OES prepares the proclamation.

Presidential Declaration

Following the proclamation of a state of emergency, the State OES Director may recommend that the Governor request a Presidential declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate, which can be accessed through the States Response Information Management System (RIMS).

Renewal of Local Emergency Proclamations Background

There has been some discussion if cities or counties need to renew their local emergency proclamations following a state of emergency to receive state or federal assistance.

Emergency Services Act

The Emergency Services Act, Article 14, Section 8630 (Proclamation by local governing body; Duration; Review) states:

- (a) "A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the Local Emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

Natural Disaster Assistance Act (NDAA)

In order to receive NDAA funds, the local emergency has to be proclaimed within 10 days of the incident period. NDAA does not make reference to reviewing the proclamation every 14 days; although, locals are required to do this under the Emergency Services Act. In addition, locals have to certify that they are in compliance with the Standardized Emergency Management System (SEMS) as a condition of receiving cost reimbursement for their emergency work labor costs under NDAA. (Disaster Assistance Funding Guidance)

Federal Emergency Management Agency (FEMA)

FEMA does not require local governing bodies to renew their local emergency proclamations every 14 days in order to receive federal funding.

Conclusion

Based on review of the Emergency Services Act, Natural Disaster Assistance Act and the Federal Emergency Management Agency’s local emergency renewal policy, it is not necessary for local governing bodies to continue to renew their local emergency proclamations in order to be eligible for state and federal disaster assistance.

Sample Emergency Proclamation Forms (Resolutions)

The following suggested resolutions were developed by State OES to carry out the authority granted in Chapter 12 of the Santa Barbara County Code, Ordinance No. 3014 Relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

- **Exhibit 1** -Resolution Proclaiming Existence of a Local Emergency (by City Council).
- **Exhibit 2** - Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services or other person designated in ordinance). **Must be ratified by governing body within 7 days.**
- **Exhibit 3** - Resolution Confirming Existence of a Local Emergency (used by a Board of Supervisors within 7 days to ratify the proclamation of local emergency issued by the Director of Emergency Services).
- **Exhibit 4** - Resolution Requesting Governor to Proclaim a State of Emergency.
- **Exhibit 5** - Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.
- **Exhibit 6** - Resolution Proclaiming Termination of a Local Emergency.

**Exhibits are used as suggested resolutions from the State OES Plan/Emergency*

Services Act

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RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY (by City Council)

WHEREAS, Government Code, Section 8558 and 8630, et seq., empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services* of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____;
(*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*)
commencing on or about _____ .m. on the _____ day of _____, 20____);
and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS HEREBY 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 city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council on _____, 20____.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Santa Barbara, State of California. *

AYES: _____

Mayor
City of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
CITY COUNCIL

By _____

-
- * Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY (by Director of Emergency Services)

WHEREAS, Government Code, Section 8558 and 8630, et seq., empowers the Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services** of the City of Santa Barbara does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____; and _____;
(*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*)

That the City Council of the City of Santa Barbara is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Santa Barbara SEMS Emergency Operations Plan, as approved by the City Council on _____, 20____.

Dated: _____

By: _____
Director of Emergency Services
City of Santa Barbara

-
- Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body..."

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RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Government Code, Section 8558 and 8630, et seq., empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by _____
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____.m. on the ____ day of _____, 20____, at which time the City Council of Santa Barbara County was not in session; and

WHEREAS, said the City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services** of the City of Santa Barbara did proclaim the existence of a local emergency within said city on the _____ day of _____, 20____;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Santa Barbara, State of California.**

AYES: _____

Mayor
City of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
CITY COUNCIL

By _____
Deputy

-
- * This form may be used by a Board of Supervisors to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.
 - ** Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, Government Code, Section 8558 and 8630, et seq., found that due to _____;
(*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*)
a condition of extreme peril to life and property did exist within said county; and

WHEREAS, in accordance with state law the County Board of Supervisors proclaimed an emergency did exist throughout said County; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the County of Santa Barbara;

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____, (Title) _____,
is thereby designated as the authorized representative for public assistance and _____,
(Title) _____, is hereby designated as the authorized representative for individual assistance of the County Santa Barbara for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

AYES: _____

Board Chair
County of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
COUNTY COUNCIL

By _____
Deputy

**LOCAL RESOLUTION REQUESTING STATE
DIRECTOR, OFFICE OF
EMERGENCY SERVICES' CONCURRENCE IN LOCAL
EMERGENCIES***

WHEREAS, on _____, 20____, the County Board of Supervisors of the County of Santa Barbara found that due to _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the Board of Supervisors now proclaims an emergency does exist throughout said County;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____, (Title)_____, is hereby designated as the authorized representative of the County of Santa Barbara for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

AYES: _____

Board Chair
County of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
COUNTY COUNCIL

By _____
Deputy

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Santa Barbara in accordance with the resolution thereof by the City Council on the _____ day of _____, 20____, or

Director of Emergency Services* on the _____ day of _____, 20____, and its ratification by the City Council on the _____ day of _____, 20____, as a result of conditions of extreme peril to the safety of persons and property caused by _____ (*fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes*); and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of Santa Barbara;

NOW, THEREFORE, the City Council of the City of Santa Barbara, State of California, does hereby proclaim the termination of said local emergency.

AYES: _____

Mayor
City of Santa Barbara

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CLERK OF THE BOARD

By _____
Deputy

APPROVED AS TO FORM:
CITY COUNCIL

By _____
Deputy

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GOOD SAMARITAN LIABILITY

CALIFORNIA HEALTH & SAFETY CODE, CHAPTER 9, SECTION 1799.102

No person, who in **good faith** and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

CALIFORNIA GOVERNMENT CODE, SECTION 8659

Any physician or surgeon (whether licensed in this state or any other state), hospital, pharmacist, nurse or dentist who renders services during any state of war emergency, a state of emergency, or a local emergency at the express or implied request of any responsible state or local official or agency shall have no liability for any injury sustained by any person by reason of such services, regardless of how or under what circumstances or by what cause such injuries are sustained; provided, however, that the immunity herein granted shall not apply in the event of a willful act or omission.

CALIFORNIA GOVERNMENT CODE, SECTION 13970

Direct action on the part of private citizens in preventing the commission of crimes against the person or property of others, or in apprehending criminals, or rescuing a person in immediate danger of injury or death as a result of fire, drowning, or other catastrophe, benefits the entire public. In recognition of the public purpose served, the state may indemnify such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support in appropriate cases for any injury, death, or damage sustained by such citizens, their surviving spouses, their surviving children, and any persons dependent upon such citizens for their principal support as a direct consequence of such meritorious action to the extent that they are not compensated for the injury, death or damage from any other source. A claim shall be denied if an award has been made under Article I (commencing with Section 13960) of this chapter for the same incident.

CALIFORNIA GOVERNMENT CODE, SECTION 50086

No person who is summoned by the county sheriff, city police department, fire department, park range, or other local agency to voluntarily assist in a search or rescue operation, who possesses first aid training equivalent to the Red Cross advanced first aid and emergency care training standards, and who in good faith renders emergency services to a victim prior to or during the evacuation or extrication of the victim, shall be liable for any civil damages as a result of any acts or omissions by such person in rendering such emergency services.

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Extracted from the California Emergency Plan

CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own

resources, facilities, and services in furnishing such mutual aid.

- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
 - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in

- such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
- (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
- (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
- (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
- (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
- (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of

this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of whom the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

(9) Approval or execution of this agreement shall be as follows:

- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
- (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
- (c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

(10) Termination of participation in this agreement may be affected by any party as follows:

- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
- (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN
 Secretary of State
November 15, 1950
(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564,

1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions, which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

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FEDERAL AVIATION REGULATIONS

Subpart B - Flight Rules Section 91.91 Temporary Flight Restrictions

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.
- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless—
- (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
 - (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
 - (3) That operation is specifically authorized under an IFR ATC clearance;
 - (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
 - (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:**
 - (i) Aircraft identification, type and color.**
 - (ii) Radio communications frequencies to be used.**
 - (iii) Proposed types of entry and exit of the designated area.**
 - (iv) Name of news media or purpose of flight.**
 - (v) Any other information deemed necessary by ATC.**

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USE OF SCHOOL BUILDINGS AS SHELTERS

Assembly Bill No. 2786 (Katz Bill)

CHAPTER 1659

An act to amend Sections 40041 and 40042 of, to add Section 40041.5 to, and to add Article 10.5 (commencing with Section 35295) to Chapter 2 of Part 21 of the Education Code, relating to emergency procedures.

(Approved by Governor September 30, 1984. Filed with Secretary of State September 30, 1984.)

LEGISLATIVE COUNSEL'S DIGEST

AB. 2786, Katz. Emergency procedures: earthquakes and disasters.

- (1) Under existing law, the governing board of each school district is required to maintain schools and classes as provided by law.

This bill would impose a state-mandated local program by requiring the governing board of each school district and the county superintendent of schools of each county to establish an earthquake emergency procedure system, as specified, in every public school building under its jurisdiction having an occupant capacity of 50 or more students or more than one classroom.

This bill would also require the governing board of each private school to establish emergency earthquake procedure systems in every school building having an occupied capacity of 50 or more students or more than one classroom.

- (2) Under current provisions of the so-called "Civic Center Act", the governing board of a school district may grant the use of school facilities or grounds to public agencies, including the American Red Cross, for mass care and shelters during disasters or other emergencies affecting the public health and welfare. In addition, the governing board of a school district is authorized to provide any services deemed necessary by the governing board to meet the needs of the community.

This bill would impose a state-mandated local program by requiring the governing board of a school district to grant the use of school buildings, grounds, and equipment to public agencies including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The governing board of a school district would also be required to cooperate with these public agencies in furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community.

- (3) Article XIII B of the California Constitution and Sections 2231 and 2234 of the Revenue and Taxation Code require the state to reimburse local agencies and school districts for certain costs mandated by the state. Other provisions require the Department of Finance to review statutes disclaiming these costs and provide certain cases, for making claims to the State Board of Control for reimbursement.

This bill would provide that no appropriation is made by this act for the purpose of making reimbursement pursuant to the conditional mandate of Section 2231 or 2234, but would recognize that local agencies and school districts may pursue their other available remedies to seek reimbursement for these costs.

- (4) This bill would provide that notwithstanding Section 2231.5 of the Revenue and Taxation code, this act does not contain a repealer, as required by that section; therefore, the provisions of the act would remain in effect unless and until they are amended or repealed by a later enacted act.

The people of the State of California do enact as follows:

Section 1. Article 10.5 (commencing with Section 35295) is added to Chapter 2 of Part 21 of the Education Code, to read:

Article 10.5. Earthquake Emergency Procedures

35295. The Legislature finds and declares the following:

- (a) Because of the generally acknowledged fact that California will experience moderate to severe earthquakes in the foreseeable future, increased efforts to reduce earthquake hazards should be encouraged and supported.
- (b) In order to minimize loss of life and disruption, it is necessary for all public or private elementary and high schools to develop school disaster plans and specifically an earthquake emergency procedure system so that students and staff will act instinctively and correctly when an earthquake disaster strikes.
- (c) It is therefore the intent of the Legislature in enacting this article to authorize the establishment of earthquake emergency procedure systems in kindergarten and grades 1 through 12 in all the public or private schools in California.

35296. The governing board of each private school and school district and the county superintendent of schools of each county shall establish an earthquake emergency procedure system in every public or private school building under its jurisdiction having an occupant capacity of 50 or more students or more than one classroom. Governing boards and county superintendents may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake

emergency procedure systems.

35297. The earthquake emergency procedure system shall include, but not be limited to, all of the following:

- (a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.
- (b) A drop procedure. As used in this article, "drop procedure" means an activity whereby each student and staff member take cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
- (c) Protective measures to be taken before, during, and following an earthquake.
- (d) A program to ensure that the students and staff are aware of, and properly trained in, the earthquake emergency procedure system.

SEC. 2. Section 40041 of the Education Code is amended to read:

40041. (a) There is a civic center at each and every public school facility and grounds within the state where the citizens, parent-teachers' associations, camp fire girls, boy scout troops, farmer's organizations, school community advisory councils, senior citizens' organizations, clubs and associations formed for recreational, political, economic, artistic or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment pertain to the educational, political, economical, artistic, and moral interests of the citizens of the communities in which they reside.

- (1) The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitation requirements, and restrictions set forth in this article, for any of the following purposes:
 - (2) Public literary, scientific, recreational, educational, or public agency meetings.
 - (3) The discussion of matter of general or public interest.
 - (4) The conduct of religious services for temporary periods by any church or religious organization which has no suitable meeting place for the conduct of the services, provided the governing board charges the church or religious organization using the school facilities or grounds a fee as specified in subdivision (c) of Section 40043.
 - (5) Child care or day care programs to provide supervision and activities for children of preschool and elementary age.
 - (6) The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
 - (7) Supervised recreational activities.
 - (8) Other purposes deemed appropriate by the governing board.

SEC. 3. Section 40041.5 is added to the Education Code, to read:

40041.5. Notwithstanding Section 40043, the governing board of any school district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The governing board shall cooperate with these agencies in furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community.

SEC. 4. Section 40042 of the Education code is amended to read:

40042. The management, direction, and control of school facilities under this article is vested in the governing board of the school district which shall promulgate all rules and regulations necessary to provide, at a minimum, for the following:

- (1) Aid, assistance, and encouragement to any of the activities authorized in Sections 40041 and 40041.5.
- (2) Preservation of order in school facilities and on school grounds, and protection of school facilities and school grounds, including, if the governing board deems necessary, appointment of a person who shall have charge of the school facilities and grounds for purposes of their preservation and protection.
- (3) That the use of school facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes or interferes with the regular conduct of schoolwork.

SEC. 5. Notwithstanding Section 6 of Article XIII B of the California Constitution and Section 2231 or 2234 of the Revenue and Taxation Code, no appropriation is made by this act for the purpose of making reimbursement pursuant to these sections. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Chapter 3 (commencing with Section 2201) of Part 4 of Division 1 of that code.

SEC. 6. Notwithstanding Section 2231.5 of the Revenue and Taxation Code, this act does not contain a repealer, as required by that section; therefore, the provisions of this act shall remain in effect unless and until they are amended or repealed by a later enacted act.

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK—For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY—For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH—For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING—The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES)—Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

OTHER TYPES OF ISSUANCES

Dense Fog Advisory: Issued when dense fog (visibility below ½ mile) is expected to last for three hours or longer)

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer

Example:

Today is Monday, February 13. Weather models indicate a strong Pacific storm will affect the Southern California forecast area on Wednesday. The forecast models have been very consistent, and the likelihood of this storm is fairly certain.

The NWS (National Weather Service) would issue a Special Weather Statement discussing a developing storm expected. Other Statements would generally be issued every six to eight hours between Monday and Wednesday. In the meantime, the NWS would continue watching the date to better pinpoint the storm track, severity, timing and rainfall totals.

For this example, by early Tuesday morning we have determined the storm will begin Wednesday morning, then intensify Wednesday afternoon.

Tuesday evening, or early Wednesday morning, the NWS will issue a Flash Flood Watch.

The event begins, and based on satellite and radar pictures, more is on the way. It looks as though the heavy rains may cause flash flooding in certain areas, but most areas will only have street flooding and other “nuisance” problems. The NWS issues a Flash Flood Warning for the first area, and Urban and Small Stream Flood Advisories for the others. Follow-up statements are then issued as frequently as new information is available.

Note: This is one of the most critical times when feedback information from cities, counties and agencies is most helpful.

The following numbers are your link to the NWS, including severe weather emergencies. Please use the numbers for their intended purpose and keep the restricted numbers confidential.

National Weather Service
520 No. Elevar St.
Oxnard, CA 93030

All telephone numbers are 805/988-

Number	Line	Use
6618/6619	Weather Warnings	24 hour/restricted
6613	Fax	24 hour/restricted
6610	Public number	Business hours/unrestricted
6611	Recorded weather	24 hours/unrestricted
6615	Administration	Business hours/restricted
6623	Administration—Warning Coordination	Business hours/info. only

The NWS may also contact your jurisdiction for more information on potentially hazardous weather situations. You are encouraged to report any unusual (funnel cloud, etc.) Or other potentially hazardous weather situation to the NWS as quickly as possible. These numbers should be made available to your Police and Fire dispatchers.

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ARTICLE 9.5 — DISASTER PREPAREDNESS (CALIFORNIA GOVERNMENT CODE 8607—SEMS LAW)

8607. Standardized Emergency Management System

- (a) By December 1, 1993, the Office of Emergency Services, in coordination with all interested state agencies with designated response roles in the state emergency plan and interested local emergency management agencies shall jointly establish by regulation a standardized emergency management system for use by all emergency response agencies. The public water systems identified in Section 8607.2 may review and comment on these regulations prior to adoption. This system shall be applicable, but not limited to, those emergencies or disasters referenced in the state emergency plan. The standardized emergency management system shall include all of the following systems as a framework for responding to and managing emergencies and disasters involving multiple jurisdictions or multiple agency responses:
- (1) The Incident Command Systems adapted from the systems originally developed by the FIRESCOPE Program, including those currently in use by state agencies.
 - (2) The multi-agency coordination system as developed by the FIRESCOPE Program.
 - (3) The mutual aid agreement, as defined in Section 8561, and related mutual aid systems such as those used in law enforcement, fire service and coroners operations.
 - (4) The operational area concept, as defined in Section 8559.
- (b) Individual agencies' roles and responsibilities agreed upon and contained in existing laws or the state emergency plan are not superseded by this article.
- (c) By December 1, 1994, the Office of Emergency Services, in coordination with the State Fire Marshal's Office, the Department of the California Highway Patrol, the Commission on Peace Officer Standards and Training, the Emergency Medical Services Authority, and all other interested state agencies with designated response roles in the state emergency plan, shall jointly develop an approved course of instruction for use in training all emergency response personnel, consisting of the concepts and procedures associated with the standardized emergency management system described in subdivision (a).
- (d) By December 1, 1996, all state agencies shall use the Standardized Emergency Management System as adopted pursuant to subdivision (a), to coordinate multiple jurisdictions or multiple agency emergency and disaster operations.

- (e) (1) By December 1, 1996, each local agency, in order to be eligible for funding of response-related costs under disaster assistance programs, shall use the standardized emergency management system as adopted pursuant to subdivision (a) to coordinate multiple jurisdiction or multiple agency operations.
- (2) Notwithstanding paragraph (1), local agencies shall be eligible for repair, renovation, or any other non-personnel costs resulting from an emergency.
- (f) The office shall, in cooperation with involved state and local agencies, complete an after-action report within 120 days after each declared disaster. This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.

8607.1. Legislative intent

- (a) It is the intent of the Legislature that a statewide system for fire hydrants be adopted so that all firefighters can respond to emergencies calling for the use of water at any location in the State of California. Without this statewide standardized system, the lives of firefighters and those they serve would be put in serious jeopardy in a mutual aid fire response effort stretching across city and county boundaries.
- (b) By January 1, 1994, the State Fire Marshal shall establish a statewide uniform color coding of fire hydrants. In determining the color coding of fire hydrants, the State Fire Marshal shall consider the national system of coding developed by the National Fire Protection Association as Standard 291 in Chapter 2 on Fire Flow Testing and Marking of Hydrants. The uniform color-coding shall not preempt local agencies from adding additional markings.
- (c) Compliance with the uniform color coding requirements of subdivision (b) shall be undertaken by each agency that currently maintains fire hydrants throughout the state as part of its ongoing maintenance program for its fire hydrants.
- (d) By July 1, 1994, the State Fire Marshal shall develop and adopt regulations establishing statewide uniform fire hydrant coupling sizes. The regulations adopted pursuant to this section shall include provisions that permit the use of an adapter mounted on the hydrant as a means of achieving uniformity. In determining uniform fire hydrant coupling sizes, the State Fire Marshal shall consider any system developed by the National Fire Protection Association, the National Fire Academy, or the Federal Emergency Management Agency.
- (e) By December 1, 1996, each local agency, city, county, city and county, or special district in order to be eligible for any funding of mutual aid fire response related costs under disaster assistance programs, shall comply with regulations adopted pursuant to this section. Compliance may be met if at least one coupling on the hydrant is of the uniform size.

(f) Subdivision (d) shall not be applicable to the City and County of San Francisco due to the existing water system.

8607.2 Plans

- (a) All public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections shall review and revise their disaster preparedness plans in conjunction with related agencies, including, but not limited to, local fire departments and the office to ensure that the plans are sufficient to address possible disaster scenarios. These plans should examine and review pumping station and distribution facility operations during an emergency, water pressure at both pumping stations and hydrants, and whether there is sufficient water reserve levels and alternative emergency power such as onsite backup generators and portable generators.
- (b) All public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections following a declared state of emergency shall furnish an assessment of their emergency response and recommendations to the Legislature within six months after each disaster, as well as implementing the recommendations in a timely manner.
- (c) By December 1, 1996, the Office of Emergency Services shall establish appropriate and insofar as practical, emergency response and recovery plans, including mutual aid plans, in coordination with public water systems, as defined in subdivision (f) of Section 4010.1 of the Health and Safety Code, with 10,000 or more service connections.

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**CALIFORNIA CODE OF REGULATIONS
TITLE 19
DIVISION 2
OFFICE OF EMERGENCY SERVICES**

ADOPTED REGULATIONS

**CHAPTER 1
Article 1. Short Title**

§2400. Short Title.

This Chapter shall be known and may be cited as the Standardized Emergency Management System (SEMS) Regulations.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607

Article 2. Purpose and Scope

§2401. Purpose and Scope.

These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multi-Agency Coordination System (MACS) as developed by FIRESCOPE program, the operational area concept, and the Master Mutual Aid Agreement and related mutual aid systems.

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Local government must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930. Individual agencies' roles and responsibilities contained in existing laws or the state emergency plan are not superseded by these regulations.

Note: AUTHORITY: GOVERNMENT CODE §8607(a), §8607(b)

REFERENCE: GOVERNMENT CODE §8607
HEALTH AND SAFETY CODE §13071, §13072

Article 3. Definitions

§2402. Definitions.

- (a) "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.
- (b) "Activate" means at a minimum, a designated official of the emergency response agency implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.
- (c) "Department Operations Center" means an EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit such as Department of Public Works, Department of Health, or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.
- (d) "Disaster Assistance Program" is a program that provides state funding or reimbursement for local government response-related personnel costs incurred in response to an incident as defined in §2402(I).
- (e) "Emergency" means a condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.
- (f) "Emergency Operations Center" means a location from which centralized emergency management can be performed.
- (g) "Emergency Response Agency" means any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.
- (h) "Emergency Response Personnel" means personnel involved with an agency's response to an emergency.
- (i) "Incident" means an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

- (j) "Incident Action Plan" means the plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.
- (k) "Incident Commander" means the individual responsible for the command of all functions at the field response level.
- (l) "Incident Command System (ICS)" means the nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.
- (m) "Local Government" means local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDAA, §2900(y).
- (n) "Multi-agency or inter-agency coordination" means the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.
- (o) "Office of Emergency Services" means the Governor's Office of Emergency Services.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607, §8680.2, §8558(c)

Article 4. Standardized Emergency Management System

§2403. SEMS Organizational Levels and Functions.

- (a) All emergency response agencies shall use the Standardized Emergency Management System in responding to, managing, and coordinating multiple agency or multiple jurisdiction incidents, whether single or multiple discipline.
- (b) There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.
 - (1) "Field response level" commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to and incident or

threat.

- (2) "Local government level" manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
 - (3) "Operational area level" manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the coordination and communication link between the local government level and the regional level.
 - (4) "Regional level" manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code §8600 and between the operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
 - (5) "State level" manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.
- (c) Local government, operational area, regional and state levels shall provide for all of the following functions within SEMS: management, operations, planning/intelligence, logistics, and finance/administration.
- (1) Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
 - (2) Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.
 - (3) Planning/Intelligence is responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation.
 - (4) Logistics is responsible for providing facilities, services, personnel, equipment, and materials.
 - (5) Finance/Administration is responsible for financial activities and administrative aspects not assigned to the other functions.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607, §8559, §8605, §8600

§2405. Field Response Level.

- (a) Emergency response agencies operating at the field response level of an incident shall utilize the Incident Command System, incorporating the functions, principles, and components of ICS.
- (1) The functions of ICS are command, operations, planning, logistics, and finance.
- (A) Command is the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency, or delegated authority.
 - (B) Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of mission(s) in accordance with the Incident Action Plan.
 - (C) Planning (may be referred to as planning/intelligence) is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.
 - (D) Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
 - (E) Finance (may be referred to as finance/administration) is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.
- (2) The principles of ICS are that:
- (A) The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple-jurisdictional responsibility with multiple-agency involvement.
 - (B) The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.
 - (C) The system shall be applicable and acceptable to all user agencies.
 - (D) The system is readily adaptable to new technology.
 - (E) The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs of the situation decrease.

- (F) The system has basic common elements in organization, terminology and procedures.
- (3) The components of ICS are common terminology, modular organization, unified command structure, consolidated action plans, manageable span-of-control, predesignated incident facilities, comprehensive resource management, and integrated communications.
 - (A) Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.
 - (B) Modular organization is the method by which the ICS organizational structure develops, based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance may be organized as separate sections, each with several units.
 - (C) Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.
 - (D) Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the jurisdiction. In the case of a unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The action plan for the incident covers the tactical and support activities required for the operational period.
 - (E) Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.
 - (F) Predesignated incident facilities are identified within ICS. The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.
 - (G) Comprehensive resource management is the identification, grouping, assignment, and tracking of resources.

- (H) Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.
- (b) Where an agency has jurisdiction over multiple-agency incidents, it shall organize the field response using ICS to provide for coordinated decision-making with emergency response agencies.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a)(1), §8607(e), HEALTH AND SAFETY CODE §13071, §13072

§2407. Local Government Level.

- (a) The Standardized Emergency Management System as described under SEMS Organizational Levels and Functions (§2403) shall be utilized:
- (1) when the local government emergency operations center is activated.
 - (2) when a local emergency, as defined in Government Code §8558(c), is declared or proclaimed.
- (b) When a local government EOC is activated, communications and coordination shall be established between the Incident Commander(s) and the department operations center(s) to the EOC or between the Incident Commander(s) and the EOC. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (c) Communications and coordination shall be established between a local government EOC, when activated, and any state or local emergency response agency having jurisdiction at an incident occurring within that local government's boundaries.
- (d) Local government shall use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8558(c), §8607(a), §8607(e)

§2409. Operational Area Level.

- (a) "Operational Area Level" means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county

area. Each county geographic area is designated as an operational area. An operational area is used by the county and political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the operational area, as defined in Government Code §8559(b) and §8605. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system.

- (b) All local governments within a county geographic area shall be organized into a single operational area by December 1, 1995, and the county board of supervisors shall be responsible for its establishment.
- (c) The operational area authority and responsibility under SEMS shall not be affected by non-participation of any local government(s) within the operational area.
- (d) The county government shall serve as the lead agency of the operational area unless another member agency of the operational area assumes that responsibility by written agreement with county government.
- (e) The lead agency of the operational area shall:
 - (1) Coordinate information, resources and priorities among the local governments within the operational area.
 - (2) Coordinate information, resources, and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
 - (3) Use multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.
- (f) The operational area EOC shall be activated and SEMS used as described in the SEMS Organizational Levels and Functions (§2403) when any of the following conditions exists:
 - (1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
 - (2) Two or more cities within the operational area have declared or proclaimed a local emergency.
 - (3) The county and one or more cities have declared or proclaimed a local

emergency.

- (4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code §8558(b).
- (5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- (6) The operational area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.
- (7) The operational area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8558(c), §8559(b), §8605,
§8561, §8616, §8617, §8618

§2411. Regional Level.

- (a) The regional level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any operational area EOC within the mutual aid region is activated.
- (b) The lead agency for establishment of the regional level EOC shall be OES.
- (c) The location of the regional level EOC shall be identified by OES to accommodate the needs of the operational area(s) served.
- (d) When the regional level EOC is activated, communications and coordination shall be established with the operational area(s), the state level EOC, and regional level department operations centers. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (e) The regional level shall use multi-agency or inter-agency coordination to facilitate decisions for overall regional level emergency response activities.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8600, §8559(a)

§2413. State Level.

- (a) The state level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any of the following conditions exists:
 - (1) A regional level EOC is activated.
 - (2) Upon the governor's proclamation of a state of emergency.
 - (3) Upon the governor's proclamation of an earthquake or volcanic prediction.
- (b) The lead agency for establishment of the state level EOC shall be OES.
- (c) When the state level EOC is activated, communications and coordination shall be established with the regional level EOC(s), state level department operations centers, and federal emergency response agencies. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8558(b)

§2415. Mutual Aid.

- (a) "Mutual Aid" means voluntary aid and assistance by the provision of services and facilities, including but not limited to: fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.
- (b) "Mutual Aid System" means the system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions, and the state with the intent of providing adequate resources to requesting agencies. The California mutual aid system includes several discipline-specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works) which are consistent with the Master Mutual aid Agreement.
- (c) All mutual aid systems and agreements shall be consistent with SEMS and the Master Mutual aid Agreement.
- (d) Unless otherwise provided by agreement, the responsible local official in whose jurisdiction(s) an incident requiring mutual aid has occurred remains in charge and retains overall direction of personnel and equipment provided through mutual aid (as provided for in Government Code §8618).

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a)(3), §8561, §8616, §8617,
§8618

Article 5. Standardized Emergency Management System Advisory Board

§2425. Establishment and Purpose.

The Director, OES, shall establish the SEMS Advisory Board consisting of representatives from emergency response agencies to provide advice on all aspects of this Chapter.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a), §8587

Article 6. Training

§2428. Minimum Performance Objectives.

- (a) Emergency response agencies shall determine the appropriate level(s) of SEMS instruction for each member of their staff, based upon staff member's potential assignment during an emergency response.
- (b) Emergency response agencies shall ensure that their emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives required by their agencies' training programs. Agencies shall use the Minimum Performance Objectives contained in the Approved Course of Instruction (ACI) Syllabus dated March 1, 1995, which are hereby incorporated by reference, as the basis for their training programs. Minimum Performance Objectives are contained in Paragraph D of each Course Module description.
- (c) SEMS minimum performance objectives shall be met through completion of materials from the ACI, completion of equivalent courses of instruction, or through incorporation of the objectives into exercises.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(a) and §8607(e)

Article 7. Compliance

§2443. General Provisions

- (a) Local government must use SEMS in order to be eligible for state funding of response-

related personnel costs occurring in response to an incident as defined in §2402(i). All state agencies shall use SEMS to coordinate multiple jurisdiction or multiple agency emergency and disaster operations.

- (b) Compliance with SEMS shall be documented in the areas of planning, training, exercise, and performance.
- (c) All applicants for reimbursement or response-related personnel costs shall self-certify compliance with §2445, §2446, §2447, and §2448. This self-certification shall be submitted in writing with the application.
- (d) Evidence of compliance with SEMS as set forth in §2445, §2446, §2447, and §2448 shall be available for review.
- (e) When the OES Director determines sufficient evidence exists to warrant a SEMS Compliance review, a Review Team shall be established to evaluate the compliance with SEMS of any local government which has requested funding of its response-related personnel costs under disaster assistance programs, or any operational area or state agency. The OES Director shall notify the local government, operational area, or state agency being evaluated, the SEMS Advisory Board, and the fund(s) administrator of any disaster assistance program of the establishment of the Review Team. At a minimum, participants on the Review Team shall include peers of the entity being evaluated, OES staff, and others knowledgeable in emergency operations and SEMS. The Review Team shall meet with the local government, operational area, or state agency being evaluated and solicit all pertinent information. The team may also review records and interview persons knowledgeable on the SEMS compliance activities of the entity being evaluated. The Review Team shall report its findings to the local government, operational area, or state agency that was evaluated, the SEMS Advisory Board, and the OES Director. This report must be issued within ninety (90) days of the establishment of the Review Team.
- (f) The SEMS Advisory Board shall examine the Review Team's report within sixty (60) days of submittal of the report. The SEMS Advisory Board shall also consider additional information pertinent to the evaluation. The local government, operational area, or state agency being evaluated may submit additional information to the Board, either verbally or in writing. After consideration, the SEMS Advisory Board shall submit a recommendation to the OES Director. A copy of the recommendation shall be forwarded to the local government, operational area, or state agency being evaluated.
- (g) The OES Director shall make a determination on whether or not the local government, operational area, or state agency being evaluated was in compliance with SEMS. This determination shall be forwarded to the local government, operational area, or state agency being evaluated by certified letter within thirty (30) days of the SEMS Advisory Board's recommendation. A copy of the determination shall be provided to the fund(s)

administrator of any disaster assistance program.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(e), §8682.9, 8558(c)

§2444. Appeal Process.

- (a) In the event the local government, operational area, or state agency being evaluated disagrees with the determination of the OES Director, the local government, operational area, or state agency may request a reconsideration of the determination. The request must be submitted within thirty (30) days of receipt of the letter of determination.
- (b) The request for reconsideration shall be in writing and indicate why the local government, operational area, or state agency disagrees with the decision, any new or additional pertinent information, and any legal authority or other basis for the disagreement with the determination.
- (c) The OES Director shall review the request for reconsideration and make a determination. The local government, operational area, or state agency that submitted the request for reconsideration shall be notified of the OES Director's decision by certified letter within thirty (30) days of receipt of the request for reconsideration. A copy of the determination shall be provided to the fund(s) administrator or any disaster assistance program.
- (d) The OES Director's decision shall be considered final for the purposes of the appeal process.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(e)

§2445. Planning.

Local governments, operational areas, and state agencies shall include the use of SEMS in emergency plans and procedures pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)

REFERENCE: GOVERNMENT CODE §8607(a), §8607(b), §8607(c),
8607.2(c)

§2446. Training.

Local governments, operational areas, and state agencies shall document SEMS training provided to its emergency response personnel pursuant to §2428.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(c)

§2447. Exercises.

Local governments, operational areas, and state agencies shall incorporate the use of SEMS pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415 at all levels of operation when exercises are performed.

Note: AUTHORITY: GOVERNMENT CODE §8607(a), §8607.2(c)
REFERENCE: GOVERNMENT CODE §8607(c), §8607.2(c)

§2448. Performance.

Local governments, operational areas, and state agencies shall document the use of SEMS. Documentation shall include activities performed pursuant to §2403, §2405, §2407, §2409, §2411, §2413, and §2415 during the emergency.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(d)

Article 8. After Action Reports

§2450. Reporting Requirements.

- (a) Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in California Code of Regulations, Title 19, §2900(j).
- (b) The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

Note: AUTHORITY: GOVERNMENT CODE §8607(a)
REFERENCE: GOVERNMENT CODE §8607(f)

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HOMELAND SECURITY PRESIDENTIAL DIRECTIVE/HSPD-5

Purpose

(1) To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

(2) In this directive:

(a) the term "Secretary" means the Secretary of Homeland Security.

(b) the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy

(3) To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

(4) The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has

been directed to assume responsibility for managing the domestic incident by the President.

(5) Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.

(6) The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

(7) The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.

(8) The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(9) Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the

commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(10) The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(11) The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

(12) The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.

(13) Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking

(14) The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.

(15) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a

consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

(16) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

(a) The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.

(b) The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or annexes, as appropriate, including public affairs and intergovernmental communications.

(c) The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.

(d) The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

(17) The Secretary shall:

(a) By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the

Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.

(b) By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.

(c) By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

(18) The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

(19) The head of each Federal department and agency shall:

(a) By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.

(b) By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.

(20) Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

(21) NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of

Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8)

(22) NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

(23) HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:

(a) striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof ;

(b) striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;

(c) inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;

(d) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;

(e) striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(f) striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(g) striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(h) striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;

(i) inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;

(j) inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;

(k) inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;

(l) striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;

(m) striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;

(n) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and

(o) inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

(24) The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

(a) replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."

(b) inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."

(c) inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".

(d) striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and

(e) striking the section entitled "Comment and Review Periods."

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LIST OF ACRONYMS AND ABBREVIATIONS

A&E	Architecture and Engineering
AC	Area Command
ADA	Americans with Disabilities Act
APCD	Air Pollution Control District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
CAA	Clean Air Act
CALDAP	California Disaster Assistance Program
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAN	Community Alert Network
CAO	Chief Administrative Office(r)
CAT	Crisis Action Team
CAV	Community Assistance Visit
CCA	Comprehensive Cooperative Agreement
CCC	California Conservation Corps
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDC	Centers for Disease Control, U.S. Public Health Service
CDF	California Department of Forestry
CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer
CEP	Comprehensive Emergency Planning
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System

COE	Corps of Engineers (US Army)
COG	Continuity of Government
CPG	Civil Preparedness Guide
CPI	Consumer Price Index
CWA	Clean Water Act
DA	Damage Assessment
DAC	Disaster Application Center
DAE	Disaster Assistance Employee
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DLS	Disaster Legal Services
DOB	Duplication of Benefits
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOL	Department of Labor
DOJ	Department of Justice
DOT	Department of Transportation
DP	Disaster Preparedness
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Inquiry
DWR	California Department of Water Resources
EAS	Emergency Alert System
ED	United States Department of Education
EDD	Employment Development Department
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMA	Emergency Management Assistance
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician

EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
ER	Emergency Relief Program
ESA	California Emergency Services Act
ESA	Endangered Species Act
ESC	Emergency Services Coordinator
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential
Emergencies	
FmHA	Farmers Home Administration
FPM	Flood Plain Management
FRERP	Federal Radiological Emergency Response Plan
FTB	Franchise Tax board (State of California)
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HUD	Housing and Urban Development Program
IA	Individual Assistance

IA/O	Individual Assistance/Officer
IC	Incident Commander
ICC	Interstate Commerce Commission
ICP	Incident Command Post
ICS	Incident Command System
IFG	Individual and Family Grant Program (State of California program)
IFGP	Individual and Family Grant Program
IG	Inspector General
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
JIC	Joint Information Center
JDIC	Justice Data Interface Controller
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIS	Joint Information System
LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MC	Mobilization Center
MCR	Military Communications Representative
MHFP	Multi-Hazard Functional Plan
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Mortgage and Rental Assistance Program
MRE	Meals Ready to Eat
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management
NCS	National Communications System
NCSP	National Communications Support System
NCSRM	National Communications System Regional Manager
NDAA	California Natural Disaster Assistance Act
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center (FEMA)
NEIS	National Earthquake Information Service
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy

NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NIFCC	National Interagency Fire Coordination Center, U.S. Forest
Service	
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NRT	National Response Team
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OFA	Other Federal Agencies
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSHA	Occupational Safety and Health Administration
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDH	Packaged Disaster Hospital
PDS	Professional Development Series
PFT	Permanent Full-Time Employee
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of
1974	
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PSR	Personal Service Radio
PUC	California Public Utilities Commission
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RCP	Regional Oil and Hazardous Substances Pollution Contingency
Plan	

RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RM	Radiological Monitor
RO	Radiological Officer
RRT	Regional Response Team
SA	Salvation Army
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SEMO	State Emergency Management Office
SEMS	Standardized Emergency Management System
SF	Standard Form
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
Subgrantee	An eligible applicant in Federally declared disasters
TH	Temporary Housing
TSCA	Toxic Substances Control Act
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VSAT	Very Small Aperture Terminal

GLOSSARY OF TERMS

"Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

"Disaster" means a sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

"Emergency" means a condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

"Emergency Operations Center" means a location from which centralized emergency management can be performed.

"Emergency Response Agency" means any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

"Emergency Response Personnel" means personnel involved with an agency's response to an emergency.

"Incident" means an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

"Incident Action Plan" means the plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

"Incident Commander" means the individual responsible for the command of all functions at the field response level.

"Incident Command System (ICS)" means a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure,

with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

"Local Government" means local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDA, §2900(y).

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

"Multi-agency or inter-agency coordination" means the participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

"Mutual Aid" means voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

"Mutual Aid Region" means a subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

"Operational Area" means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area is used by the county and the political subdivisions of the Operational Area for the coordination of emergency activities and to serve as a communication and coordination link between the state's emergency operating centers and the operating centers of the political subdivisions of the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

"Political subdivision" means any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

"Standardized Emergency Management System (SEMS)" means that consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCR Title 19, Division 2, §2400 et seq). It

identifies at each level of the statewide emergency organization, the direction of field forces and the coordination of joint efforts of government and private agencies. ICS is the field level component of SEMS.

"State of Emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency", which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.