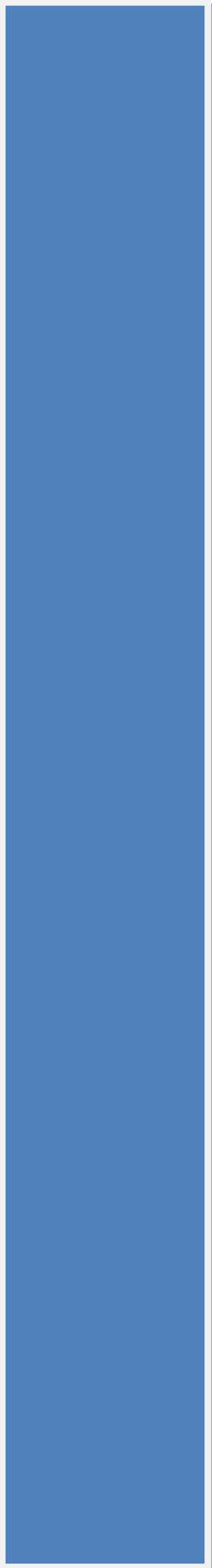


# **City of Buellton Emergency Management Plan**

**November 2013**



**RESOLUTION NO. 13-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BUELLTON, CALIFORNIA, ADOPTING  
THE 2013 CITY OF BUELLTON EMERGENCY  
MANAGEMENT PLAN (EMP)**

**WHEREAS**, On October 23, 1997, the Buellton City Council passed Resolution No. 97-23, to establish a Multi-Agency Coordination System (MACS) for the coordination of emergency services in response to disaster and referencing Santa Barbara County Resolution No. 95-429, a resolution establishing an Operational Area Organization pursuant to the Standardized Emergency Management System (SEMS); and

**WHEREAS**, in 2009, the City of Buellton revised the City's Emergency Operations Plan to comply with State and Federal regulations; and

**WHEREAS**, emergency management plans are required to be updated every 3 years; and

**WHEREAS**, the 2013 Buellton Emergency Management Plan (EMP) integrates the National Incident Management System (NIMS) with SEMS and the State Emergency Management Agency and the Santa Barbara County Operational Area have reviewed and approved the proposed revisions to the City's 2013 EMP; and

**WHEREAS**, a full, true and correct copy of the EMP is available in the office of the City Clerk of the City of Buellton, the terms of which are incorporated herein by reference; and

**WHEREAS**, approval of this Resolution will assure the City's compliance with Federal and State requirements for the use of NIMS in the City's EMP; and

**WHEREAS**, all legal prerequisites have occurred prior to the adoption of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Buellton does hereby resolve, determine, and order as follows:

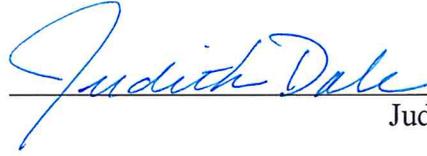
**SECTION 1.** The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.

**SECTION 2.** The City Council hereby adopts the City of Buellton 2013 EMP.

**SECTION 3.** The City Clerk is hereby directed to deliver a copy of the Resolution to the California Emergency Management Agency, together with a copy of the Letter of Promulgation signed by the City Manager and Director of Emergency Services.

**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 14th day of November 2013.

  
\_\_\_\_\_  
Judith Dale  
Mayor

ATTEST:

  
\_\_\_\_\_  
Linda Reid  
City Clerk





## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

SOUTHERN REGION

4671 Liberty Avenue

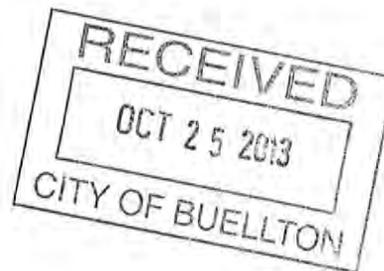
Los Alamitos, California 90720-5158

Phone: (562) 795-2900 Fax: (562) 795-2877



September 30, 2013

Marc Bierdzinski  
City of Buellton  
P.O. Box 1819  
Buellton, CA 93427



Dear Mr. Bierdzinski,

My staff has completed their review of the City of Buellton Emergency Operations Plan (EOP). I have reviewed the attached staff report and concur with its findings and recommendations. Accordingly, I have determined that the City of Buellton EOP is acceptable in accordance with the requirements of the Emergency Services Act and the California Master Mutual Aid Agreement. This plan is also consistent with state guidance available at the time the plan was developed. This acceptance is contingent upon implementation of the recommendations in the attached staff report and the adoption of the EOP by your governing body or their designee.

Following the adoption of your plan, please provide us with the following:

- a signed copy of the Signed Concurrence by Principal Departments, and
- any resolutions that pertain to the adoption of your EOP.

Thank you for your planning effort. I encourage you to continue to develop supporting operating procedures, exercise your plan, and review the plan every three years.

If you have any questions or require any assistance, please contact my office at (562) 795-2900.

Sincerely,

A handwritten signature in blue ink that reads "Mona Bontty".

Mona Bontty  
Deputy Regional Administrator  
Southern Region

cc: Richard Abrams, Santa Barbara County OEM  
Jeri Siegel, Emergency Services Coordinator  
Master File, Cal EMA Southern Region



## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

**Jurisdiction Name:** City of Buellton

**Name of Submitter:** Marc Bierdzinski (MB) **Phone:** 805-686-7429

**Reviewing Agency:** Cal OES **Review Date:** August 16, 2013

**Name of Reviewer:** Jeri Siegel **Phone:** 805-473-3053

**Purpose:** This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive".

### NIMS

#### Requirement

**for EOPs:** Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should predesignate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols. (<http://www.fema.gov/nimcast>)

**Instructions:** For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained in another document, list the name of the document as appropriate. If the element is in multiple sections or on multiple pages, please so indicate. A completed copy of this crosswalk should accompany each local EOP submitted to the OES regional office for review.

**Note:** Each element is identified as a SEMS EOP Element or a NIMS EOP Element. *NIMS EOP Elements are indicated in Italics.*

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<b>FOREWORD SECTION</b>		OK
<b>1. Foreword/Preface/Introduction:</b> Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>	Page v	OK
<b>2. Plan Concurrence:</b> Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	Page xiii	OK
<b>3. Letter of Approval:</b> Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	Page iii	OK
<b>PART I: BASIC PLAN</b>		
<b>4. Table of Contents:</b> Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	Page xv	Please enter page numbers upon finalization
<b>5. Purpose:</b> <i>Describes the EOP purpose (NIMS EOP Element).</i>	Page 1-1	OK
<b>6. Scope:</b> <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>	Page 1-1	OK
<b>7. Authorities and References:</b> <i>Describes the EOP authorities and references (NIMS EOP Element).</i> Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	Page 1-21 Page 3-1	OK
<b>8. Situation and Assumptions:</b> <i>Describes the EOP situation and assumptions (NIMS EOP Element).</i> Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	Page 1-7 Page 1-23 Page 1-37	OK
<b>9. Organization, Roles and Responsibilities:</b> <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>	Page 2M-6, Chart 2-1	OK
<b>10. Standardized Emergency Management System (SEMS) based Emergency Organization:</b> Identifies agency roles and responsibilities during disaster situation include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, and Finance/Administration) (SEMS EOP Element).	Page 2M-14 Page 2M-16 Page 2M-30 Page 2M-31 Page 2M-32	OK
<b>11. Emergency Operations Center Organization</b> Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	Page 2M-25 Page 2M-26 Page 2M-28 Page 2M-30 Page 2M-32	OK
<b>12. Involvement of special districts, private and non-profit agencies.</b> Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	Page 2M-22	OK
<b>13. Essential Facilities-Primary and Alternate EOC.</b> Indicates the location of both the primary and alternate EOC and what conditions would	Page 2M-12 Page 2M-25	OK

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
cause the alternate EOC to be activated (SEMS EOP Element).		
<b>14. Essential Facilities-Activation/Deactivation of EOC.</b> Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	Page 2M-28	OK
<b>15. Essential Facilities-Alternate Government Facilities.</b> Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	Page 2M-12	OK
<b>16. Essential Facilities-Americans with Disabilities Act.</b> Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	Page 2M-40 Page 2O-15	OK
<b>17. Continuity of Government.</b> Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	Page 2M-9 Page 2M-10	Plan does not address duration of authority. Govt. Code Section 8641 (d) states, in part "...The standby officer shall serve until the regular officer becomes available or until the election or appointment of a new regular officer".
<b>18. Vital Record Retention.</b> Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	Page 2M-12	OK
<b>19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element).</b> Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	Page 1-1 Page 1-26 Page 1-41 Page 2M-1 Page 2O-2 Page 2P-2 Page 2L-2 Page 2F-3	OK
<b>20. Notification and Mobilization.</b> Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	Page 2M-2 Page 2M-10 Page 2M-20	OK
<b>21. SEMS Coordination Levels.</b> Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/interagency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	Page 1-7 Page 2M-3 Page 2M-14 Page 2M-15 Page 2M-21	OK
<b>22. Incident Command System (ICS).</b> Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). <i>Pre designates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).</i>	Page 1-9 Page 1-19 Page 2M-16	OK
<b>23. Field/EOC Communications and Coordination.</b> Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	Page 2M-20 Page 2M-22 Page 2M-3	OK
<b>24. Field/EOC Direction and Control Interface.</b> Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	Page 1-7 Page 2M-3 Page 2M-21	OK

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<b>25. Field coordination with Department Operations Centers (DOCs) and EOCs.</b> Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	Not applicable – no DOCs in Buellton	OK
<b>26. Mutual Aid.</b> Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	Page 1-29 Page 2M-19	OK
<b>27. Emergency Declarations.</b> Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	Page 1-20 Page 3-8	OK
<b>28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element).</b> (Gov. Code Sec. 8560)	Page 1-14 Page 2M-38	OK
<b>29. Recovery Overview.</b> Includes a general recovery concept of operations (SEMS EOP Element).	Page 1-5 Page 1-41	OK
<b>30. Recovery Organization.</b> Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	Page 1-42	OK
<b>31. Recovery Damage Assessment.</b> Describes the damage assessment organization and responsibilities (SEMS EOP Element).	Page 1-43	OK
<b>32. Recovery Documentation.</b> Describes the documentation process (SEMS EOP Element).	Page 1-43	OK
<b>33. Recovery After-action Reports.</b> Includes the OES After-Action Questionnaire (SEMS EOP Element).	Page 2P-5	OK
<b>34. Recovery Disaster Assistance.</b> Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	Page 1-45	OK
<b>35. Administration and Logistics. Describes the administration and logistics of the EOP (NIMS EOP Element).</b>	Page v	OK
<b>36. Emergency Plan Maintenance and Distribution. Describes EOP development and maintenance (NIMS EOP Element).</b> Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	Page v Page ix Page xi	OK
<b>37. Standard Operating Procedures (SOP) Development.</b> Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	Page 2M-3	OK
<b>38. Training and Exercises.</b> Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	Page viii Page 1-14	OK
<b>PART II: FUNCTIONAL ANNEXES</b>		
<b>39. Functional Annexes. Contains functional annexes (NIMS EOP Element).</b> Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.	Page 2M-1 Page 2O-1 Page 2P-1 Page 2L-1 Page 2F-1	OK
<b>40. Management Section.</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> <li>• Overall EOC management</li> <li>• Public Information assignment</li> <li>• Identification of a media center</li> </ul>	Page 2M-1 Page 2M-25 Page 2M-38 Page 2M-27 Page 2M-39	OK

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> <li>• Rumor control</li> <li>• Public inquires</li> <li>• Provision for public safety communications and policy</li> <li>• Identification of a Safety Officer</li> <li>• Facility security</li> <li>• Agency liaison</li> <li>• State/federal field activity coordination</li> </ul>	Page 2M-42 Page 2M-41	
<p><b>41. Operations Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• General warning</li> <li>• Special population warning</li> <li>• Authority to activate Emergency Alert System</li> <li>• Inmate evacuation</li> <li>• Traffic direction and control</li> <li>• Debris removal</li> <li>• Evacuation</li> <li>• Evacuation and care for pets and livestock</li> <li>• Access control</li> <li>• Hazardous materials management</li> <li>• Coroner operations</li> <li>• Emergency medical care</li> <li>• Transportation management</li> <li>• Crisis counseling for emergency responders</li> <li>• Urban search and rescue</li> <li>• Disease prevention and control</li> <li>• Utility restoration</li> <li>• Flood operations</li> <li>• Initial damage assessments</li> <li>• Safety assessments</li> <li>• Shelter and feeding operations</li> <li>• Emergency food and water distribution</li> </ul>	Page 2O-1 Page 1-15 Page 2O-13 Page 2O-10 Page 2O-8 Page 2O-9 Page 2O-14 Page 2O-15	Please address the following as functions of the Operations Section and identify who will be responsible: <ul style="list-style-type: none"> <li>• Debris removal</li> <li>• Inmate evacuation (if appropriate)</li> <li>• Crisis counseling for emergency responders</li> <li>• Disease prevention and control</li> <li>• Emergency food and water distribution</li> </ul>
<p><b>42. Planning/Intelligence Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• Situation status</li> <li>• Situation analysis</li> <li>• Information display</li> <li>• Documentation</li> <li>• Advance planning</li> <li>• Technical services</li> <li>• Action planning</li> <li>• Demobilization</li> </ul>	Page 2P-1 Page 2P-11 Page 2P-12 Page 2P-13 Page 2P-14 Page 2P-15 Page 2P-16 Page 2P-17	OK
<p><b>43. Logistics Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• Field incident support</li> <li>• Communications support</li> <li>• Transportation support</li> <li>• Personnel</li> </ul>	Page 2L-1 Page 2L-7 Page 2L-8 Page 2L-9 Page 2L-10 Page 2L-11 Page 2L-12	OK

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> <li>• Supply and procurement</li> <li>• Resource tracking</li> <li>• Sanitation services</li> <li>• Computer support</li> </ul>	Page 2L-13 Page 2L-14	
<b>44. Finance/Administration Section.</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> <li>• Fiscal management</li> <li>• Time-keeping</li> <li>• Purchasing</li> <li>• Compensation and claims</li> <li>• Cost recovery</li> <li>• Travel request, forms, claims</li> </ul>	Page 2F-1 Page 2F-9 Page 2F-10 Page 2F-11 Page 2F-12 Page 2F-13 Page 2F-14	OK
<b>PART III: APPENDICES</b>		
<b>45. Appendices.</b> Contains hazard-specific appendices (NIMS EOP Element).		While the County Hazard Mitigation Plan contains a very detailed description of threats and vulnerabilities as well as methods to mitigate impacts, it does not address response activities. Please include planning for response actions in the Emergency Operations Plan.
<b>46. Hazardous Materials.</b> Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	Page 1-37	See #46
<b>47. Dams.</b> If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).	Page 1-37	See #46
<b>48. Other Hazards Specific to the Jurisdiction.</b> The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	Page 1-37	See #46
<b>49. Glossary of Terms.</b> Contains a glossary of terms (NIMS EOP Element). Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	Page 3-33	OK
<b>50. Resources.</b> Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	Page 2L-1	The plan currently indicates "Methods for obtaining and using facilities, equipment,

**EMERGENCY OPERATIONS PLAN  
CROSSWALK FOR PLAN REVIEW**

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
		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 Council." Please indicate 1) what the processes are or where to find them, and 2) what resources are available in the event they are needed.
<b>51. Contact List.</b> Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	<b>Page 2M-22</b>	Agencies that may be required to respond are identified throughout the plan, however, contact information is not available.
<b>52. Supporting Documentation.</b> Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	<b>Page 1-14</b>	Unable to locate.



## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

**Jurisdiction Name:** City of Buellton

**Name of Submitter:** Marc Bierdzinski (MB) **Phone:** 805-686-7429

**Reviewing Agency:** County of Santa Barbara OEM **Review Date:** May 2013

**Name of Reviewer:** Richard Abrams (RA) **Phone:** 805-681-5526

**Purpose:** This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive".

### NIMS

#### Requirement

**for EOPs:** Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should predesignate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols. (<http://www.fema.gov/nimcast>)

**Instructions:** For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained in another document, list the name of the document as appropriate. If the element is in multiple sections or on multiple pages, please so indicate. A completed copy of this crosswalk should accompany each local EOP submitted to the OES regional office for review.

**Note:** Each element is identified as a SEMS EOP Element or a NIMS EOP Element. *NIMS EOP Elements are indicated in Italics.*

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<b>FOREWORD SECTION</b>		CalEMA will revert to the Governor's Office of Emergency Services (OES) effective 7/1/13 The CUPA (and HazMat Plan program) will transfer to SB Co Public Health Dept. - Environmental Health effective 7/1/2013 RA Final document will be changed when changes occur. MB
<b>1. Foreword/Preface/Introduction:</b> Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>	<b>Page v</b>	Are concurrences signed? RA  Concurrences signed. MB
<b>2. Plan Concurrence:</b> Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	<b>Page xiii</b>	
<b>3. Letter of Approval:</b> Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	<b>Page iii</b>	
<b>PART I: BASIC PLAN</b>		
<b>4. Table of Contents:</b> Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	<b>Page xv</b>	
<b>5. Purpose:</b> <i>Describes the EOP purpose (NIMS EOP Element).</i>	<b>Page 1-1</b>	
<b>6. Scope:</b> <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>	<b>Page 1-1</b>	
<b>7. Authorities and References:</b> <i>Describes the EOP authorities and references (NIMS EOP Element).</i> Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	<b>Page 1-21</b> <b>Page 3-1</b>	Page 23? RA  Page 23 is Hazard Mitigation. MB
<b>8. Situation and Assumptions:</b> <i>Describes the EOP situation and assumptions (NIMS EOP Element).</i> Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	<b>Page 1-7</b> <b>Page 1-23</b> <b>Page 1-37</b>	
<b>9. Organization, Roles and Responsibilities:</b> <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>	<b>Page 2M-6,</b> <b>Chart 2-1</b>	ARC for Recovery? What is their role? Local government recovery is generally local government responsibility. RA Revised. MB
<b>10. Standardized Emergency Management System (SEMS) based Emergency Organization:</b> Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).	<b>Page 2M-3</b> <b>Page 2M-6</b> <b>Page 2M-10</b> <b>Page 2M-14</b> <b>Page 2M-16</b> <b>Page 2M-30</b> <b>Page 2M-31</b> <b>Page 2M-32</b>	Page 2M-14? RA
<b>11. Emergency Operations Center Organization</b> Describes the roles and responsibilities of agencies and departments in the EOC, including who is	<b>Page 2M-25</b> <b>Page 2M-26</b>	

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
responsible for ensuring the readiness of the EOC (SEMS EOP Element).	Page 2M-28 Page 2M-30 Page 2M-32	
<b>12. Involvement of special districts, private and non-profit agencies.</b> Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	Page 2M-22	
<b>13. Essential Facilities-Primary and Alternate EOC.</b> Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	Page 2M-12 Page 2M-25	Page 2M-12? RA
<b>14. Essential Facilities-Activation/Deactivation of EOC.</b> Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	Page 2M-28	
<b>15. Essential Facilities-Alternate Government Facilities.</b> Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	Page 2M-12	
<b>16. Essential Facilities-Americans with Disabilities Act.</b> Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	Page 2M-40 Page 2O-15	
<b>17. Continuity of Government.</b> Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	Page 2M-9 Page 2M-10	
<b>18. Vital Record Retention.</b> Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	Page 2M-12	
<b>19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element).</b> Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	Page 1-1 Page 1-26 Page 1-41 Page 2M-1 Page 2O-2 Page 2P-2 Page 2L-2 Page 2F-3	Page 1-41? RA
<b>20. Notification and Mobilization.</b> Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	Page 2M-2 Page 2M-10 Page 2M-20	
<b>21. SEMS Coordination Levels.</b> Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	Page 1-7 Page 2M-3 Page 2M-14 Page 2M-15 Page 2M-21	Page 2M-14-15? RA
<b>22. Incident Command System (ICS).</b> Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). <i>Predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS</i>	Page 1-9 Page 1-19 Page 2M-16	Page 1-19? RA

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<i>EOP Element).</i>		
<b>23. Field/EOC Communications and Coordination.</b> Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	<b>Page 2M-20 Page 2M-22</b>	
<b>24. Field/EOC Direction and Control Interface.</b> Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	<b>Page 1-7 Page 2M-3 Page 2M-21</b>	
<b>25. Field coordination with Department Operations Centers (DOCs) and EOCs.</b> Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	<b>Not applicable – no DOCs in Buellton</b>	
<b>26. Mutual Aid.</b> Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	<b>Page 1-29 Page 2M-19</b>	
<b>27. Emergency Declarations.</b> Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	<b>Page 1-20 Page 3-8</b>	Page 1-20. RA
<b>28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element).</b> (Gov. Code Sec. 8560)	<b>Page 1-14</b>	
<b>29. Recovery Overview.</b> Includes a general recovery concept of operations (SEMS EOP Element).	<b>Page 1-5 Page 1-41</b>	
<b>30. Recovery Organization.</b> Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	<b>Page 1-41</b>	
<b>31. Recovery Damage Assessment.</b> Describes the damage assessment organization and responsibilities (SEMS EOP Element).	<b>Page 1-43</b>	
<b>32. Recovery Documentation.</b> Describes the documentation process (SEMS EOP Element).	<b>Page 1-43</b>	
<b>33. Recovery After-action Reports.</b> Includes the OES After-Action Questionnaire (SEMS EOP Element).	<b>Page 2P-5</b>	
<b>34. Recovery Disaster Assistance.</b> Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	<b>Page 1-45</b>	
<b>35. Administration and Logistics.</b> Describes the administration and logistics of the EOP (NIMS EOP Element).	<b>Page v</b>	
<b>36. Emergency Plan Maintenance and Distribution.</b> Describes EOP development and maintenance (NIMS EOP Element). Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	<b>Page v Page ix Page xi</b>	
<b>37. Standard Operating Procedures (SOP) Development.</b> Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	<b>Page 2M-3</b>	
<b>38. Training and Exercises.</b> Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	<b>Page 1-14</b>	
<b>PART II: FUNCTIONAL ANNEXES</b>		
<b>39. Functional Annexes.</b> Contains functional annexes (NIMS EOP	<b>Page 2M-1</b>	

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<p><i>Element</i>). Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.</p>	<p>Page 2O-1 Page 2P-1 Page 2L-1 Page 2F-1</p>	
<p><b>40. Management Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• Overall EOC management</li> <li>• Public Information assignment</li> <li>• Identification of a media center</li> <li>• Rumor control</li> <li>• Public inquires</li> <li>• Provision for public safety communications and policy</li> <li>• Identification of a Safety Officer</li> <li>• Facility security</li> <li>• Agency liaison</li> <li>• State/federal field activity coordination</li> </ul>	<p>Page 2M-1 Page 2M-25 Page 2M-38 Page 2M-27 Page 2M-39 Page 2M-42 Page 2M-41</p>	
<p><b>41. Operations Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• General warning</li> <li>• Special population warning</li> <li>• Authority to activate Emergency Alert System</li> <li>• Inmate evacuation</li> <li>• Traffic direction and control</li> <li>• Debris removal</li> <li>• Evacuation</li> <li>• Evacuation and care for pets and livestock</li> <li>• Access control</li> <li>• Hazardous materials management</li> <li>• Coroner operations</li> <li>• Emergency medical care</li> <li>• Transportation management</li> <li>• Crisis counseling for emergency responders</li> <li>• Urban search and rescue</li> <li>• Disease prevention and control</li> <li>• Utility restoration</li> <li>• Flood operations</li> <li>• Initial damage assessments</li> <li>• Safety assessments</li> <li>• Shelter and feeding operations</li> <li>• Emergency food and water distribution</li> </ul>	<p>Page 2O-1 Page 1-15 Page 2O-13 Page 2O-10 Page 2O-8 Page 2O-9 Page 2O-14 Page 2O-15</p>	
<p><b>42. Planning/Intelligence Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• Situation status</li> <li>• Situation analysis</li> <li>• Information display</li> <li>• Documentation</li> <li>• Advance planning</li> <li>• Technical services</li> <li>• Action planning</li> </ul>	<p>Page 2P-1 Page 2P-11 Page 2P-12 Page 2P-13 Page 2P-14 Page 2P-15 Page 2P-16 Page 2P-17</p>	

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> <li>• Demobilization</li> </ul>		
<p><b>43. Logistics Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• Field incident support</li> <li>• Communications support</li> <li>• Transportation support</li> <li>• Personnel</li> <li>• Supply and procurement</li> <li>• Resource tracking</li> <li>• Sanitation services</li> <li>• Computer support</li> </ul>	<p><b>Page 2L-1</b> <b>Page 2L-7</b> <b>Page 2L-8</b> <b>Page 2L-9</b> <b>Page 2L-10</b> <b>Page 2L-11</b> <b>Page 2L-12</b> <b>Page 2L-13</b> <b>Page 2L-14</b></p>	
<p><b>44. Finance/Administration Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>• Fiscal management</li> <li>• Time-keeping</li> <li>• Purchasing</li> <li>• Compensation and claims</li> <li>• Cost recovery</li> <li>• Travel request, forms, claims</li> </ul>	<p><b>Page 2F-1</b> <b>Page 2F-9</b> <b>Page 2F-10</b> <b>Page 2F-11</b> <b>Page 2F-12</b> <b>Page 2F-13</b> <b>Page 2F-14</b></p>	
<b>PART III: APPENDICES</b>		
<b>45. Appendices. Contains hazard-specific appendices (NIMS EOP Element).</b>		Delete page reference. RA
<b>46. Hazardous Materials.</b> Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	<b>Page 1-37</b>	I suggest deleting 7, 23. keep 37 and reference the HMP, and reference the admin change to Public Health (the CUPA and HazMat Plan program will transfer to SB Co Public Health Dept. - Environmental Health effective 7/1/2013) RA
<b>47. Dams.</b> If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).	<b>Page 1-37</b>	I suggest deleting 7, 23. keep 37 and reference the Haz Mit Plan. RA
<b>48. Other Hazards Specific to the Jurisdiction.</b> The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State	<b>Page 1-37</b>	I suggest deleting 7, 23. keep 37 and reference the Haz Mit Plan. RA

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).		
<b>49. Glossary of Terms.</b> <i>Contains a glossary of terms (NIMS EOP Element).</i> Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	<b>Page 3-33</b>	
<b>50. Resources.</b> Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	<b>Page 2L-1</b>	Primary responsibility is Logistics - 2L-1. RA
<b>51. Contact List.</b> Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	<b>Page 2M-22</b>	
<b>52. Supporting Documentation.</b> Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	<b>Page 1-14</b>	

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# **City of Buellton Emergency Management Plan**

## **Introduction**



## **Disclaimer**

The material presented in this publication has been written in accordance with federal and state guidelines to meet current standards. However, this plan cannot anticipate all possible events and situations or emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals. This Plan should be tested by the City's Emergency Operations Center (EOC) staff after they have received appropriate emergency management training. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions.

Prepared for use by the City of Buellton

By

The City of Buellton Planning Department

## LETTER OF PROMULGATION

Adoption Date: November 14, 2013

To: Officials, Employees, and Citizens of the City of Buellton

The preservation of life, property and the environment is the inherent responsibility of local, state and federal government. The City of Buellton, in cooperation with the County of Santa Barbara Operational Area and special districts within the City, have prepared this Emergency Management Plan (EMP) 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 California Standardized Emergency Management System (SEMS) the Federal National Incident Management System (NIMS), and the Incident Command System (ICS).

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

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

The City of Buellton 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 of Buellton.

Concurrence of this promulgation letter constitutes the adoption of the Federal National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). This Emergency Management Plan becomes effective on acceptance by the Mayor and Council members of the City of Buellton.



Marc P. Bierdzinski  
City Manager

11-14-2013  
Date

## THE FOREWORD

The Emergency Management Plan (EMP) for the City of Buellton addresses the planned response to extraordinary emergency situations associated with natural disasters, technological and intentional 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. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring expanded emergency responses. Effective response requires that the City of Buellton Emergency Operations Center (EOC) staff remember to communicate, collaborate, coordinate, and cooperate with each other and with the field responders and other jurisdictions.

The EMP:

- Is a preparedness document designed to be read, understood, and exercised prior to an emergency;
- Designed to include the City of Buellton as part of the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). For area wide emergencies, such as a major earthquake or fire, it integrates with the Santa Barbara County Operational Area response.
- 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, incidental, and technological disasters; and
- Establishes the operational concepts and procedures associated with field response to emergencies, the City's EOC activities, and the recovery process.

This Plan establishes the framework for implementation of SEMS and the NIMS in the City of Buellton. The Plan is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the City of Buellton, 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 will develop Standard Operating Procedures or Guidelines (SOP/SOGs) with checklists based on the provisions of this Plan. This Plan will be used in conjunction with the State of California Emergency Plan and the National Response Plan (NRP) during incidents of National Significance.

This Plan is a living document and should be reviewed bi-annually by staff for updates.

## ASSUMPTIONS

The City of Buellton EMP and emergency response procedures are based on a set of assumptions that include:

- The City of Buellton is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to City staff and the public and minimize damage to property.
- The City of Buellton will use SEMS/NIMS/ICS in emergency response operations.
- The City of Buellton EOC Director, or designee, will coordinate the disaster response in conformance with the City of Buellton emergency response policy.
- The City of Buellton will coordinate response with the Santa Barbara County Operational Area.
- The resources of the City of Buellton will be made available to cities, unincorporated area, local agencies and citizens to cope with disasters affecting the Santa Barbara County Operational Area, as available.
- The City of Buellton will commit its resources to a reasonable degree before requesting mutual aid assistance.
- The City of Buellton will request mutual aid assistance to the Santa Barbara County Operational Area when disaster relief requirements exceed resources available in the City of Buellton.
- The EMP does not guarantee a perfect response for all situations. The plan outlines hazards that are treated as hypothesis rather than fact and identified recommended guidelines to coordinate response activities. Users of the EMP assume all liability arising from the plans use.
- The EMP is NOT intended for day-to-day emergencies, but rather for disaster situations where normal resources are at drawn down and at a level where the City can no longer respond.

## SCOPE

- The City's EMP 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, Santa Barbara County Operational Area, State of California, and volunteer agencies.
- The EMP 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 plan in support of the City's EMP.

## EMERGENCY MANAGEMENT GOALS

The City of Buellton has established a set of emergency management goals for emergency response that includes:

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of the City of Buellton's basic services.
- Provide accurate documentation and records required for cost recovery efforts.

## ORGANIZATION OF THE EMP

- **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 section/branches/units, and emergency activation checklists. Intended audience: EOC staff.
- **Part Three** – Supporting documents to the City's EMP that identifies SEMS and NIMS compliance information, as well as other required State information.

## ACTIVATION OF THE EMP

- On the order of the official designated by the Buellton Municipal Code, 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 Buellton.
- 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

An emergency plan is not an end in itself. Training is necessary to make the planning concepts a natural response, in addition to training on the plan itself. Training should include exercises that test the interaction between the local jurisdiction, field units, and County Operational Area. Exercises should be documented with after action critiques addressing corrective measures and deadlines for completion.

SEMS requires documenting training consistent with SEMS. The planning process provides an opportunity an opportunity to identify specific SEMS training needs and to schedule appropriate training. The plan may be used to define which SEMS training is required by department and agencies that have defined emergency response roles and responsibilities.

Training and exercises are essential at all levels of government to make emergency response personnel operationally ready. The goal of the City of Buellton is to train and educate City staff and emergency response personnel in emergency preparedness and response. The City's Emergency Services Manager is responsible for overseeing the Plan and coordinating and scheduling training for staff and exercising the City of Buellton EMP. The City of Buellton training programs includes plan orientation, EOC procedures followed by an EOC exercise program.

The best method for training emergency response personnel to manage emergency operations is through realistic exercises. An exercise is a simulation of a series of emergencies for identified hazards affecting the City of Buellton. During these exercises, emergency response personnel are required to respond as though a real emergency had occurred. The exercises should be designed to provide personnel with an opportunity to become thoroughly familiar with procedures that will actually be used in emergency situations.

The City of Buellton will conduct regular exercises of this plan to train all necessary emergency operations staff in the proper response to disaster situations.



**DISTRIBUTION LIST**

<b>DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP:</b>	<b>NO. OF COPIES</b>
CalEMA, Southern Region	1
Santa Barbara County Operational Area	1
City Manager	1
City Clerk	1
City Attorney	1
Planning Department	1
Finance Department	1
County Fire Department (Station 31)	1
Police Department (County Sheriff)	2
Parks and Recreation Department	1
Public Works Department	2
Mayor and City Council	5
<b>Other Agencies and Special Districts</b>	
American Red Cross	1
Buellton Library	1
Buellton Union School District	1
VOAD	1

**SIGNED CONCURRENCE BY PRINCIPAL CITY DEPARTMENT**

The City Manager concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed *Ann Brice* *City Manager*  
(Name) (Title)

The City Attorney concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed *Paul D. Hansen* *City Attorney*  
(Name) (Title)

The Planning Department concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed *Ann Brice* *Planning Director*  
(Name) (Title)

The City Clerk concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed *Jada Reid* *City Clerk*  
(Name) (Title)

The Finance Department concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed *C. Moore* *Finance Director*  
(Name) (Title)

The Public Works Department concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

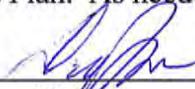
Signed *Chris Moss* *Public Works Director*  
(Name) (Title)

The Police Department (County Sheriff) concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed *[Signature]* *LIEUTENANT*  
(Name) (Title)

The Fire Department (County Fire) concurs with the City of Buellton's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed \_\_\_\_\_

  
(Name)

*Captain/Inspector*  
(Title)

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# **City of Buellton Emergency Management Plan**

## **Part One – Basic Plan**



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## **PART ONE, SECTION ONE BASIC PLAN**

### **PURPOSE**

The Basic Plan (Plan) of the Emergency Management Plan (EMP) addresses the City of Buellton's planned response to events associated with natural, intentional, 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, revised and adopted in September 2011. This Plan recognizes that hazard mitigation is a year round effort and encourages all entities to prepare a hazard mitigation plan.

### **CONCEPT OF OPERATIONS/SCOPE**

Operations during emergencies involve a full spectrum of response levels. Some emergencies will be preceded by a warning period which provides sufficient time to notify the community 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 City of Buellton's EMP and the City's Emergency Operations Center (EOC) Activation Plan.

The City of Buellton's emergency management system consists of three levels:

- Field Response (on-scene/tactical)
- Policy / General Staff
- Emergency Operations Center (EOC) response staff

The three levels provide an efficient means of establishing and carrying out the different activities required to:

- Coordinate City-wide support of field response personnel and equipment,
- Manage and coordinate resources and mutual aid, and

- Coordinate response efforts with the other local jurisdictions and the Santa Barbara County Operational Area.

## **Field Response Level**

The Field response level is where emergency response personnel and resources, under the command of an appropriate fire, law, or public works authority, carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) is the on-scene management structure used for emergency response. ICS, like SEMS, provides for five functions: Command (Incident Commander), Operations, Planning, Logistics, and Finance. NOTE: Tactical on-scene response decisions are made at the field Incident Commander level – NOT in the EOC.

## **Policy / General Staff**

Depending on the nature of the emergency, the Policy / General staff can meet in the Policy Room at the EOC or in the City Manager's office, or confer by telephone to make immediate decisions about an emergency response. The precise composition and activities will depend on the specific emergency circumstances and functions needed. Other assisting jurisdictions/agency representatives may be included in discussions/meetings as needed. Standing members of the Policy/General Staff include, but is not limited, to the following:

- City Manager
- All City Department Heads
- Public Information Officer
- Operations Section Coordinator
- Planning Section Coordinator
- Logistics Section Coordinator
- Finance Section Coordinator
- Liaison
- EOC Manager

## **Emergency Operations Response Staff**

The Emergency Operations Center (EOC) response staff coordinates the overall city emergency response and recovery activities utilizing the SEMS organization. The EOC provides a centralized location for the strategic decisions and planning for the City's various response and recovery activities, and for the support of the field operations. SEMS, like ICS, provides for five functions: Management (EOC Director), Operations, Planning, Logistics, Finance. NOTE: Tactical on-scene response decisions are made at the field Incident Command level – NOT by members of the EOC staff.

All City staff must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (**see Part One, Mutual Aid**).

## **EMERGENCY RESPONSE PHASES**

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 Phase**

- Coordination with local and state officials to change ordinances and statutes (zoning ordinance, building codes and enforcement, etc.). Mitigation efforts occur both before and after an incident.
- Structural measures.
- Public information and community relations.
- Land use planning.
- Professional training following disaster events.
  - Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the City that threaten life and property are part of mitigation efforts.

### **Preparedness Phase**

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, 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 Guidelines (SOGs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Department personnel should be acquainted with these SOGs 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**

The receipt of a warning or the observation that a disaster is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOGs/EMPs/EOC Activation Plan.
- Dissemination of accurate and timely emergency public information.
- Accelerated training of permanent and auxiliary staff.
- Inspection of critical facilities.
- Recruitment of additional staff and volunteers; as appropriate.
- Mobilization of resources.
- Testing warning and communications systems.

## **Response Phase**

### Pre-Emergency Phase

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses may be:

- Advising Santa Barbara Operational Area, Mayor and City Council of the emergency.
- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- Identifying the need for mutual aid and requesting such through the County Operational Area/Office of Emergency Management
- Requesting an emergency proclamation by City authorities and / or Santa Barbara County
- Should the possible or expected emergency not develop, all alerted agencies would be promptly notified
- As provided in the California Emergency Plan, state agencies will provide assistance to threatened or stricken areas. State agency representatives will establish liaison with their local counterparts to relay information and mutual aid requests. The California Emergency Management Agency (CalEMA) Regional Manager will coordinate intra-regional mutual aid and state assistance as necessary.

### Emergency Response Phase

During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response is accomplished by timely and effective deployment of local government agencies (fire, law enforcement, public works, etc.). During this phase, an Incident Command Post will be established, the City's EOC may be activated, and emergency instructions may be issued to the public.

One of the following conditions will apply to the City during this phase:

- The situation can be controlled without mutual aid assistance from outside the City.
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats.
- The City is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions.

The City will give priority to the following operations:

- Dissemination of accurate and timely emergency information and warning to the citizens.
- Situation analysis.
- Resource allocation and control.
- Evacuation and rescue operations.
- Care and shelter operations.
- Restoration of vital services.

When the City resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Santa Barbara County Operational Area/Office of Emergency Management. The City's Police and Fire Departments will request or render mutual aid directly through established channels. Any action which involves financial outlay by the City or a request of military assistance must be authorized by appropriate officials. If required, Santa Barbara County may request CalEMA to coordinate and establish one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in affected area(s).

Depending on the severity of the emergency, the City's EOC may be activated, and the County Office of Emergency Management will be advised. A state of emergency may be proclaimed at the City and/or County levels. Should a gubernatorial State of Emergency be proclaimed, State agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the CalEMA Director and/or Governor. CalEMA may also activate the State Operations Center in Sacramento to support local jurisdictions and other entities in the affected areas and to ensure the effectiveness of the State's emergency response.

### Sustained Emergency Phase

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. In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will be initiated.

### **Recovery Phase**

As soon as possible, CalEMA will bring together representatives of the Federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. The general public can obtain individual disaster assistance through the Federal Emergency Management Agency (FEMA) telephone coordination center by dialing 1-800-462-9029 or 1-800-462-7585 for the hearing impaired.

The recovery period has major objectives that may overlap, including:

- Resumption of the City of Buellton,
- Restoration of essential utility services,
- Permanent restoration of City property,
- Identification of residual hazards,
- Plans to mitigate future hazards,
- Recovery of costs associated with response and recovery efforts, and
- Cleanup and disposal of wastewater.

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.

## **PEACETIME EMERGENCIES**

The type and magnitude of the emergency will dictate the City's partial or total response to natural disasters or technological incidents. Generally, response to a major peacetime emergency will progress from local, to county, to state, to Federal involvement.

For planning purposes, CalEMA has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources. (Note: These levels do not directly correlate with the four classifications of nuclear power emergencies.)

### ***Level I—Decentralized Coordination and Direction***

Local resources are adequate and available for a minor to moderate incident. A Local Emergency may or may not be proclaimed. The Santa Barbara County Operational Area EOC may or may not be activated. Off-duty personnel may be recalled.

### ***Level II—Centralized Coordination and Decentralized Direction***

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

### ***Level III—Centralized Coordination and Direction***

Major local or regional disasters wherein resources in or near the impacted area are overwhelmed and extensive state and/or Federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be directed from the EOC. All off-duty personnel will be recalled.

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

## **HAZARD IDENTIFICATION AND ANALYSIS**

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

The Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan was approved by FEMA, and adopted by the Santa Barbara County Board of Supervisors September 2011. The City's portion (Section 9), was also adopted by FEMA, and approved by the City of Buellton in January 2012. The Plan identifies countywide natural hazards and mitigation projects to reduce the potential hazard impacts. The Plan is reviewed and updated every five (5) years.

## **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

SEMS is the system required by Chapter 7 of Division 2 of the Government Code §8607, which became law for all jurisdictions and districts in California in 1996. The standard organizational model is based on an approach called the Incident Command System (ICS) that was developed by fire departments to standardize a common language when requesting personnel and equipment from other agencies, and common tactics when responding to emergencies.

The system is designed to minimize the problem common to many emergency response efforts (e.g. duplication of effort) by giving each person a structured role in the organization, and each organization its function in the larger response. SEMS and ICS can be used by any combination of agencies and districts in emergency response. These systems clearly define the chain of command and limit the span of control of any one individual.

SEMS has been adopted by the City of Buellton 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 used in emergency response and recovery.

Fully activated, the SEMS consists of five levels: field response, local government, operational area (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.

## **Operational Area**

California is comprised of 58 Counties considered 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 OA. The City of Buellton will establish communication with the OA EOC upon activation the City's EOC.

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

## **Regional**

There are three CalEMA Administrative Regions (Inland, Coastal, and Southern) in California. There are six Mutual Aid Regions for fire and general mutual aid coordination. The CalEMA 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**

CalEMA 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.

## **INCIDENT COMMAND SYSTEM (ICS)**

The Incident Command System (ICS) is a standard, on-scene, all hazard incident management system used in field operations. The Incident Command System has been utilized for field response operations for over 40 years. It should be noted that NIMS, SEMS and ICS are all based on the same principals and response functions. Therefore, jurisdictions within California are covered by all three emergency management systems.

The NIMS/SEMS/ICS systems cover the following kind of operations:

- Single jurisdictional/agency involvement.
- Single jurisdictional responsibility with multiple agency involvement.
- Multiple jurisdictional responsibilities with multiple agency involvement.
- SEMS/ICS is flexible and structured so that the system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond.
- The system will be applicable and acceptable to all user agencies.
- The system is readily adaptable to new technology.
- 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 or the situation decrease.
- The system has basic common components in organization, terminology and procedures.

## **COMPONENTS OF NIMS/SEMS/ICS**

The components of NIMS/SEMS/ICS are designed to provide for:

- Common terminology,
- Modular organization,
- Unified Command structure,
- Consolidated action plans,
- Manageable span-of-control,
- Multi-agency or Inter-agency coordination, and
- Multi-agency or inter-agency coordination group.

### **Common Terminology**

Common terminology refers to the establishment of common titles for organizational functions, resources, and facilities within NIMS/SEMS/ICS.

### **Modular Organization**

Modular organization is the method by which the NIMS/SEMS/ICS organizational structure, based upon the type and size of an incident, develops. The NIMS/SEMS/ICS organization staff

builds from the top down as the incident grows, with responsibility and performance placed with the Incident Commander.

NIMS/SEMS/ICS is made up of five functions: Management; Operations; Planning; Logistics; and Finance. These functions may, as the incident grows, be organized and staffed into Sections. Initially, the Director of Emergency Services may be performing all five functions. Then, as the incident grows, each function may be established as a Section with several Branches and Units under each Section. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

## **Unified Command**

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.

## **Consolidated Action Plans**

Consolidated Action Plans identify objectives and strategy determinations made by the Director of Emergency Services for the incident based upon the requirements of the affected jurisdiction. In the case of Unified Command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated Action Plan documents the tactical and support activities that will be implemented during an operational period.

## **Manageable Span-of-Control**

Manageable span-of-control within NIMS/SEMS/ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The position title “Section Coordinator” refers to the lead person of each functional element in the EOC. The type of incident, the nature of the response or task, distance and safety will influence the span-of-control range. 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 should be responsible for no more than seven employees with the ideal span-of-control being three to five persons.

## **Multi-Agency or Inter-Agency Coordination**

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, and
- Facilitating communications.

### **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.
- The EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- The jurisdiction may participate with other local governments and agencies in a multi-agency coordination group organized by another local government(s) or at the State Level.

### **Coordination with Volunteer and Private Agencies and Businesses**

The EOC will be a focal point for coordination of response activities with volunteer and private agencies and businesses. Based on the tactical situation the appropriate Section Coordinators may establish communication with private and volunteer agencies providing services within the jurisdiction. Agencies that have county-wide response roles and cannot respond to the jurisdiction EOC may be represented at the County EOC level. Requests for support should be coordinated through the County EOC.

### **Why Use NIMS/SEMS?**

The Homeland Security Presidential Directive (HSPD)-5, National Incident Management System (NIMS) requires compliance on a national basis by October 2006.

Per CCR, Title 19, §2401, SEMS is intended to standardize responses 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 ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. Local government (including special districts) must use SEMS by December 1, 1996 in order to be eligible for State reimbursement of response-related personnel costs pursuant to activities identified in CCR, Title 19, §2920, §2935, and §2930. By standardizing key elements of the emergency management system, SEMS is able to achieve the following goals:

- Facilitate the flow of information and resources within and between levels of the system.
- Establish emergency communication system, channels, and contacts in advance.
- Facilitate coordination among all responding agencies.
- Improve mobilization, use and tracking of resources.
- Manage priorities with limited resources.

Per California Code of Regulations (CCR), Title 19, §2443(b), compliance with SEMS shall be documented in the areas of planning, training, exercises, and performance.

## **SEMS Definition of Special Districts**

“Local Government” means local agencies as defined in Government Code §8680.2 and special districts as defined in CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y).

CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y) defines Special Districts as a “unit of local government in the state (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project, including a joint powers authority established under CCR Section 6500 et seq., of the Code.”

For the purposes of SEMS, special districts are political subdivisions of the State of California with limited power. The Emergency Services Act defines a political subdivision as “any city, city and county, county, district or other local governmental agency or public agency authorized by law.”

Broadly interpreted, this means virtually all forms of government, including special districts, come under some or all of the provisions of the Emergency Services Act and the Standardized Emergency Management System.

## **Elements of NIMS/SEMS**

### Incident Command System

- Provides the foundation for SEMS.
- Originally adopted for field response to multi-agency, multi-jurisdictional wildland fires.
- Adopted by other disciplines such as law enforcement, emergency medical services, public works and others.
- Utilizes management by objectives.

### Mutual Aid System

OES has three administrative offices encompassing six mutual aid regions. Key mutual aid concepts include:

- Used by cities, counties, special districts and the state to voluntarily provide services, resources and facilities when needed.
- Uses a neighbor helping neighbor concept.
- Initially used by fire and law systems, expanded to include public works, medical, hazmat and others.

## Multi/Inter-Agency Coordination

An integral part of SEMS is the use of multi/inter-agency coordination. Within the context of SEMS this involves prioritizing and assigning resources, handling competing demands of various agencies, and maximizing resources. To accomplish this task, the EOP should identify how this is to be done among the various departments, agencies, and jurisdictions. The process could include task group meetings, action planning, or other means. However, the key to multi/inter-agency coordination lies in effective communications. Key aspects of multi/inter-agency coordination include:

- Coordinated decision-making among and between agencies,
- Facilitate priority setting for resource allocation and response, and
- Facilitate communications and information sharing.

## Operational Area

- Government Code §8559(b) states that an “Operational Area” is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.
- Government Code §8605 states that each county is designated as an operational area. The governing bodies of each county and of the political subdivisions in the county may organize and structure their operational area. The Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the communications system during a state of emergency or a local emergency.
- Operational Areas are the link between local government (including special districts) and the OES regions for the purpose of managing resources and information exchange

## **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.

## **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 event. This type of drill normally involves complete emergency management staff and is designed to evaluate the operational capability of the emergency management system.

## **FEDERAL 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.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

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, or
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA).

## **Integrated Public Alert Warning System (IPAWS)**

During an emergency, alert and warning officials need to provide the public with life-saving information quickly. The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure that will save time when time matters, protecting life and property.

Federal, state, territorial, tribal, and local alerting authorities may choose to use IPAWS and may also integrate local systems that use Common Alerting Protocol standards with the IPAWS infrastructure. IPAWS will give public safety officials an effective way to alert and warn the public about serious emergencies using the Emergency Alert System, the Commercial Mobile Alert System, NOAA Weather Radio, and other public alerting systems from a single interface.

## **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.

If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

NAWAS is tested three times daily at unscheduled times. The state warning point, CalEMA, acknowledges the test for California. If CalEMA does not respond, the alternate, California Highway Patrol (CHP), will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

## **STATE OF CALIFORNIA ALERTING AND WARNING SYSTEMS**

### **California Warning System**

CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. The CalEMA headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The CHP headquarters in Sacramento is the state's alternate warning point. Both State and Federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System (CLETS)).

## **California Emergency Services Fire Radio System**

CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three White channels are designated by the FCC as “Intersystem” channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

## **California Emergency Services Radio System**

CESRS serves as an emergency communications system for CalEMA and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the State of California through the CalEMA. See the "California Emergency Services Radio System, Plan and Licensing Guide," July 1990, written by CalEMA Telecommunications Division for more information.

## **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 CalEMA

## **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.

Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment, which link them to their county termination point. A number of agencies have Message Switching Computer (MSC) systems and Computer Aided Dispatch (CAD) systems, which directly connect to CLETS. Many of these systems have Mobile Data Terminals (MDTs), which allow an officer in the field to inquire directly into various systems.

## **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.

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A High Frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with CalEMA and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

## **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 State OES (now CalEMA) 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.

## **PART ONE, SECTION TWO AUTHORITIES AND REFERENCES**

### **PURPOSE**

Emergency response, like all governmental action, is based on legal authority. The City of Buellton Emergency Management Plan (EMP) follows state and federal guidelines for conducting emergency operations, planning, training, emergency response, and recovery.

#### **California Emergency Services Act**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of *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.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program.

SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the governor, is published in accordance with the Act and provides overall state-wide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime.

Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the State, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

## **EMERGENCY PROCLAMATIONS (See Part Three: Supporting 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 Buellton City Council in 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.

Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city, caused by natural, technological or intentional situations.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, through the Operational Area request that the Governor Proclaim a State of Emergency,
- Promulgate, or suspend, orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries,
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements,
- Request state agencies, through the Santa Barbara County Operational Area, and other jurisdictions to provide mutual aid,
- Require the emergency services of any local official or employee,
- Requisition necessary personnel and materials from any local department or agency,
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use,
- Impose penalties for violation of lawful orders, and
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.).

## **State of Emergency**

A State of Emergency may be proclaimed by the governor in the following situations:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural, technological, or intentional incidents.
- Requested to do so by local authorities.
- Local authority is inadequate to cope with the emergency.

Whenever the governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The governor may promulgate issue and enforce orders and regulations deemed necessary.

## **State of War Emergency**

Whenever the governor proclaims a state of war emergency, or if a state of war emergency exists, all provisions associated with a State of Emergency apply. Additionally, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

## **AUTHORITIES**

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

### **Federal**

- Homeland Security Presidential Directive (HSPD) – 5 - 2004
- National Response Framework – January 2008
- Disaster Mitigation Act 2000 (Public Law 106-390)
- 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)

## 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
- “Good Samaritan” Liability (see Part Three—Supporting Documents).
- California Emergency Plan
- California Natural Disaster Assistance Act (Chapter 7.5, Division 1, Title 2 of the Government Code)
- California Health and Safety Code, (Division 20, Chapter 6.5, Sections 25115 and 25117), (Chapter 6.95, Sections 2550 et seq.), (Chapter 7, Sections 25600 through 25610, dealing with hazardous materials).
- 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
- Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted September 13, 2011 by the County Board of Supervisors

## Local

- Emergency Preparedness – Municipal Code Chapter 2.52
- General Plan Safety Element, May 2007
- Adoption of the Standardized Emergency Management System (SEMS)- City Council Resolution No. 05-03 adopted January 27, 2005
- Adoption of the National Incident Management System (NIMS) – City Council Resolution No. 06-25 adopted September 14, 2006.
- Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted September 13, 2011 by the County Board of Supervisors – Adopted January 26, 2012 by City Council Resolution No. 12-03.

## 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.

Additional information regarding recommended mitigation actions and projects are provided in the City of Buellton's portion of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan that was approved by FEMA and adopted by the Board of Supervisors September 2011, and adopted by the City of Buellton in January 2012.

#### AUTHORITIES AND REFERENCES

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 Buellton City’s, every five years. This means that the Hazard Mitigation Plan for Buellton City uses a “five-year planning horizon”. It is designed to carry the 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 in 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 each Presidential Declaration the Regional Director of FEMA and the governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them,
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken,
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence, and

- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team, which will:

- Identify significant hazards in the affected areas, giving priority to disaster related hazards; and
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from the Disaster Survey Reports (DSRs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan, which is submitted to the FEMA Regional Director through the governor's authorized representative within 180 days after a Presidential Declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies; and
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

## **CONCEPT OF OPERATIONS**

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect public health and safety, or to protect property, before requesting assistance from state or Federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal and/or state hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified.

The hazard mitigation survey team shall make recommendations on any needs for new or revised mapping of high hazard areas.

## **RESPONSIBILITIES**

A set procedure has been established for hazard mitigation following a disaster to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall leadership with respect to the general administration of Section 409 to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance.

A representative of CalEMA will be appointed by the governor and will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement. The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.

## **LOCAL GOVERNMENT RESPONSIBILITIES**

The key responsibilities of local governments are to:

- Participate in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards,
- Appoint a Local Hazard Mitigation Officer, if appropriate,
- Participate on Hazard Mitigation Survey Teams and Inter-Agency Hazard Mitigation Teams, as appropriate,
- Participate in the development and implementation of Section 409 plans or plan updates, as appropriate, and
- Coordinate and monitor the implementation of local hazard mitigation measures.

## **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, 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 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 1-1, 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, which 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 encompasses the CalEMA Southern Administrative Region.

## 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 1-2, 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 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 the CalEMA 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 CalEMA 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.

## **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, and
- 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 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.

A Liaison has been established between the City and County's activated EOCs, through the Volunteers Organizations Active in Disaster (VOAD). A VOAD Liaison will act as a liaison between the County and/or City EOC to assist in recovery efforts during and/or after any incident; remembering that all resource request should be done through the Operational Area EOC.

Chart 1-1

**MUTUAL AID FLOW CHART**  
**Mutual Aid System Concept:**  
**General Flow of Requests and Resources**

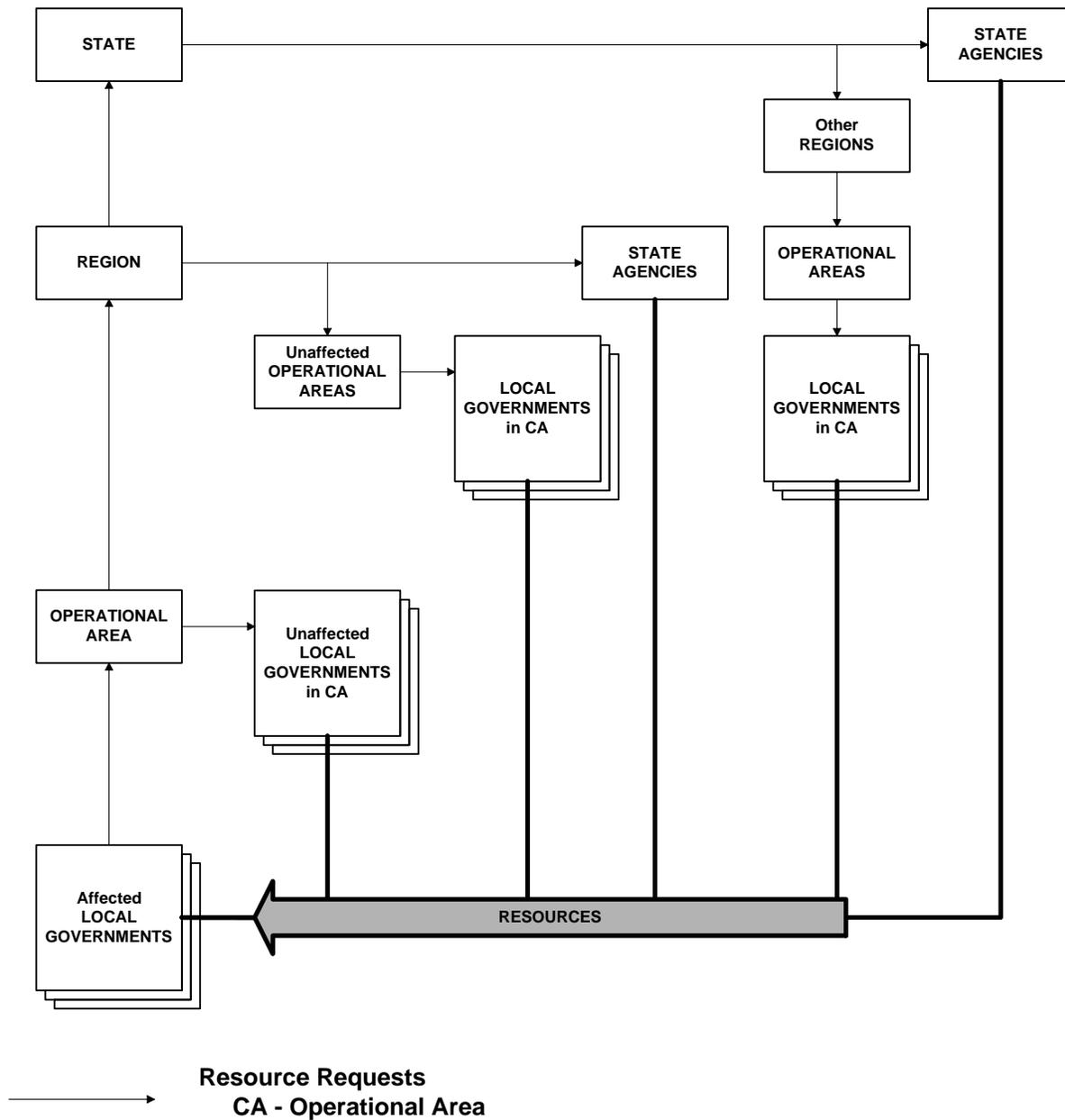


Chart 1-2

MUTUAL AID COORDINATORS FLOW CHART

Discipline-specific Mutual Aid Systems

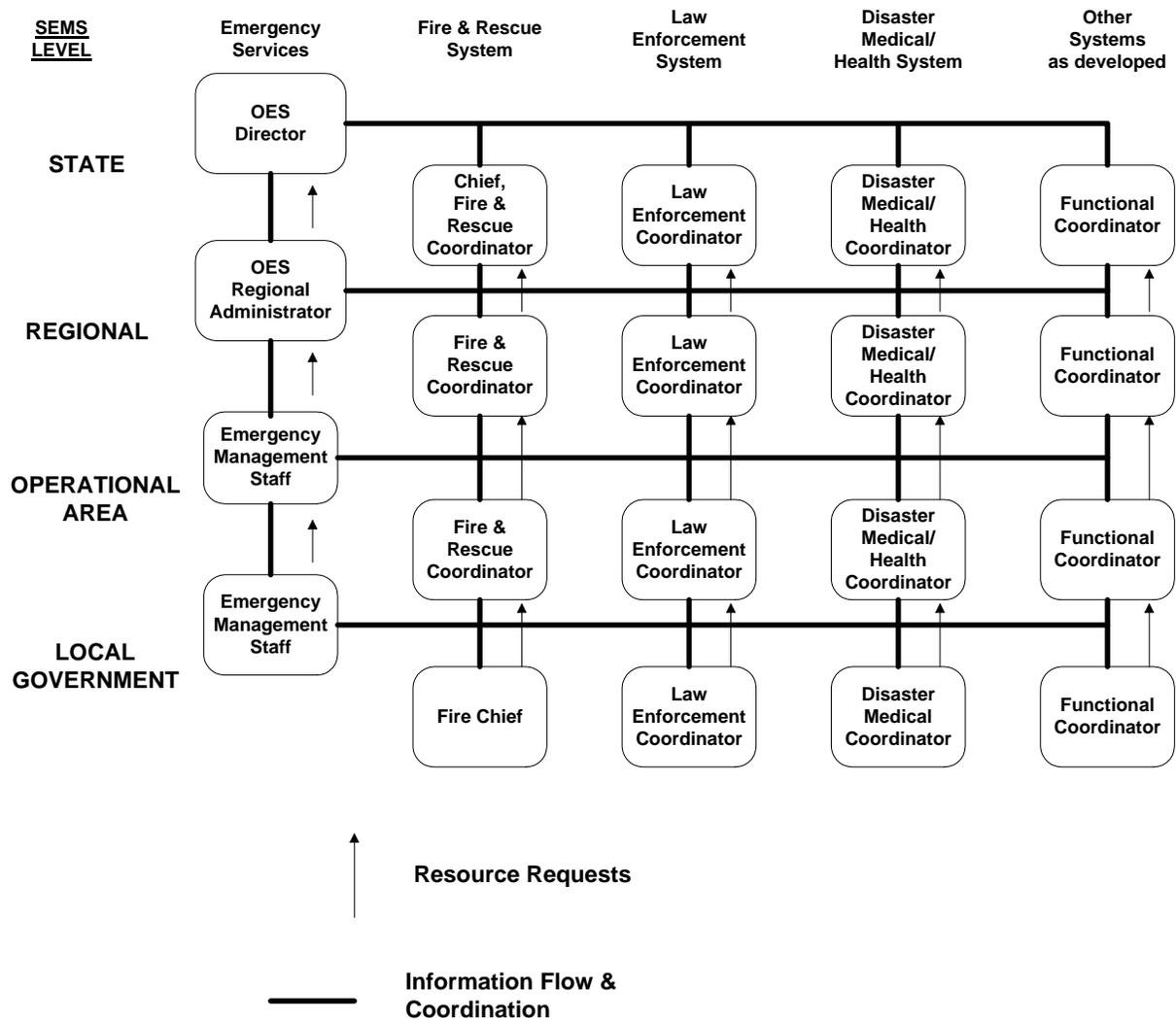
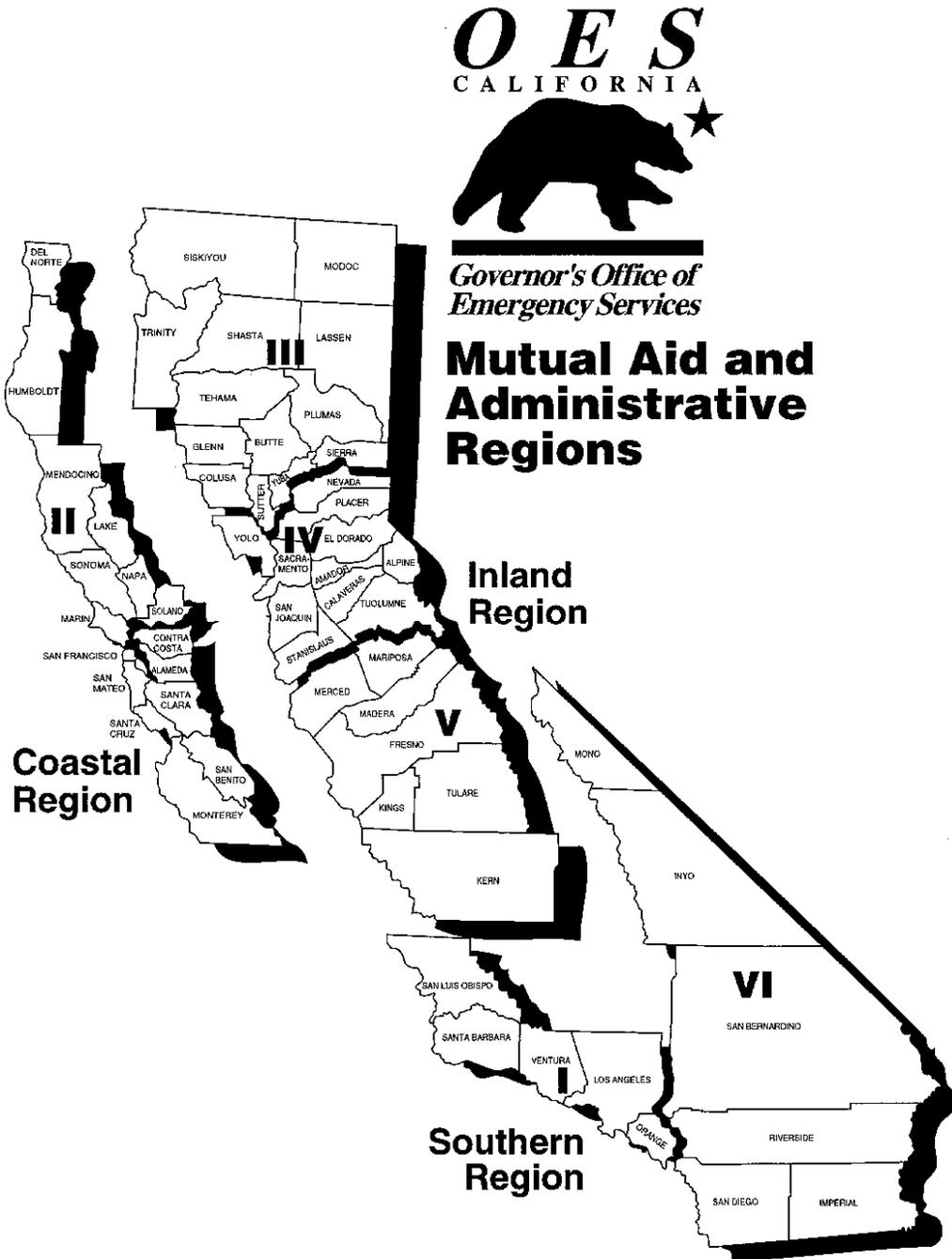


CHART 1-3

STATE MUTUAL AID REGION MAP



## **PART ONE, SECTION FIVE THREAT SUMMARY**

### **GENERAL INFORMATION**

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

In accordance with the City's Local Hazard Mitigation Plan the City of Buellton is subject, in varying degrees, to the effects of the following:

<u>Natural</u>	<u>Technological/Intentional/National Security</u>
Earthquakes	Dam Failure
Flooding	
Landslides	
Urban Interface Wildland Fire	

This EMP addresses the response activities for each of the above threats to the City of Buellton.

### **CITY DESCRIPTION**

The City of Buellton is located within the Santa Barbara County Operational Area. The Santa Barbara County Operational Area is located within Region I, Southern Administrative Region of the California Emergency Management Agency (CalEMA). The Regional Office is located at 4671 Liberty Avenue, Los Alamitos, CA 90730-5158. Santa Barbara County Operational Area is located at the County Office of Emergency Management, 4408 Cathedral Oaks Road, Santa Barbara, CA 93110.

Santa Barbara County, which serves as the Operational Area, is one of 58 counties in the State of California and 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 8 incorporated cities and 14 unincorporated communities including Vandenberg Air Force Base. The County's total population in 2010 was estimated to be 423,895 (2010 Census).

The City of Buellton is located on U.S. Highway 101 in the Santa Ynez Valley of Santa Barbara County. The City of Buellton has an estimated population of 4,900. The City of Buellton was incorporated on February 1, 1992, and operates under a five-member City Council, five-member

Planning Commission and City Manager form of government. Buellton enjoys a Mediterranean coastal climate with mild, dry summers and cool, wet winters. The climate and geography of the Santa Ynez Valley makes it a prime region for many agricultural operations, including almost 10,000 acres of vineyards and over 30 wineries scattered within a 15-mile radius of Buellton. There are also light industrial and manufacturing businesses within the City limits. The Buellton Union School District has two elementary schools serving the Buellton area. Santa Ynez Valley Cottage Hospital is located in Solvang with complete emergency and general services. There are four medical clinics in the valley, including the Buellton Medical Clinic, offering both appointments and Urgent Care walk-ins. American Medical Response ambulance service operates out of Buellton with easy access to Highway 101, as well as local communities.

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

Flood insurance maps for the City of Buellton were last updated in 2005. 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. The County area surrounding the City has a significant urban/wildfire interface.

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. The EMP contains a summary of potential hazard-related exposures/loss in the City of Buellton.

During the response phase, the City of Buellton Emergency Operations Center is the coordination and communication point. The primary City of Buellton EOC is the Planning Department Office, 331 Park Street, Buellton, CA 93427. The alternate EOC is Buellton City Hall, 107 West Highway 246, Buellton, CA 93427.

## **DEACTIVATION**

A deactivation plan will be created in the Planning/Intelligence Section within the Deactivation Unit. This Plan will include specific instructions for all personnel and resources that will require deactivation. 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. Deactivation will be at the discretion of the Emergency Services Director and the Policy Group.

The following threat summaries are the product of a historical, meteorological, geographical, geological, and visual assessment of the City of Buellton. Natural and technological risks are described in the Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan with specific references to the City of Buellton and its surrounding area in Section 9. No order of importance

is meant to be implied by the order of listing and this list is not meant to be all inclusive, but seeks only to identify the most likely risks with potential to impact the area.

## **THREAT SUMMARY**

The summary of threats impacting the City of Buellton and the County of Santa Barbara are contained in the Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted September 13, 2011, by the County Board of Supervisors, and the City's portion of the Plan (Section 9) adopted January 26, 2012, by Buellton City Council Resolution No. 12-03.

## **PART ONE, SECTION SIX RECOVERY OPERATIONS**

### **CONCEPT OF OPERATIONS**

The City of Buellton and its 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:

- 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 City's Emergency Management 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 in the City's EMP. Changes to the EMP will be coordinated with all participating members of the City Emergency Operations Center.

#### **Short-Term Recovery**

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

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Short-term recovery includes:

- Utility restoration,
- Expanded social, medical, and mental health services,
- Re-establishment of City 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 open Local Assistance Centers (LACs) to aid in the recovery process. These centers bring together providers to assist victims with “one-stop shopping” for disaster assistance. LACs may have a wide variety of local, State and Federal resources in a single location; easily access to all victims. Great measure will be taken to work with the City’s Management Team to make sure that resources are made available to victims with Access and Functional Needs (AFN).

## **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.

## **Recovery Operations Organization**

For the City of Buellton, recovery operations will be managed and directed by the City Manager. Recovery issues with special districts will be coordinated and managed between the City Manager and designated representatives. On a regularly scheduled basis, the City Manager will convene meetings with City Department Heads, key individuals, and representatives from affected facilities. 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 Coordinator, Planning Department, Finance Department, and Public Works Department will assist the City Manager as needed in facilitating and leading the recovery process. Other 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 Guideline, an Initial Damage Estimate is developed during the emergency response phase to support a request for a local proclamation and for the State to request a presidential declaration, through the Santa Barbara County Operational Area. 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 is listed in the City's portion of the County Multi-Jurisdictional Hazard Mitigation plan. The County of Santa Barbara Building and Safety Division will complete the detailed damage/safety assessment for the City, in coordination with 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 City 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 the 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 service 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 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, CalEMA, SBA and other federal, state, and local agencies as appropriate.

### **Public Assistance through CalEMA**

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.

Listed below are a few types of assistance and authority; this is not an exhausted list. For further information go to the California Emergency Management Agency website at [www.CaleMA.ca.gov](http://www.CaleMA.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

# **City of Buellton Emergency Management Plan**

## **Part Two – Management**



# PART TWO

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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 and Branches will accomplish the following objectives during an incident:

- Overall management and coordination of emergency response and recovery operations within the Emergency Operations Center (EOC)
- 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
- Coordinate with the Public Information Officer in disseminating emergency public information to inform, alert and warn the public in a timely manner
- Disseminate damage information and other essential data to political leaders

### 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 national significance.
- All existing City and departmental operating guidelines 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 and standard operating guidelines.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event; unless otherwise specified by the EOC Director and Planning Section Coordinator. 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 incident.

- **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.
- **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.

## **ORGANIZATION AND RESPONSIBILITIES**

### **The City of Buellton**

The City of Buellton operates under the Standardized Emergency Management System (SEMS), which is discussed in detail later in this Section. During Federally declared Incidents of National 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 Response Plan.

The City of Buellton'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 Management Plan (EMP). While serving as the Director of Emergency Services during an actual incident, this position will be referred to as the EOC Director.

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

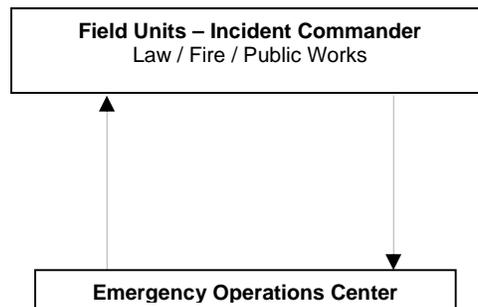
- Organizing, staffing and operating the Emergency Operations Center (EOC).

- 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 Resource Information Management System (RIMS). The Planning / Intel Section will be responsible for entering the data into RIMS.
- The City’s Emergency Organization Matrix is contained in **Chart 2-1**.

## **THE CITY OF BUELLTON EMERGENCY MANAGEMENT**

### **Field Incident Level**

The role of the Emergency Operations Center (EOC) is to support Field Operations. The Incident Commander(s) in the field have the responsibility to report their incident status and necessary resource requests and to manage the incident. The Incident Commander then communicates 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 Buellton 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.

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 designee has ultimate authority to determine such priorities of actions and the allocation of resources in accordance with these priorities.

The emergency Management/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 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. The Director 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 on the SEMS Level. Examples of reporting relationships are described below.

- Local Government Level: Mayor or other named authority as stated in the City's Municipal Code.
- Operational Area: Chairperson of the Board of Supervisors, Chairperson of an emergency council, County OEM Operations Chief, Administrative Officer or other named authority as stated in the operational areas emergency ordinance.
- Regional: CalEMA Region Administrator or designee
- State OES: CalEMA Director or Designee

## EOC Manager

The EOC Manager assists the Director of Emergency Services in coordinating emergency response efforts and maintaining liaison with the County Operational Area.

## Mutual Aid Region Emergency Management

The Santa Barbara Operational Area 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 the California Emergency Management Agency (CalEMA) 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 CalEMA Secretary, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

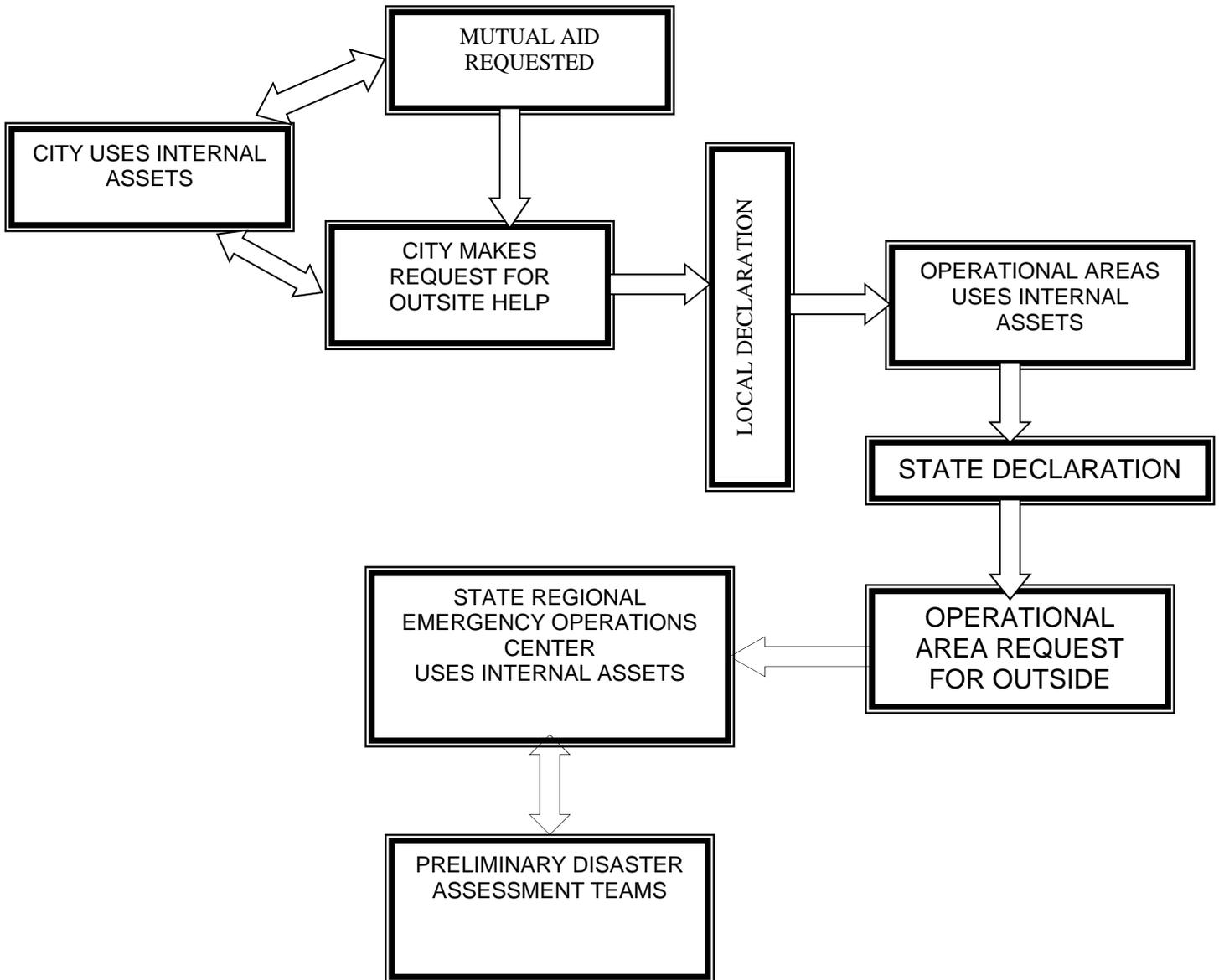
**Chart 2-1  
CITY OF BUELLTON  
EMERGENCY ORGANIZATION MATRIX**

**FUNCTIONAL RESPONSIBILITIES OF CITY DEPARTMENTS/AGENCIES**

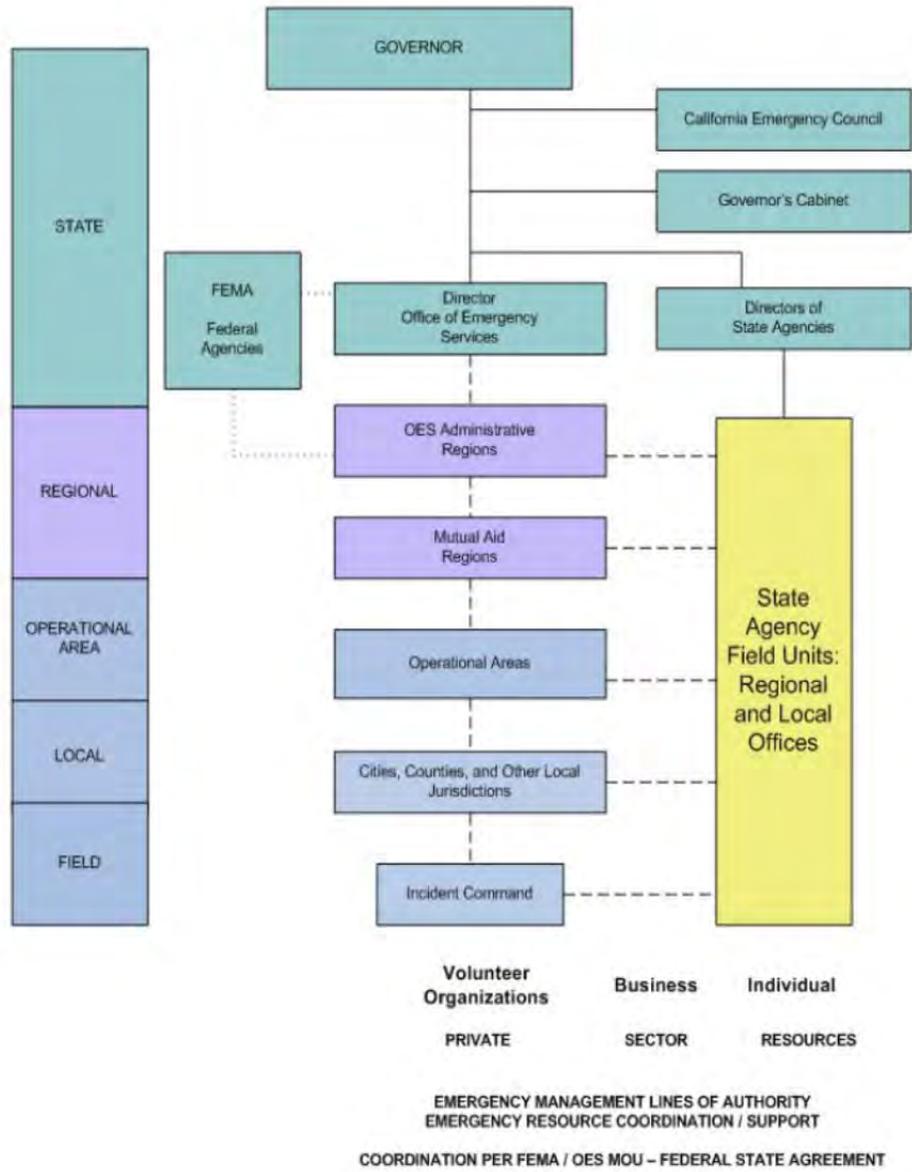
**L** = Denotes lead agency/organization      **S** = Denotes supporting agency/organization

Department/Agency	Management	Operations	Planning / Intel.	Logistics	Finance / Admin.	Recovery
<i>City Council</i>	S					S
<i>City Manager</i>	L	S	S	S	S	S
<i>Planning Department</i>	S	S	L	S		S
<i>County Sheriff</i>	S	L	S	S		S
<i>Public Works Dept.</i>	S	L	S	S		S
<i>Finance Department</i>	S			S	L	L
<i>County Fire</i>	S	L	S	S		S
<i>Parks and Recreation</i>	S			L		S
<i>Red Cross</i>		S	S			S
<i>ARES</i>			S	S		
<i>Private Utilities</i>			S			S
<i>Special Districts</i>		S		S		S
<i>City Schools</i>		S		S		
<i>Operational Area</i>		S	S	S	S	S
<i>CalEMA Southern Region</i>	S	S	S	S	S	S

**Chart 2-2  
MUTUAL AID REQUEST DIAGRAM**



**Chart 2-3**  
**STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX**



## **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 is 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 BUELLTON 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. A standby officer shall serve until the regular officer becomes available or until election or appointment of a new regular officer.

### **MANAGEMENT**

EOC Director	City Manager STB1 Planning Director STB2 City Clerk/Personnel Director STB3 Public Works Director/City Engineer
Legal Officer	City Attorney STB1 Assistant City Attorney
Public Information Officer	City Clerk/Personnel Director STB1 Planning Director STB2 City Manager
Safety Officer	City Clerk/Personnel Director STB1 Planning Director STB2 City Manager
Liaison Officer	City Clerk/Personnel Director STB1 Planning Director STB2 City Manager
EOC Manager	City Clerk/Personnel Director STB1 Planning Director STB2 City Manager
Functional Needs	Red Cross/County Public Health STB1 Recreation Coordinator

**OPERATIONS SECTION**

Section Chief	Sheriff Lieutenant (Buellton Station)
	STB1 Public Works Director/City Engineer
	STB2 Sheriff Sergeant
	STB3 Operations Chief
Fire Branch (Contracted with County of Santa Barbara)	Fire Prevention Captain
	STB1 Operations Chief
Law Branch (Contracted with County of Santa Barbara)	Sheriff Lieutenant (Buellton Station)
	STB1 Sheriff Sergeant
Public Works Branch	Public Works Director/City Engineer
	STB1 Current on-Call Field Worker
	STB2 City Manager
	STB3 Planning Director
Building & Safety Branch (Contracted with County of Santa Barbara)	Building Supervisor
	STB1 Senior Building Inspector

**PLANNING/INTELLIGENCE SECTION**

Section Chief	Planning Director
	STB1 Public Works Director/City Engineer
	STB2 City Manager

**LOGISTICS SECTION**

Section Chief	Recreation Coordinator
	STB1 Finance Director
	STB2 City Manager

**FINANCE SECTION**

Section Chief	Finance Director
	STB1 City Manager

## **TEMPORARY CITY SEAT**

Section 23600 of the California Government Code provides 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 by staff.

## **EMERGENCY OPERATIONS CENTER (EOC)**

The primary City of Buellton EOC is the Planning Department Office, 331 Park Street, Buellton, CA 93427. The alternate EOC is Buellton City Hall, 107 West Highway 246, Buellton, CA 93427.

## **PRESERVATION OF VITAL RECORDS**

Since the City is decentralized, each department is responsible for the maintenance of their vital records. The Supervisors of said departments are responsible for record preservation according to that department's Standard Operating Guidelines.

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 Management 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

The City of Buellton 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 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 EOC 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.

<b>Management</b>	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
<b>Operations</b>	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.
<b>Planning/Intelligence</b>	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 BUELLTON RESPONSIBILITIES UNDER SEMS**

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Buellton with an emergency response role. The City of Buellton Planning Department 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.
- Coordinating with other local governments and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City's Emergency Management 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 Buellton. 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 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 an Orientation class. All new City personnel will need to go through the Basic ICS/SEMS/NIMS on-line course within six months of hire.

## **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 coordinators of each EOC 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 requires 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 Buellton also adopted the NIMS concept by City Council Resolution No. 06-25 adopted September 14, 2006.

## **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 of resources 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 and support the incident. Each activated function will have a person in charge. However, one section coordinator may be in charge of more than one functional element until another coordinator assumes the supervisory role. 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 Management Plan, during any significant incident, Santa Barbara County Dispatch will immediately notify the Staff Officer on-duty. The Staff Officer will contact the City Manager/Disaster Director. A determination for the opening of the City EOC and call back procedures will be at the discretion of the City Manager/Disaster Director or designee. First arriving EOC staff will begin call out procedures according to the line of succession established in the City Emergency Operations Center 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 various methods of communications
  - 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 Buellton 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 will report to the City EOC. When the EOC is directly supporting 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 will be established between activated local government EOC and the SBOA, per the procedures in the City's EOC Activation Plan

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**

Special districts wholly contained within the City, that special district should have a liaison represented in the City's EOC and direct communications should be established between the special district's 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 will establish communication with private and volunteer agencies through the Operational Area EOC.

Agencies that play key roles in the response should have representatives at the City's EOC or within the Operational Area EOC. If an agency supports several functions and has only one representative, the agency representative should be located in the area designated for Liaisons. If an agency is supporting one function only, its representative may be located within 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.

Agencies that have countywide response roles and cannot respond to the numerous city EOCs in the County should be represented at the Operational Area EOC.

Buellton is served by a large number of private and volunteer agencies, therefore the City's EOC is not able to accommodate representatives all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when a liaison representation is not practical.

The City will develop a communication plan with VOAD for communicating with the different agencies.

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

## **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 incident. 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 situation.

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

- Managing and supporting emergency operations
- Receiving and disseminating warning information
- Developing policies and procedures in response to the incident
- Collecting intelligence from, and disseminating information to, the various EOC representatives and County Operational Area. 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, satellite phones, cell phone 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 incident
- Maintaining contact and coordination with field units, other local government EOCs, and the Santa Barbara County Operational Area via RIMS, radios or cell/satellite 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 the Planning Department Office, 331 Park Street, Buellton, CA 93427. The EOC includes a satellite phone, five phone lines, police and fire radios, conference rooms, break rooms, and office areas. A diesel generator provides emergency power to lighting

panels, computers, wall circuits, telephones and radios. The EOC has the capability to house and feed staff for 24 consecutive hours. On-site services include bathrooms, refrigerators, and break areas. **Chart 2-4** is a diagram of the primary EOC.

The Alternate EOC is located at the Buellton City Hall, 107 West Highway 246, Buellton, CA 93427. 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 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**

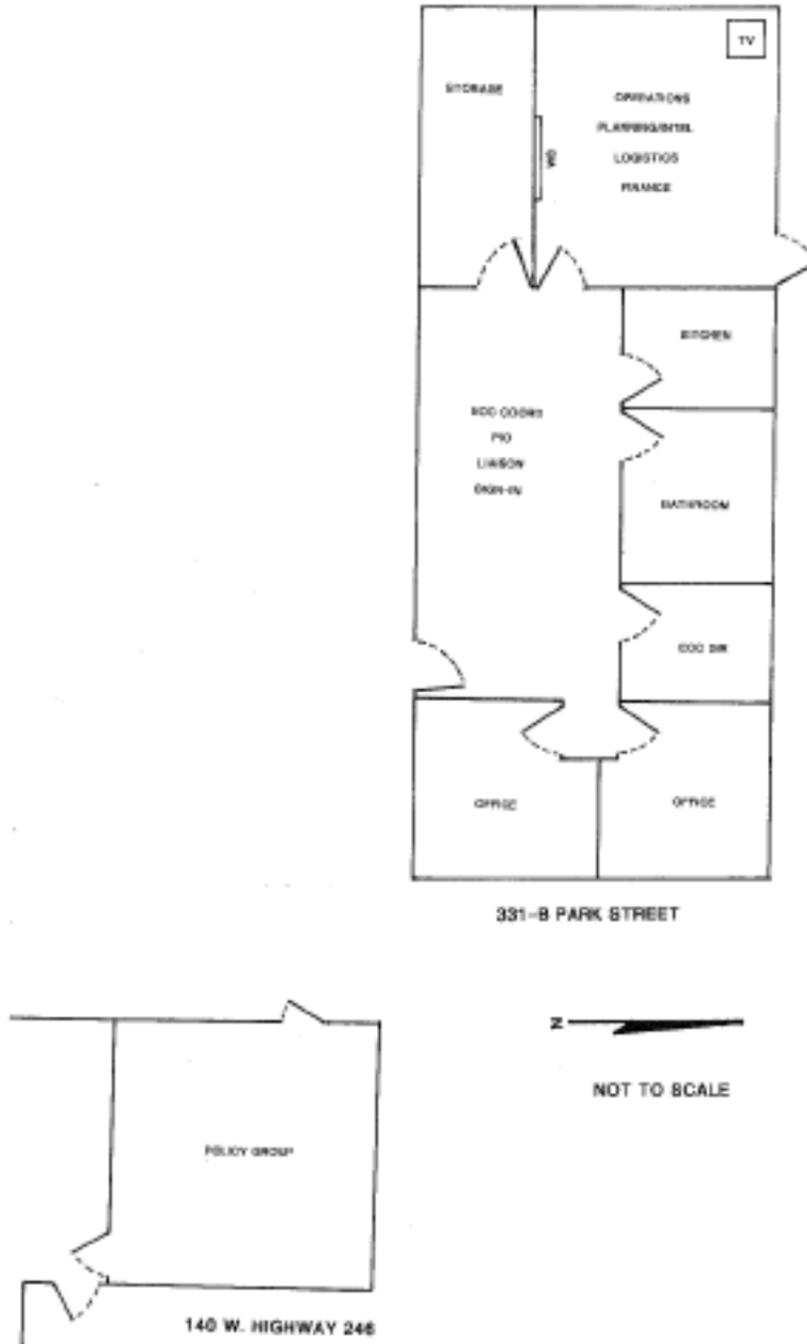
The EOC and alternate EOC facility management is the responsibility of the EOC Manager and includes maintaining the operational readiness of the primary and alternate EOCs.

Positions assigned to the EOC will advise/brief City Policy Group of the 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 Activation 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.

### Chart 2-4 CITY OF BUELLTON EOC DIAGRAM



## **BUELLTON EOC ACTIVATION POLICY**

The following is the City of Buellton EOC Activation plan. Due to confidentiality, not listed in this plan is the individual contact list. That list is kept in the EOC itself, with a copy at the County OEM. The EOC Activation Plan is reviewed annually.

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 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.

### **Levels of Activation**

The City of Buellton 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..
- **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.

## **Activation / Recall Procedures**

In the event of any significant incident the Santa Barbara County Dispatch Center, the Santa Barbara County Sheriff's Department, or the Santa Barbara County Fire Battalion Chief will contact the City Manager/Disaster Director, or designee. The City Manager/Disaster Director will determine level of activation. For incident specific events any employee, through their department's chain of command, may request that the City Manager/Disaster Director or designee activate the EOC.

Upon decision to activate, the City Manager/Disaster Director will contact the Mayor and City Council and the following will occur:

City Manager/Disaster Director 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 Management Operational Area Staff Duty Officer and send a Status Report as soon as possible to indicate City EOC activation.

## **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 Manager or Designee
- Manager of County OEM
- Law Enforcement Chief
- Fire Chief

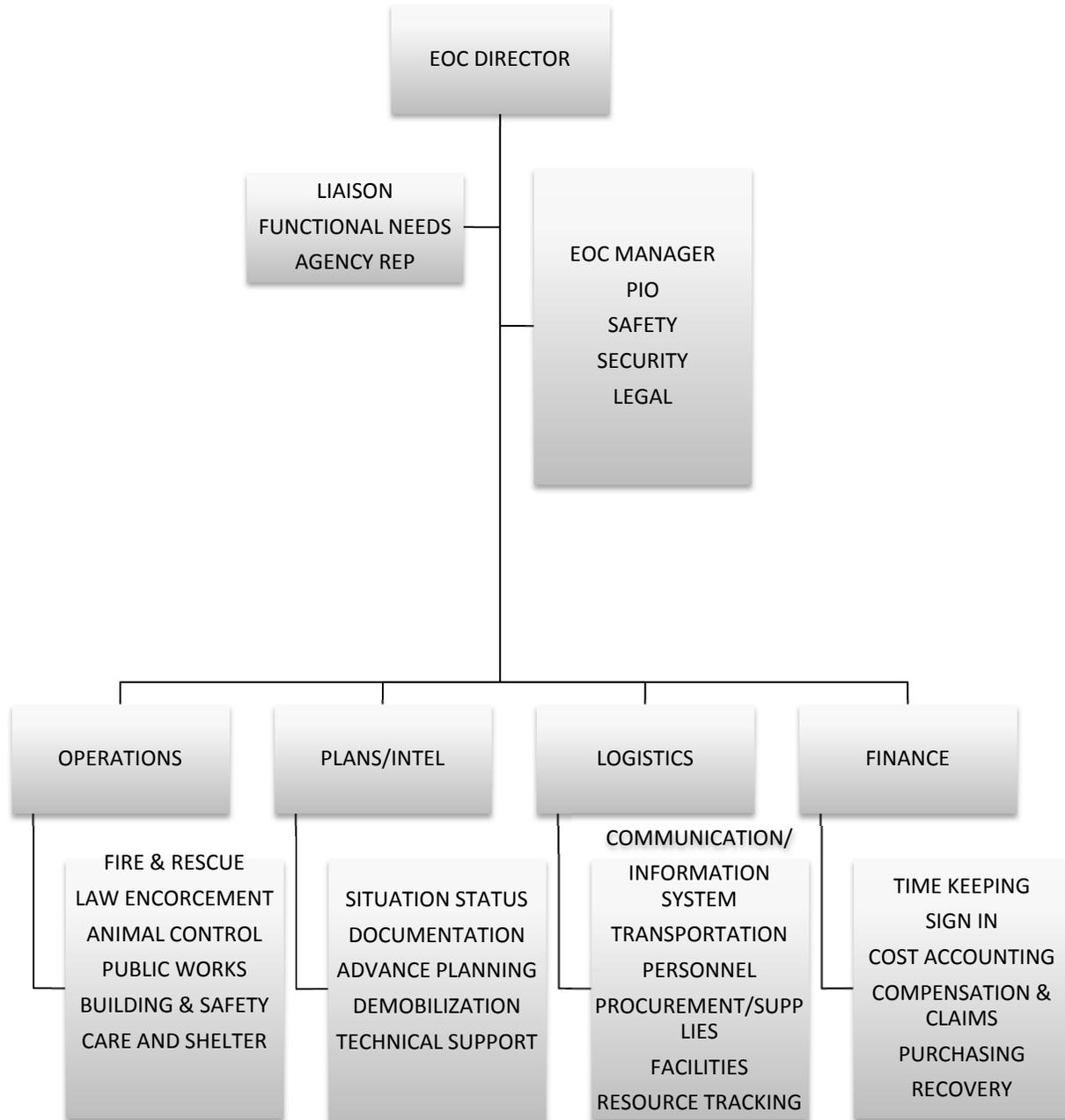
## **Deactivation**

Section Coordinators and the EOC Director will authorize EOC Deactivation by position and function per the Deactivation checklist for each section in the EOC Activation Plan.

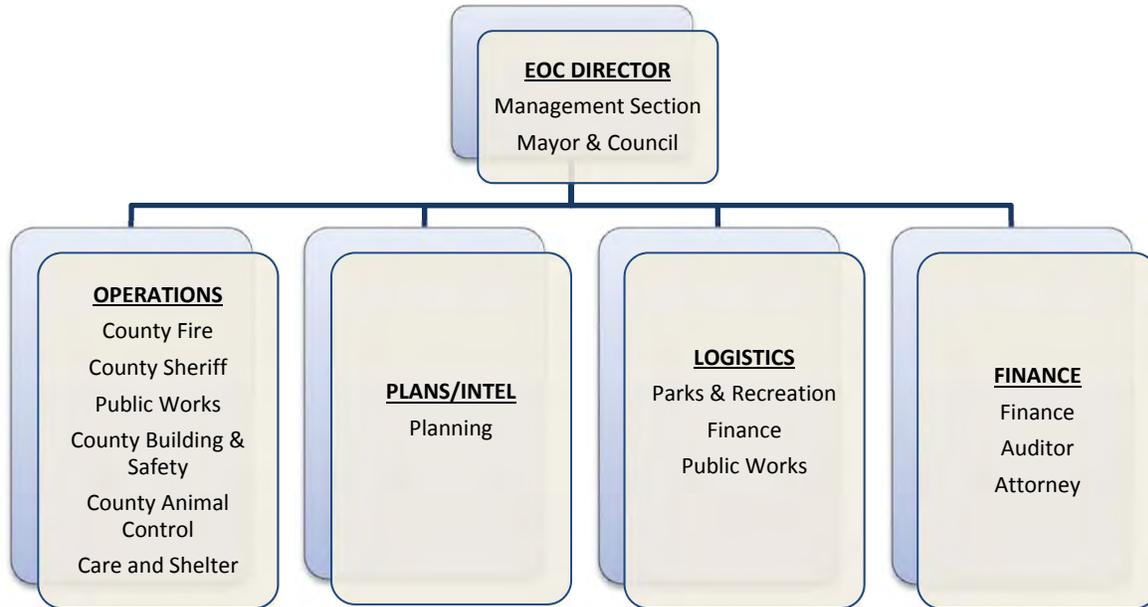
## EOC STAFFING GUIDE

Functions	Responsibility
Receive and disseminate notifications of warnings to EOC and City staff	City Manager/Disaster Director
Coordinate emergency operations between: <ol style="list-style-type: none"> <li>1. Agencies, jurisdictions, city departments, different levels of government</li> <li>2. Utility companies, school district, non-profit organizations and outside agencies</li> <li>3. The media</li> </ol>	<ol style="list-style-type: none"> <li>1. All EOC Sections</li> <li>2. EOC Liaison</li> <li>3. PIO Team</li> </ol>
Develop polices and determine if a local proclamation is needed	City Manager/Disaster Director/ Policy Group
Disseminate public information, provide legal advice	EOC Management Branches
Prioritize emergency response and the allocation of resources	Operations Section
Collect Intelligence and disseminate information to EOC 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

## Chart 2-5 SEMS CITY ORGANIZATION CHART



**Chart 2-6  
SEMS EOC RESPONSIBILITIES CHART**



**RESPONSIBILITIES**

**EOC Director**

The EOC Director has overall responsibility and authority for the operation of the EOC. The EOC Director is operated at a level commensurate with the incident. 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 and field Incident Commander. 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.

**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

Briefing and in preparing the operational period 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 incident, and to meet internal EOC operating requirements.

## **Finance/Administration Section**

Responsible for financial activities and other administrative aspects.

## Chart 2-7 MANAGEMENT SECTION ORGANIZATION CHART



## **MANAGEMENT BRANCHES**

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 Manager will fill this position while serving as the Director of Emergency Services during an incident. The Planning Director 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 Section. The Section 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 includes Branch functions required to support the Management Section.

- Public Information Officer
- Liaison Officer
- Functional Needs Coordinator
- Agency Representative
- Safety Officer
- Security Officer
- EOC Manager
- City Council
- Legal Advisor

### **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.

## **FUNCTIONAL NEEDS COORDINATOR**

The Functional Needs Coordinator (FNC) coordinates public agencies support services to meet the access and functional needs of residents or evacuees impacted by an incident.

## **AGENCY REPRESENTATIVE**

A representative from another agency assigned to the EOC and able to speak for his/her agency within established limits, e.g., Red Cross, Salvation Army, County OEM, etc.

## **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 Planning Director.

## **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 SECTION DESCRIPTIONS

### 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 Buellton
- 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.

#### Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **Rumor Control Unit**

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.

## **LIAISON OFFICER**

### **Function Description**

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.
- 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 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 Deactivation is accomplished when directed by the EOC Director

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **FUNCTIONAL NEEDS COORDINATOR**

### **General Duties and Responsibilities**

- Evaluate operations in the context of special needs populations in the Operational Area and coordinate with all sections of the EOC to facilitate consideration of functional needs and disabilities in all aspects of the response and recovery planning
- Assess the impact and suitability of Action Plans and proposed activities upon persons with functional needs and disabilities
- Ensure that people with functional needs and disabilities receive adequate attention in planning and communication functions
- Ensure that language and disability program access and physical accessibility issues are addressed at all levels of emergency response
- Ensure supervision needs by providing trained NGO, CBO volunteers and emergency shelter personnel
- Ensure transportation needs through the coordination of evacuation and transportation resources
- Ensure medical needs are met by coordinating with the Medical Health and Mental Health Branches

- Ensure communication needs are addressed by coordinating trained volunteers or service providers
- Coordinate independence maintenance resources such as durable medical equipment such as wheelchairs, etc, or consumable medical supplies.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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, 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 or Staff Duty Officer; dependent on level of activation.
- 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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

# **City of Buellton Emergency Management Plan**

## **Part Two – Operations**



# PART TWO

## OPERATIONS CONTENTS

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# OPERATIONS SECTION

## GENERAL

### PURPOSE

The Operations Section in the Local Government EOC acts as the primary point of contact between the EOC and field operations, 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 field incident command as appropriate.

The Operations Section will enhance the capability of the City of Buellton to respond to emergencies by carrying out support efforts for the 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 support for incident response
- Cooperate with other sections of the City's EOC

### 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
  - Animal Control
  - Coroner
- Public Works
- Building and Safety
- Care and Shelter

## **OBJECTIVES**

The Operations Section is responsible for coordination of all support 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:

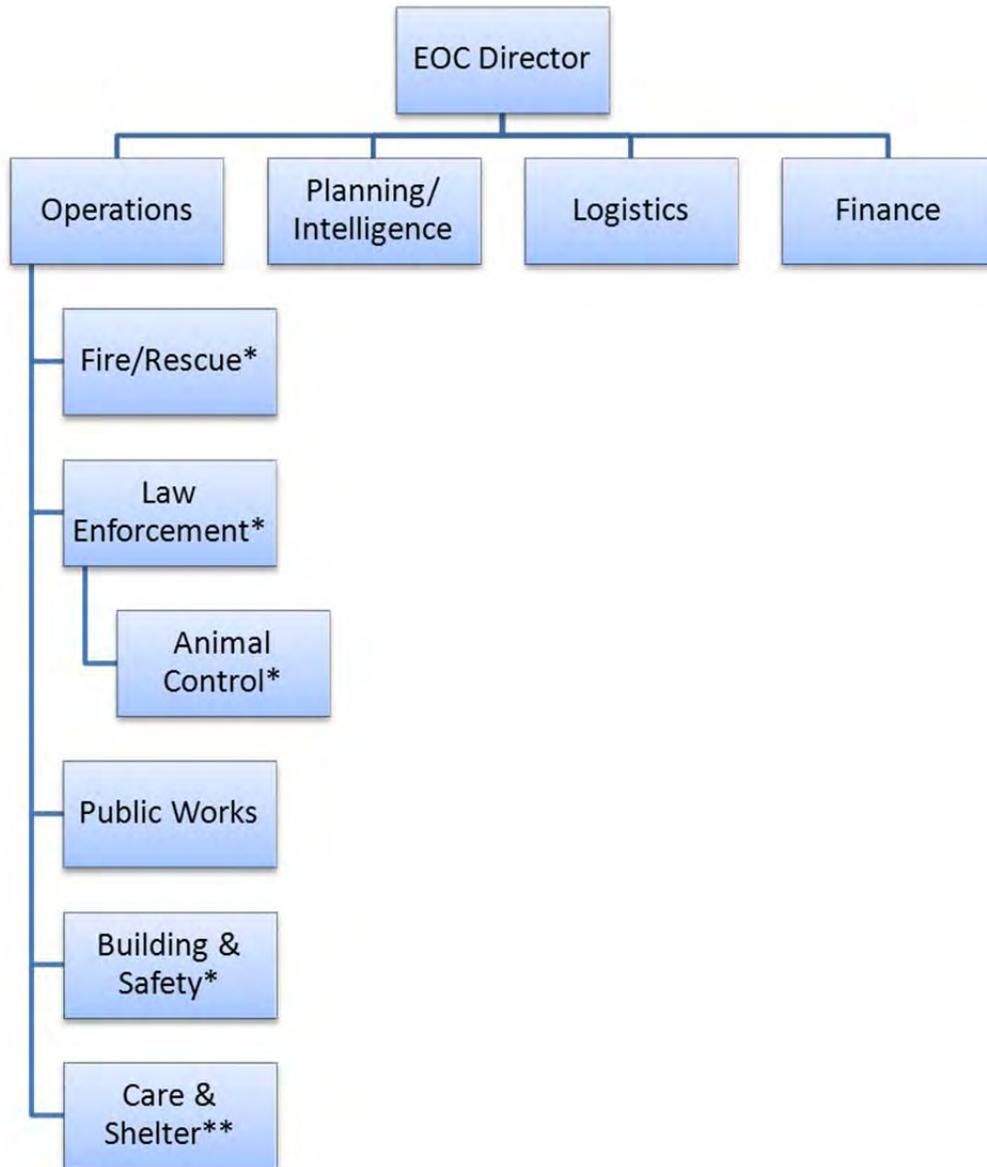
- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City departmental operating guidelines will be adhered to unless modified by the City Council.

Operational periods will be 12 hours for the duration of the incident; unless EOC Director and Planning Section Coordinator determine otherwise. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods are event driven.

## **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Operations Section.

## Chart 2-8 OPERATIONS SECTION ORGANIZATION CHART



\*County of Santa Barbara

\*\*Santa Barbara County Department of Social Services in conjunction with the American Red Cross

## **OPERATIONS BRANCHES**

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
  - Animal Control Unit
- Public Works Branch
- Building and Safety Branch
- Care and Shelter 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 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 the Coroner function.

## **ANIMAL CONTROL UNIT**

The Animal Control Unit is responsible to work with Law Enforcement and County Public Health in assisting with the evacuation and sheltering of pets and other animals. This Unit will be activated at the request of the Law Enforcement Branch Leader.

## **PUBLIC WORKS BRANCH**

The Public Works Branch is responsible for coordinating all Public Works operations; debris removal; 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.

## **CARE AND SHELTER BRANCH**

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies. In the event that the incident involves the Operational Area, the City will work with the Operational Area EOC in providing care and shelter resources, including crises counseling, disease prevention and control, and emergency food and water distribution.

## **OPERATIONS POSITION DESCRIPTIONS**

### **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, 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.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **FIRE AND RESCUE BRANCH**

### **Function Description**

The Fire and Rescue Branch in the EOC Operations Section is responsible linking the EOC to 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 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.
- Coordinate Fire & Rescue Mutual Aid System through the County Fire Department 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 are, 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.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **LAW ENFORCEMENT BRANCH**

### **Function Description**

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to 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 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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **ANIMAL CONTROL UNIT**

### **General Duties**

- Protect the health and safety of citizens within the City of Buellton
- 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 incident and Animal Control. If there is no Liaison Officer, agency representatives report to the Incident Commander.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

### **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. 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, debris removal etc. as needed.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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**

To evaluate all city-owned and private structures that may have been damaged during the incident. The Building Official of the County of Santa Barbara 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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **CARE & SHELTER BRANCH**

During a large incident the Santa Barbara County Department of Social Services in conjunction with the American Red Cross has the Operational Area responsibility for Care and Shelter, including crises counseling, and emergency food and water distribution..

In all levels of disasters the American Red Cross and the Department of Social Services may consolidate operations into a disaster operations headquarters at a site to be determined at the time of the incident.

However, during an incident specific to the City's jurisdiction, the American Red Cross will assist in the EOC with the City's Liaison Officer, Logistics Facilities Unit, Functional Needs Coordinator and the Operations Section Coordinator to determine evacuation staging areas and shelters; dependent on the type of incident.

Buellton is within the jurisdiction of the Central Coast Region of the American Red Cross Santa Barbara County Chapter. The Santa Barbara Chapter is located at 2707 State Street, Santa Barbara, CA 93105. The phone number is for this office is 805-687-1331.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities with the cooperation of the American Red Cross. The Care and Shelter Branch will work closely with and support the American Red Cross, Functional Needs Coordinator and any other volunteer service agencies assisting disaster victims.

### **Potential Shelter Sites**

Potential shelter facilities should:

- In conjunction with the American Red Cross, Memos of Understanding secured for shelter usage within the City.
- A list of potential City facility shelter sites, including occupancy are on file with the Central Coast American Red Cross Santa Barbara County Chapter.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established:
  - Provide structural safety inspection will be arranged with the Building & Safety Unit of the Operations Section
  - Conduct an OSHA safety inspection for safety of sheltered and workers
  - Conduct a facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

### **Examples of suitable potential shelter sites:**

- City owned facilities such as the Buellton Recreation Center

- Churches and other privately owned facilities
- School multi-purpose buildings and gymnasiums

Care and Shelter Branch will coordinate with the American Red Cross and Functional Needs Coordinator in identifying potential sites. Potential shelter locations must meet all health, safety and Americans with Disabilities Act (ADA) requirements and should have:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

Shelters will be used after inspected and deemed structurally sound. Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings identified by the American Red Cross and / or the Logistics Facility Unit Leader, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people and are mostly ADA compatible. Churches, which are ADA compatible, are also appropriate as they are often large and have kitchen facilities on the premises. Since it is important that a community return to normal activities as soon as possible after a disaster, schools should be used in shelter operations only when other resources are unavailable.

## **General Duties**

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims that meet ADA requirements and provide functional needs support services.
- Via the media, encourage residents to go to the shelter nearest their residence.
- Assure that Functional Needs Coordinator reviews evacuation notification and operations and shelter operations to insure that the needs of individuals with access and functional needs are met
- Ensure coordination between the Functional Needs Coordinator (FNC), Care and Shelter, PIO, and Operations Sections.

## **Responsibilities**



Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

# **City of Buellton Emergency Management Plan**

## **Part Two – Planning/Intelligence**



# PART TWO

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# PLANNING/INTELLIGENCE SECTION

## GENERAL

### PURPOSE

To enhance the capability of City of Buellton 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 is 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 Manager, 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.
- Assist the City Emergency Services Manager with documentation to develop the City's After-Action / Improvement Plan Report.
- Maintain accurate documentation of all actions taken to ensure that all required records are preserved for future use and for CalEMA and FEMA filing requirements.

## **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.

## **SECTION ACTIVATION PROCEDURES**

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

## **ACTION PLAN**

The action planning process is an essential tool used in managing major emergency situations. The action planning process is key to ensure that the entire organization will be focused and acting as a unified, coordinated body. There must be a clear understanding of the objectives, the time frame (operational period) of the next shift and the Emergency Operations Center (EOC) sections and individual branch/unit leader tasks to complete the overall organizational objectives and priorities. Under the Incident Command System the term Incident Action Plan (IAP) is the

norm. However, in the City of Santa Barbra the term EOC Action Plan (EAP) is utilized at the EOC level and the term Incident Action Plan (IAP) is used at the field level. EAPs and IAPs provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

## **Importance of Written EOC Action Plans (EAP)**

Written EAPs are significant tools and provide vital information:

- A clear statement of objectives and actions
- A basis for measuring work and cost effectiveness
- A basis for measuring work progress and providing accountability
- Documentation of planned event flow

## **Operational Periods**

Operational Periods can be of various lengths of time but in the City of Buellton no longer than 12 hours.

The length of the operational period is based on a number of issues:

- Length of time needed to achieve objectives
- Availability of fresh resources
- Future involvement of additional resource
- Environmental considerations (e.g., light, weather)
- Safety considerations

Most jurisdictions strive to adjust to 12 hour Operational Periods once the 1st Operational Period is completed. The 1st Operational Period should extend through the essential life safety issues if at all possible. Also, the 12 hour operational periods should conform to day or night operations, i.e., 6:00 AM to 6:00 PM and from 6:00 PM to 6:00 AM. Operational Period times will be at the discretion of the EOC Director and Plans Section Coordinator.

## **Management by Objectives**

Management by objectives represents an approach that is communicated throughout the entire organization. This approach includes the following:

- Establishing overarching objectives
- Developing and issuing assignments, plans, procedures and protocols
- Establishing specific, measurable objectives for various incident management functional activities, and directing efforts to attain them, in support of strategic objectives
- Documenting results to measurable performance and facilitating corrective action

## **Objectives that are Measurable**

EOC Action Plans identify Measurable Objectives. Measurable objectives ensure fulfillment of incident management goals. Objective setting begins at the top and is communicated throughout the entire organization.

## **Essential Elements in the Written Action Plan**

For an Action Plan to be effective it must include a number of essential elements. These elements are listed below:

- List of Objectives - statement of expected achievement(s); objectives must be attainable, measurable, and flexible. This information is listed on the Section Objectives Worksheet for each EOC Section. That information is then incorporated into the EOC Action Plan.
- Organization - elements of the EOC Sections that will be active and in place for the next operational period. This information is listed by staff name and section on the EOC Action Plan in the organization Chart.
- Supporting Material - includes maps, weather information, special information, the communications plan, medical plan, and any other special data. A copy of the EOC Action Plan will then be distributed throughout the organization.

## **Responsibilities for Action Planning**

The Planning Section Coordinator is responsible for scheduling and leading the action planning meeting whenever the EOC is activated and follow-on shifts are required. The EOC Action Plan is developed by the Planning Section and is approved by the EOC Director. All Section Coordinators will direct the actual implementation of the EOC Action Plan. The Planning Section Coordinator has the responsibility for providing an appropriate number of copies of the draft and final EOC Action Plan for distribution.

## **Sequence of Activities in the Action Planning Process**

1. The Planning Section Coordinator schedules the Action Planning meetings utilizing the Planning Cycle. The meeting should be conducted in a quiet room away from the EOC. All EOC General Staff members must be in attendance. Copies of the Section Objective worksheets will be distributed via e-mail to all sections.
2. The Planning Section Coordinator will present a verbal brief to the Command and General Staff of the current situation by covering the status of response to meet the objectives listed in the current operational period action plan.
3. The Operations, Planning, Logistics, and Finance Section Coordinators brief the Command and General Staff on their present situations based on the current situation.
4. The Planning Section Coordinator commences the identification of the specific objectives for the next operational period. Each of the participants provides input.
5. Once the action planning meeting is complete, the Planning Section transcribes the final Objectives and Priorities from the Section Objectives Worksheet to the EOC Action Plan.

6. The completed draft of the EOC Action Plan is given to each Section Coordinator. Based on the objectives and priorities listed, replacement staff names are identified by each Section and appropriate specific responsibilities for each Branch/Unit Leader to meet the objectives and priorities listed in the appropriate section block. If for some reason it is determined that one of the objectives and priorities listed cannot be met, either the objective and priority must be changed or additional resources identified to allow completion of the task. When each Section completes the review process with their staff, the completed documents are returned to the Planning Section.
7. The Planning Section Coordinator combines the information into a master final document.
8. The Planning Section Coordinator reviews the document to ensure that it is a workable plan. The final EOC Action Plan is presented to the EOC Director for his/her review and signature.
9. The Planning Section Coordinator provides copies of the final EOC Action Plan to the next operational period General Staff at the beginning of the next Operational Period briefing. The Planning Section uses the EOC Action Plan to brief the Objectives and Priorities for the next operational period. Additional information is provided by the previous operational period EOC Director and Sections as needed to clarify or add information.
10. The previous EOC Section Coordinators and branch/unit leaders sit down with their replacements and address actions for the problems identified in the EOC Action Plan - based on the objectives and priorities. Each branch/unit leader must discuss specific plans or tasks to meet the objectives and priorities.
11. The Planning section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes, facilitate the action planning process and meetings, and finally, to maintain a document record of the emergency and response efforts.
12. The Logistics Section determines their requirements for supplies and materials to support the EOC operations in the pursuit of the organizational objectives.
13. The Finance Section determines their requirements for obtaining the needed personnel, paying, documenting, and recovering the funds for personnel, supplies, and materials to support the operations in the pursuit of the organizational objectives.
14. The Policy/Advisory Group (if available) should be provided a copy of the EOC Action Plan.

### **The Action Plan Meeting**

This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and with focus. The Planning Section Coordinator will be responsible for running the action planning meeting. There are some important tenants for this meeting:

- All participants must come prepared
- Strong leadership must be evident
- Representatives must be able to commit resources

- Cell phones off; pagers on vibrate only, no interruptions

## **AFTER-ACTION/CORRECTIVE ACTION REPORT**

The completion of Corrective/After-Action Report is a part of the required SEMS/NIMS reporting process. The After-Action/Corrective Action Report is prepared by the City's Emergency Services Manager utilizing the documentation from the Planning Section and Incident Debrief.

Procedures and Regulations-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 California Emergency Management Agency (CalEMA) within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(q).

### **Use of After-Action/Corrective Action Report**

After-Action/Corrective Action Report is made available to all interested public safety and emergency management organizations and serves 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.

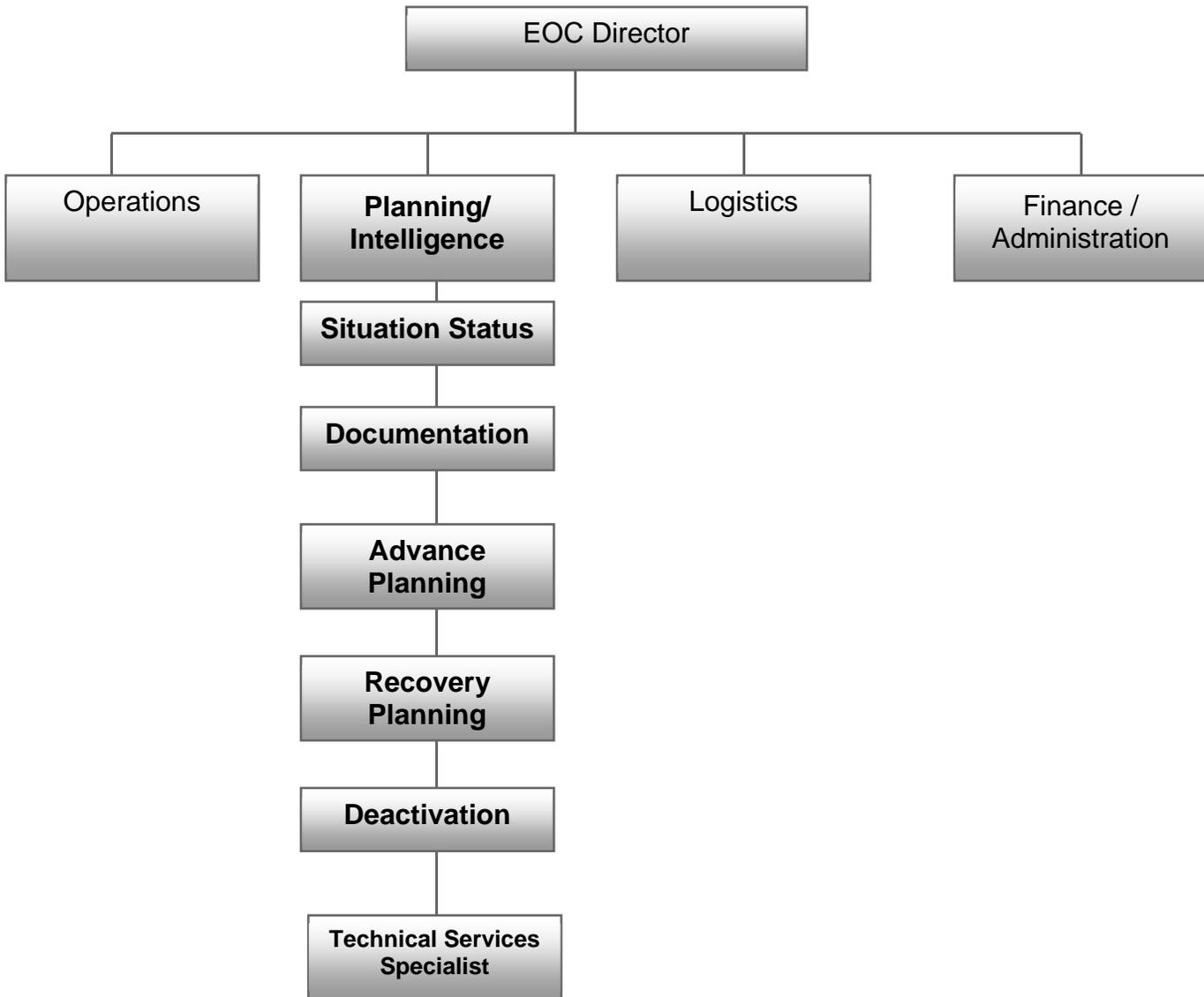
The SEMS approach to the use of After-Action/Corrective Action Report emphasizes the improvement of emergency management at all levels. The After-Action/Corrective Action Report provides a vehicle for not only documenting system improvements, but also can, if desired; provide a work plan for how these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

It may be useful to coordinate the After-Action/Corrective 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/Corrective Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action/Corrective 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.

## Chart 2-9 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
- Deactivation Unit
- Technical Services Specialist

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

### **PLANNING/INTELLIGENCE COORDINATOR**

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff. The Coordinator has the management responsibility for all planning activities relating to response, Deactivation and recovery operations. The Section Coordinator assists the EOC Director in the development of the EOC Action Plan.

### **SITUATION STATUS UNIT**

The Situation Status Unit is responsible for the collection, confirming & validating, and organization of all incident status and situation information. The Unit provides continuous updated information to all EOC Sections, Branches and Units related to the incident activities...

### **DOCUMENTATION UNIT**

The Documentation Unit maintains accurate up-to-date files of logs, reports, plans and other related information. This unit provides duplication services for the EOC and works with the Situation Status Unit on maintaining display boards with current situation and status of the incident.

### **DAMAGE ASSESSMENT UNIT**

The Damage Assessment Unit collects all damage information from field units and reporting departments within the City. Manages and generates reports, as necessary, for the EOC Director, and authorized state and federal agencies.

## **ADVANCE PLANNING UNIT**

The Advanced Planning Unit focuses upon potential response and recovery issues that might exist within the 36 to 72 hours following the current operational period. .

## **DEACTIVATION UNIT**

The Deactivation Unit is responsible Deactivation for the development of a plan that provides for the timely and orderly Deactivation of the EOC and any resources it has ordered and used.

## **TECHNICAL SERVICES SPECIALIST**

The Technical Services Specialist Unit provides information, advice, and assistance in mitigating particular hazards that are beyond the capabilities of the City. The Unit is usually staffed with outside technical experts in particular fields and specialties.

## **PLANNING/INTELLIGENCE POSITION DESCRIPTIONS**

### **PLANNING/INTELLIGENCE COORDINATOR**

#### **Function Description**

The Planning/Intelligence Section is a 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 Planning/Intelligence Section will collect and process internal EOC documentations and prepare advance planning information as necessary. Technical Services 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 EOC Action Plan and assisting the City's Emergency Manager with the After-Action/Corrective Action Report.
  - Advance Planning.
  - Planning for Deactivation.
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC; as applicable.
- 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 and Operations Section Coordinator on all matters pertaining to Section activities.

#### **Responsibilities**

- Ensure that following responsibilities of the Planning/Intelligence Section are addressed as required:
  - Develop Operational Period with EOC Director or designee.

- Collecting, analyzing, and displaying situation information.
- Prepare periodic Situation Reports, with the other EOC 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 required reports are completed and utilized as a basis for the EOC Action Plan.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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 Fax
- 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 Operational period.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Ensure that all maps, status boards and other displays contain current and accurate information.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **DOCUMENTATION UNIT**

### **General Duties**

- Maintain an accurate and complete record of significant disaster events.
- Collect, organize and file all completed emergency related forms, to include: EOC Action Plans, and any other related information, just prior to the end of each operational period.
- Provide any current documentation to EOC staff; as applicable. Maintain and preserve incident files for legal, analytical and historical purposes.
- Assist the Emergency Services Manager in compiling information for input into the After-Action/Correction Action Report.

### **Responsibilities**

- Compile and distribute the City's EOC Action Plan maintain accurate and complete incident files.
- 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 After Action/Corrective Action Report.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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, Public Works, Fire and Law, etc. Branches of the Operations Section for exchange of information.
- Utilize the City of Buellton disaster information reporting procedures.

### **Responsibilities**

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

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **ADVANCE PLANNING UNIT**

### **General Duties**

- Keep Plans Section Coordinator and EOC Director up-to-date on issues 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**

- Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- 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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **DEACTIVATION UNIT**

### **General Duties**

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

### **Responsibilities**

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

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **TECHNICAL SERVICES SPECIALIST UNIT**

### **General Duties**

Provide technical expertise to the Planning/Intelligence Section and other EOC Sections 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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

# **City of Buellton Emergency Management Plan**

## **Part Two – Logistics**



# PART TWO

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# LOGISTICS SECTION

## GENERAL

### PURPOSE

To enhance the capability of City of Buellton 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 single staff 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 Council.

### 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 an incident:

- 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 CalEMA and FEMA filing requirements.

## **CONCEPT OF OPERATIONS**

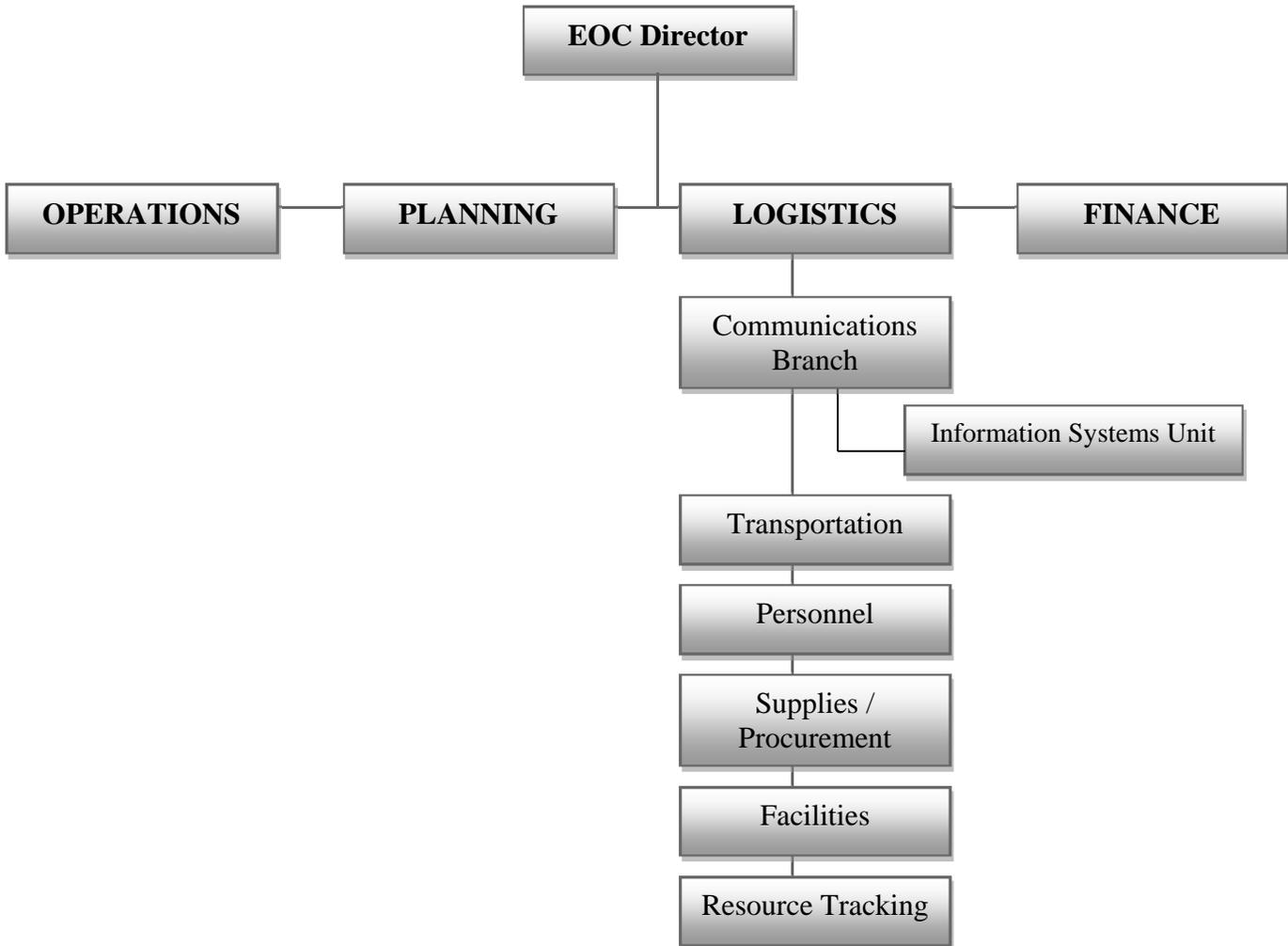
The Logistics Section will operate under the following policies during an incident as the situation dictates:

- 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.
- The City contracts with the County for police, fire, public health, and animal services. Resources are available during an emergency from these agencies. The City is also a party to the a mutual aid agreement in the County for services and resources during an emergency.

## **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the logistics section.

**Chart 2-10**  
**LOGISTICS SECTION**  
**SEMS ORGANIZATION CHART**



## **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

### **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.

### **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

## **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 Tracking Branch 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 POSITION DESCRIPTIONS

### 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, 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.
  - 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. 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.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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.

The Communications Branch provides for the coordination of agency or jurisdiction communications services to meet incident, EOC, 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.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **INFORMATION SYSTEMS UNIT**

### **Responsibilities**

- Install, activate, and maintain information systems for EOC 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.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **TRANSPORTATION BRANCH**

### **General Duties**

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

### **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.
- Work with AFN Coordinator to acquire vehicles to move evacuees with special needs.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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 and Field Operations; except all non-fire and non-law enforcement mutual aid resources.
- Identify, recruit and register volunteers as required.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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.
- Develop a staging area for supplies; including a staging manager to keep track of supplies.
- 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.

### **Responsibilities**

- 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.

### **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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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.
- Work with City and / or Operational Area Care and Shelter Branch to locate facilities that may be needed for shelters.
- 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.

### **Responsibilities**

- 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

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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 EOC Sections.
- 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.
- 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 branches/units in the Logistics Section to capture and centralize necessary resource/location status information.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

# **City of Buellton Emergency Management Plan**

## **Part Two – Finance**



# PART TWO

## FINANCE/ADMINISTRATION

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# **FINANCE / ADMINISTRATION SECTION**

## **GENERAL**

### **PURPOSE**

To enhance the capability of the City of Buellton 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 any incident. 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 incident 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 incidents to ensure that all required records are preserved for future use with CalEMA 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 an incident:

### **A. For all incidents:**

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the incident.
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 incident.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

### **B. For incidents 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 incident-related costs.
2. Continue with objectives A.5. through A.8. above.

### **C. For incidents 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 incidents 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 an incident 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 incidents 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 incidents 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.

## **SECTION ACTIVATION PROCEDURES**

### **Authorization**

The EOC Director or designee is authorized to activate the Finance/Administration Section for response to an incident.

### **When to Activate**

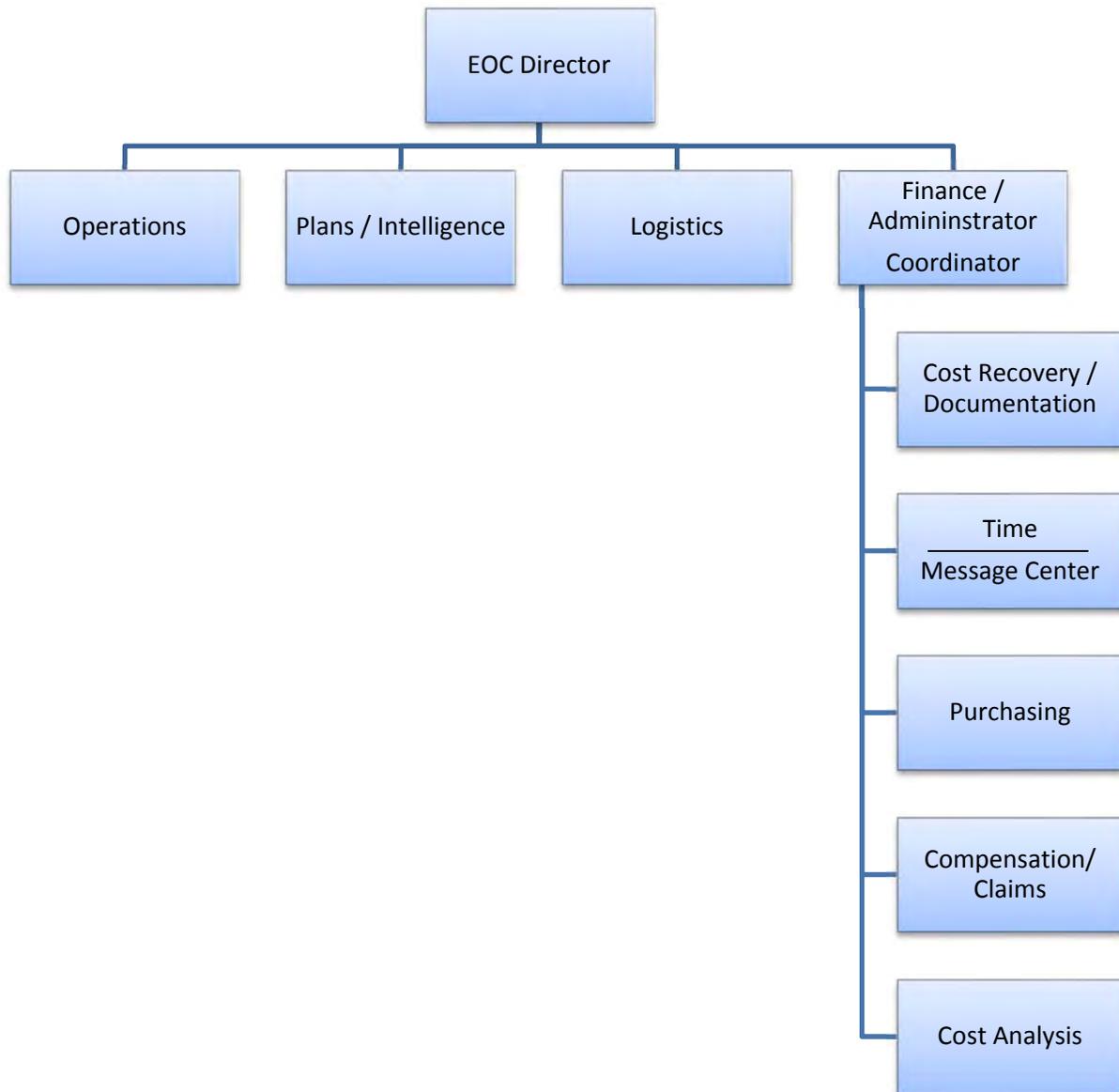
The Finance/Administration Section will be activated during any EOC activation. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC has been deactivated.

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 incident situation develops. All units will be notified when there is warning of an impending or developing incident.

In the event of a major, widespread incident 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.

## Chart 2-11 FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



## **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 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 / Sign In/Message Center
- Purchasing Unit
- Compensation/Claims Unit
- Cost Analysis Unit

The Finance/Administration Section Coordinator may activate additional 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 incident; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System. Oversees cost recovery of the incident per CalEMA and/or FEMA guidelines.

### **COST RECOVERY DOCUMENTATION UNIT**

The Cost Recovery Documentation Unit should be activated at the onset of any incident and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to an incident in coordination with other EOC 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). The Time Unit also manages the Sign In and Message Center in the EOC and distributes and collects OES-214 Personal Logs from each Section. Each OES-214 form should have the Section Coordinator signature on it for each EOC staff member in their Section.

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. The Purchasing Unit will work closely with the Logistics Section in the EOC.

## **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 Buellton arising out of an emergency/disaster. Including, completion of 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 DESCRIPTIONS**

### **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 Individual Work Log (**AP-214**) are collected from EOC assigned personnel and that departments are collecting this information from 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.

## **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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 an incident 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 incident. Accurate and timely documentation is essential to financial recovery.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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, CalEMA and FEMA time recording policies.
- Track, record and report equipment use and time.
- Ensure that all staff is aware of time code to be used while working the incident. Be sure that departments are aware to capture overtime costs and mileage on vehicles used during the incident
- Make sure that Individual Work Log (**AP-214**) are signed by Section Coordinator and that EOC staff have checked in and checked out and that it matches the Personal Log.
- Maintain Sign-In / Message Center Unit, make sure that all EOC staff check in and check out as appropriate.

### **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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **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 Public Works Department has a list of up-to-date contract vendors.
- Ensure that all records identify scope of work and site-specific work location.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

## **COMPENSATION/CLAIMS UNIT**

### **General Duties**

- Accept as agent for City of Buellton 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 incident.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Buellton.

### **Responsibilities**

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Buellton arising out of an incident, 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.

### **Checklists**

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

# **City of Buellton Emergency Management Plan**

## **Part Three – Supporting Documents**



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## 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**

- Emergency Preparedness – Municipal Code Chapter 2.52
- General Plan Safety Element, May 2007
- Adoption of the Standardized Emergency Management System (SEMS)- City Council Resolution No. 05-03 adopted January 27, 2005
- Adoption of the National Incident Management System (NIMS) – City Council Resolution No. 06-25 adopted September 14, 2006.
- Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted September 13, 2011 by the County Board of Supervisors – Adopted January 26, 2012 by City Council Resolution No. 12-03.

## **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.

**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 Buellton for transmission to the California Emergency Management Agency (CalEMA).**
- 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 City Council/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 CalEMA 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 CalEMA through the Santa Barbara County Operational Area (see **Exhibit 5**).

To assist the CalEMA 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 CalEMA.

### **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 CalEMA through the Operational Area as rapidly as possible. Estimates of loss are an important part of the criteria that CalEMA 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 CalEMA 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 Management prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, OEM prepares the proclamation.

## **Presidential Declaration**

Following the proclamation of a state of emergency, the CalEMA 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 CalEMA 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 CalEMA Plan/Emergency Services Act*

**EXHIBIT 1**  
**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 Buellton, State of California. \*

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
City of Buellton

ABSENT: \_\_\_\_\_

ATTEST:  
CLERK OF THE BOARD

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."

**EXHIBIT 2**  
**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 Buellton 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 Buellton 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 Buellton Emergency Management Plan, as approved by the City Council on \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Director of Emergency Services  
City of Buellton

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\*\* 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..."

**EXHIBIT 3**  
**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 Buellton City Council 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 Buellton 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 Buellton, State of California.\*\*

AYES: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
City of Buellton

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:  
CLERK OF THE BOARD

By \_\_\_\_\_

- 
- \* 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."

**EXHIBIT 4**  
**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/she proclaim the County of Santa Barbara a disaster area;

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: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Board Chair  
County of Santa Barbara

ATTEST:  
CLERK OF THE BOARD

By \_\_\_\_\_  
Deputy

**EXHIBIT 5**  
**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: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Board Chair  
County of Santa Barbara

ATTEST:  
CLERK OF THE BOARD

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.

**EXHIBIT 6**  
**RESOLUTION PROCLAIMING TERMINATION OF**  
**LOCAL EMERGENCY**

WHEREAS, a local emergency existed in the City of Buellton 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 Buellton;

NOW, THEREFORE, the City Council of the City of Buellton, State of California, does  
hereby proclaim the termination of said local emergency.

AYES: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
City of Buellton

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:  
CLERK OF THE BOARD

By \_\_\_\_\_  
Deputy

## OTHER REGULATIONS PERTAINING TO EMERGENCY MANAGEMENT

**Good Samaritan Law:** California Health and Safety Code, Chapter 9, Section 1799.102 (2012), and California Government Code, Section 50086

**California Disaster and Civil Defense Master Mutual Aid Agreement:** California Emergency Plan

**Federal Aviation Regulations:** Subpart B - Flight Rules, Section 91.91 Temporary Flight Restrictions

**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.

**SEMS Law/Office of Emergency Services:** California Government Code 8607, Article 9.5, Disaster Preparedness, and California Code of Regulations, Title 19, Division 2, Section 2400 et seq, Office of Emergency Services

**Federal Directive:** Homeland Security, Presidential Directive/HSPD-5

## 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 (I) 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.**

## 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-

<b>Number</b>	<b>Line</b>	<b>Use</b>
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.

## LIST OF ACRONYMS AND ABBREVIATIONS

<b>A&amp;E</b>	<b>Architecture and Engineering</b>
<b>AC</b>	<b>Area Command</b>
<b>ADA</b>	<b>Americans with Disabilities Act</b>
<b>APCD</b>	<b>Air Pollution Control District</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ASCS</b>	<b>U.S. Agricultural Stabilization and Conservation Services</b>
<b>ARES</b>	<b>Amateur Radio Emergency Services</b>
<b>BLM</b>	<b>Bureau of Land Management</b>
<b>BOR</b>	<b>Bureau of Reclamation</b>
<b>CAA</b>	<b>Clean Air Act</b>
<b>CALDAP</b>	<b>California Disaster Assistance Program</b>
<b>CalTrans</b>	<b>California Department of Transportation</b>
<b>CALWAS</b>	<b>California Warning System</b>
<b>CAN</b>	<b>Community Alert Network</b>
<b>CAO</b>	<b>Chief Administrative Office(r)</b>
<b>CAT</b>	<b>Crisis Action Team</b>
<b>CAV</b>	<b>Community Assistance Visit</b>
<b>CCA</b>	<b>Comprehensive Cooperative Agreement</b>
<b>CCC</b>	<b>California Conservation Corps</b>
<b>CCP</b>	<b>Casualty Collection Points</b>
<b>CD</b>	<b>Civil Defense</b>
<b>CDBG</b>	<b>Community Development Block Grant</b>
<b>CDC</b>	<b>Centers for Disease Control, U.S. Public Health Service</b>
<b>CDF</b>	<b>California Department of Forestry</b>
<b>CEM</b>	<b>Comprehensive Emergency Management</b>
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CEP</b>	<b>Comprehensive Emergency Planning</b>
<b>CEQA</b>	<b>California Environmental Quality Act</b>
<b>CERCLA</b>	<b>Comprehensive Environmental Response Compensation and Liability</b>
<b>Act</b>	
<b>CESA</b>	<b>California Emergency Services Association</b>
<b>CESFRS</b>	<b>California Emergency Service Fire Radio System</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CHP</b>	<b>California Highway Patrol</b>
<b>CLEMARS</b>	<b>California Law Enforcement Mutual Aid Radio System</b>
<b>CLERS</b>	<b>California Law Enforcement Radio System</b>
<b>CLETS</b>	<b>California Law Enforcement Telecommunications System</b>

<b>COE</b>	<b>Corps of Engineers (US Army)</b>
<b>COG</b>	<b>Continuity of Government</b>
<b>CPG</b>	<b>Civil Preparedness Guide</b>
<b>CPI</b>	<b>Consumer Price Index</b>
<b>CWA</b>	<b>Clean Water Act</b>
<b>DA</b>	<b>Damage Assessment</b>
<b>DAC</b>	<b>Disaster Application Center</b>
<b>DAE</b>	<b>Disaster Assistance Employee</b>
<b>DAP</b>	<b>Disaster Assistance Programs</b>
<b>DCS</b>	<b>Disaster Communications Service</b>
<b>DFCO</b>	<b>Deputy Federal Coordinating Officer</b>
<b>DFO</b>	<b>Disaster Field Office</b>
<b>DHA</b>	<b>Disaster Housing Assistance</b>
<b>DHHS</b>	<b>Department of Health and Human Services</b>
<b>DHS</b>	<b>Department of Homeland Security</b>
<b>DLS</b>	<b>Disaster Legal Services</b>
<b>DOB</b>	<b>Duplication of Benefits</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DOE</b>	<b>Department of Energy</b>
<b>DOL</b>	<b>Department of Labor</b>
<b>DOJ</b>	<b>Department of Justice</b>
<b>DOT</b>	<b>Department of Transportation</b>
<b>DP</b>	<b>Disaster Preparedness</b>
<b>DSA</b>	<b>Division of the State Architect (California)</b>
<b>DSR</b>	<b>Damage Survey Report</b>
<b>DUA</b>	<b>Disaster Unemployment Assistance</b>
<b>DWI</b>	<b>Disaster Welfare Inquiry</b>
<b>DWR</b>	<b>California Department of Water Resources</b>
<b>EAS</b>	<b>Emergency Alert System</b>
<b>ED</b>	<b>United States Department of Education</b>
<b>EDD</b>	<b>Employment Development Department</b>
<b>EEO</b>	<b>Equal Employment Opportunity</b>
<b>EIR</b>	<b>Environmental Impact Review</b>
<b>EMA</b>	<b>Emergency Management Assistance</b>
<b>EMI</b>	<b>Emergency Management Institute</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMP</b>	<b>Electromagnetic Pulse</b>
<b>EMSA</b>	<b>Emergency Medical Services Authority</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>EMT</b>	<b>Emergency Medical Technician</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOP</b>	<b>Emergency Operating Procedures</b>

<b>EMP</b>	<b>Emergency Management Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPI</b>	<b>Emergency Public Information</b>
<b>ER</b>	<b>Emergency Relief Program</b>
<b>ESA</b>	<b>California Emergency Services Act</b>
<b>ESA</b>	<b>Endangered Species Act</b>
<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>FA</b>	<b>Fire Administration (office symbol)</b>
<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>FAS</b>	<b>Federal Aid System Road</b>
<b>FAST</b>	<b>Federal Agency Support Team</b>
<b>FAX</b>	<b>Facsimile</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FFY</b>	<b>Federal Fiscal Year</b>
<b>FHWA</b>	<b>Federal Highway Administration</b>
<b>FIA</b>	<b>Federal Insurance Administration</b>
<b>FIPS Number</b>	<b>Same as Project Application Number</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of Calif. Organized for Potential Emergencies</b>
<b>FmHA</b>	<b>Farmers Home Administration</b>
<b>FPM</b>	<b>Flood Plain Management</b>
<b>FRERP</b>	<b>Federal Radiological Emergency Response Plan</b>
<b>FTB</b>	<b>Franchise Tax board (State of California)</b>
<b>GAR</b>	<b>Governor's Authorized Representative</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GSA</b>	<b>General Services Administration</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HEW</b>	<b>U.S. Department of Health, Education and Welfare</b>
<b>HM</b>	<b>Hazard Mitigation</b>
<b>HMGP</b>	<b>Hazard Mitigation Grant Program</b>
<b>HMO</b>	<b>Hazard Mitigation Officer</b>
<b>HMT</b>	<b>Hazard Mitigation Team</b>
<b>HUD</b>	<b>Housing and Urban Development Program</b>
<b>IA</b>	<b>Individual Assistance</b>
<b>IA/O</b>	<b>Individual Assistance/Officer</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICC</b>	<b>Interstate Commerce Commission</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>

<b>IFG</b>	<b>Individual and Family Grant Program (State of California program)</b>
<b>IFGP</b>	<b>Individual and Family Grant Program</b>
<b>IG</b>	<b>Inspector General</b>
<b>IRS</b>	<b>U.S. Internal Revenue Service</b>
<b>IRMS</b>	<b>Information Resources Management Service</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JDIC</b>	<b>Justice Data Interface Controller</b>
<b>JPA</b>	<b>Joint Powers Agreement</b>
<b>JPIC</b>	<b>Joint Public Information Center</b>
<b>JIS</b>	<b>Joint Information System</b>
<b>LGAC</b>	<b>Local Government Advisory Committee</b>
<b>MACS</b>	<b>Multi-Agency Coordination System</b>
<b>MARAC</b>	<b>Mutual Aid Regional Advisory Committee</b>
<b>MC</b>	<b>Mobilization Center</b>
<b>MCR</b>	<b>Military Communications Representative</b>
<b>MHFP</b>	<b>Multi-Hazard Functional Plan</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MRA</b>	<b>Mortgage and Rental Assistance Program</b>
<b>MRE</b>	<b>Meals Ready to Eat</b>
<b>MSA</b>	<b>Multi-Purpose Staging Area</b>
<b>MTA</b>	<b>Metropolitan Transit Authority</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NCCEM</b>	<b>National Coordinating Council on Emergency Management</b>
<b>NCS</b>	<b>National Communications System</b>
<b>NCSP</b>	<b>National Communications Support System</b>
<b>NCSRMR</b>	<b>National Communications System Regional Manager</b>
<b>NDAA</b>	<b>California Natural Disaster Assistance Act</b>
<b>NDEA</b>	<b>National Defense Education Act</b>
<b>NDMS</b>	<b>National Disaster Medical System</b>
<b>NECC</b>	<b>National Emergency Coordination Center (FEMA)</b>
<b>NEIS</b>	<b>National Earthquake Information Service</b>
<b>NEST</b>	<b>Nuclear Emergency Search Team</b>
<b>NETC</b>	<b>National Emergency Training Center</b>
<b>NFA</b>	<b>National Fire Academy</b>
<b>NFDA</b>	<b>National Funeral Directors Association</b>
<b>NFIP</b>	<b>National Flood Insurance Program</b>
<b>NHC</b>	<b>National Hurricane Center</b>
<b>NHPA</b>	<b>National Historic Preservation Act</b>
<b>NIFCC</b>	<b>National Interagency Fire Coordination Center, U.S. Forest Service</b>
<b>NIMS</b>	<b>National Incident Management System</b>

<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NOI</b>	<b>Notice of Interest</b>
<b>NRC</b>	<b>Nuclear Regulatory Commission</b>
<b>NRP</b>	<b>National Response Plan</b>
<b>NRT</b>	<b>National Response Team</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>OES</b>	<b>Office of Emergency Services</b>
<b>OFA</b>	<b>Other Federal Agencies</b>
<b>OMB</b>	<b>Office of Management and Budget (Federal)</b>
<b>OPA</b>	<b>Oil Pollution Act</b>
<b>OPM</b>	<b>Office of Personnel Management</b>
<b>OSA</b>	<b>California Office of the State Architect</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration</b>
<b>PA</b>	<b>Public Affairs</b>
<b>PAO</b>	<b>Public Affairs Officer</b>
<b>PA</b>	<b>Public Assistance</b>
<b>PA/O</b>	<b>Public Assistance Officer</b>
<b>PDA</b>	<b>Preliminary Damage Assessment</b>
<b>PDH</b>	<b>Packaged Disaster Hospital</b>
<b>PDS</b>	<b>Professional Development Series</b>
<b>PFT</b>	<b>Permanent Full-Time Employee</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>PL</b>	<b>Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974</b>
<b>PNP</b>	<b>Private Nonprofit Organization</b>
<b>PSI</b>	<b>Pounds per Square Inch</b>
<b>PSR</b>	<b>Personal Service Radio</b>
<b>PUC</b>	<b>California Public Utilities Commission</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Services</b>
<b>RADEF</b>	<b>Radiological Defense</b>
<b>RCP</b>	<b>Regional Oil and Hazardous Substances Pollution Contingency Plan</b>
<b>RD</b>	<b>Regional Director (FEMA)</b>
<b>REACT</b>	<b>Radio Emergency Associated Communication Team</b>
<b>REC</b>	<b>Regional Emergency Coordinator</b>
<b>REOC</b>	<b>Regional Emergency Operations Center</b>
<b>RM</b>	<b>Radiological Monitor</b>
<b>RO</b>	<b>Radiological Officer</b>
<b>RRT</b>	<b>Regional Response Team</b>
<b>SA</b>	<b>Salvation Army</b>
<b>SAP</b>	<b>State Assistance Program</b>

<b>SAR</b>	<b>Search and Rescue</b>
<b>SARA</b>	<b>Superfund Amendment and Reauthorization Act (Title III)</b>
<b>SAST</b>	<b>California State Agency Support Team</b>
<b>SBA</b>	<b>Small Business Administration</b>
<b>SCAQMD</b>	<b>South Coast Air Quality Management District</b>
<b>SCESA</b>	<b>Southern California Emergency Services Association</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMO</b>	<b>State Emergency Management Office</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>
<b>SF</b>	<b>Standard Form</b>
<b>SHMO</b>	<b>State Hazard Mitigation Officer</b>
<b>SHPO</b>	<b>State Historic Preservation Officer</b>
<b>SITREP</b>	<b>Situation Report</b>
<b>SLPS</b>	<b>State and Local Programs and Support Directorate (FEMA)</b>
<b>SOC</b>	<b>State Operations Center</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>STO</b>	<b>State Training Officer</b>
<b>Subgrantee</b>	<b>An eligible applicant in Federally declared disasters</b>
<b>TH</b>	<b>Temporary Housing</b>
<b>TSCA</b>	<b>Toxic Substances Control Act</b>
<b>USACE</b>	<b>United States Army Corps of Engineers</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>
<b>USDA</b>	<b>U.S. Department of Agriculture</b>
<b>USFA</b>	<b>United States Fire Administration</b>
<b>USGS</b>	<b>United States Geological Survey</b>
<b>VA</b>	<b>Veterans Administration</b>
<b>VSAT</b>	<b>Very Small Aperture Terminal</b>

## 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.