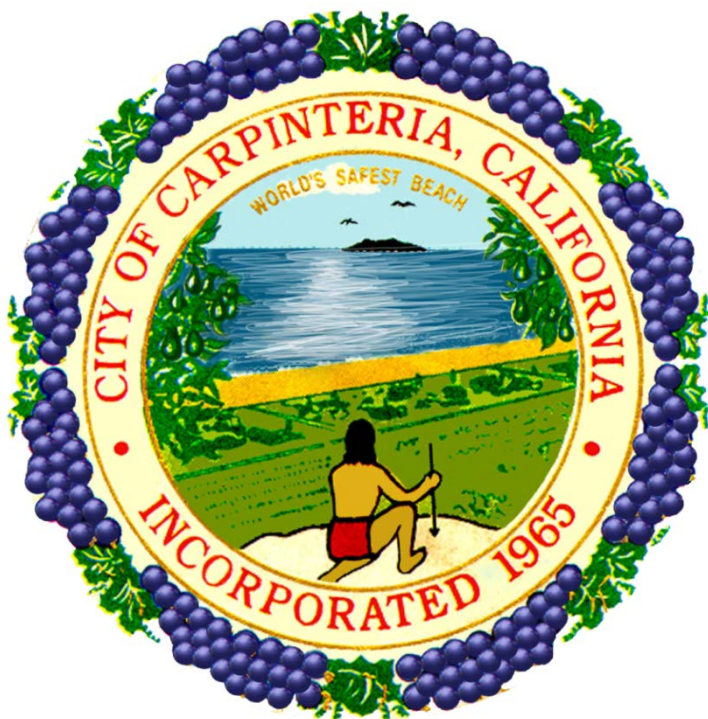


2014

Emergency Operations Plan



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Disclaimer

The materials presented in this publication have 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, this plan should not be used without competent view, 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 Carpinteria

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Forward

The Emergency Operations Plan (EOP) for the City of Carpinteria 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 Carpinteria Emergency Operations Center (EOC) staff remember to communicate, collaborate, coordinate, and cooperate with each other and with the field responders and other jurisdictions.

The EOP:

- Is a preparedness document designed to be read, understood, and exercised prior to an emergency.
- Is designed to include the City of Carpinteria 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 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.
- Establishes the operational concepts and procedures associated with the field response to emergencies, the City's EOC activities, and the recovery process.
- Is flexible enough to be used in all types of emergencies and will facilitate response and short-term recovery activities.

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Letter of Promulgation

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

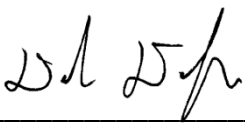
The preservation of life, property, and the environment is the inherent responsibility of local, state, and federal government. The City of Carpinteria, in cooperation with the Santa Barbara Operational Area and special districts within the City, have prepared this Emergency Operations Plan (EOP) to 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. The 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).

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

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City of Carpinteria into an efficient organization capable of responding effectively to any emergency. City Departments and local emergency agencies that the City of Carpinteria collaborates with have assisted in the preparation of the EOP and have signed off on it, concurring that the EOP accurately describes their respective roles and responsibilities.

Further, as evidenced by the adoption of Resolution No. 5559, the City of Carpinteria City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Carpinteria.



Dave Durflinger
City Manager

November 10, 2014

Date

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Signed Concurrence by Principal City Departments

The **CITY MANAGER'S DEPARTMENT** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed: [Signature] (Name) City Manager (Title)

The **ADMINISTRATIVE SERVICES DEPARTMENT** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed: [Signature] (Name) Admin. Services Director (Title)

The **CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed: [Signature] (Name) (FIRE CHIEF)
10/29/2014 (Title)

The **CITY ATTORNEY'S OFFICE** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed: [Signature] (Name) on behalf of Brownstein Hyatt
Farber Schrecks, LLP, acting as City Attorney of the City of Carpinteria (Title)

The **COMMUNITY DEVELOPMENT DEPARTMENT** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed: [Signature] (Name) Community Development Director (Title)

The **PARKS & RECREATION DEPARTMENT** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed: Matthew Roberts Parks and Recreation Director
(Name) (Title)

The **PUBLIC WORKS DEPARTMENT** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed: Charles Director of Public Works
(Name) (Title)

The **SANTA BARBARA COUNTY SHERIFF'S DEPARTMENT** concurs with the City of Carpinteria's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

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

Record of Revisions

Date	Section	Page Numbers	Entered By
11/2014	All Sections		Julie Jeakle

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Record of Distribution

Departments/Agencies Receiving Copies of the Emergency Operations Plan:	Number of Copies:
Santa Barbara Operational Area	1
Administrative Services Department	1
City Attorney's Office	1
City Clerk	1
City Manager's Department	1
Community Development Department	1
Parks & Recreation Department	1
Public Works Department	1

Other Agencies & Special Districts	Number of Copies:
American Red Cross	1
Carpinteria Sanitary District	1
Carpinteria State Beach	1
Carpinteria-Summerland Fire Protection District	1
Carpinteria Unified School District	1
Carpinteria Valley Water District	1
Santa Barbara County Sheriff's Department – Carpinteria Substation	1

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Emergency Management Goals

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

- Providing effective life safety measures, protecting the environment, and reducing property loss.
- Providing for the rapid resumption of City of Carpinteria basic services.
- Providing accurate documentation and records required for cost recovery efforts.

Organization of the Emergency Operations Plan (EOP)

- **Part I – Basic Plan.** Provides overall organizational and operational concepts relative to response and recovery as well as an overview of potential hazards.
- **Part II – Emergency Organization Functions.** Provides a description of the emergency response organization section/branches/units and, where applicable, emergency action checklists.
- **Part III – Hazards Appendix.** Provides an overview of potential hazards and threat assessments.
- **Part IV – Supporting Documents.** Provides supporting documentation to the City's EOP that identifies Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) compliance as well as other required information.
- **Part V – Acronyms & Glossary**
- **Part VI – Resources & Contacts**

Activation of the Emergency Operations Plan

The EOP will be activated:

- On the order of the official designated by the City of Carpinteria Municipal Code Chapter 2.40, provided that the existence or threatened existence of the 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 Carpinteria.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code).
- Automatically on a Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an ATTACK WARNING by the Department of Homeland Security or FBI or on the observation of a nuclear detonation.

Training, Exercising & Maintaining the Emergency Operations Plan

An EOP is not an end in itself. Training is necessary to make the planning concepts a natural response. Training should include exercises that test the interaction between the local jurisdiction, field units, and the Santa Barbara 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 to identify specific SEMS training needs and to schedule appropriate training. The plan may be used to define which SEMS training is required by departments and agencies that have defined emergency response roles and responsibilities within the emergency response organization.

Training and exercises are essential at all levels of government to make emergency response personnel operationally ready. The goal of the City of Carpinteria is to train and educate City staff and emergency response personnel in emergency preparedness and response. The City's Emergency Services Coordinator is responsible for overseeing the EOP, coordinating and scheduling training for staff, and exercising the City of Carpinteria EOP. The City of Carpinteria training programs includes EOP orientation, familiarization with Emergency Operations Center (EOC) procedures, and EOC exercises.

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 Carpinteria. During these exercises, emergency response personnel are required to respond as though a real emergency has 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.

There are several forms of exercises that can be conducted:

- **Tabletop Exercise:** Provides a convenient and low-cost method designed to evaluate policy, plans, and procedures and resolve coordination and responsibility issues. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **Functional Exercise:** Designed to test and evaluate the capability of an individual function, such as evacuation, medical, communications, or public information or to provide an opportunity for the jurisdiction to respond to a realistic scenario in the EOC environment.
- **Full-Scale Exercise:** Simulates an actual emergency. They typically involve the complete emergency management staff and field units and are designed to evaluate the operational capacity of the entire emergency management system.

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

PART ONE – BASIC PLAN

PURPOSE

The purpose of the City of Carpinteria Emergency Operations Plan (EOP) is to address the City of Carpinteria's planned response to events associated with natural, intentional, and technological disasters, including both peacetime and wartime nuclear threats. It provides an overview of operational concepts, identifies components of the City's emergency management organization with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes overall responsibilities of federal, state, and county entities for protecting life, property, and the environment and assuring the overall well-being of the community.

SCOPE

- The City of Carpinteria's EOP 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 Operational Area, State of California, and volunteer agencies.
- The EOP is also a reference for managers from other states, 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 EOP.

ASSUMPTIONS

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

- The City of Carpinteria 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 Carpinteria will utilize SEMS/NIMS/ICS in emergency response operations.
- The City of Carpinteria's Director of Emergency Services, or designee, will coordinate the disaster response in conformance with the City of Carpinteria emergency response policy.
- The City of Carpinteria will coordinate response with the Santa Barbara Operational Area.

- The resources of the City of Carpinteria will be made available to cities, unincorporated areas, local agencies, and citizens to cope with disasters affecting the Santa Barbara Operational Area, as available.
- The City of Carpinteria will commit its resources to a reasonable degree before requesting mutual aid assistance.
- The City of Carpinteria will request mutual aid assistance from the Santa Barbara Operational Area when disaster relief requirements exceed resources available in the City of Carpinteria.
- The EOP does not guarantee a perfect response for all situations. The EOP outlines hazards that are treated as hypothesis rather than fact and identifies recommended guidelines to coordinate response activities. Users of the EOP assume all liability arising from the plans used.
- The EOP is NOT intended for day-to-day emergencies, but rather for disaster situations where normal resources are at drawn down levels and where the City can no longer respond.

CONCEPT OF OPERATIONS

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 Carpinteria's EOP. All departments/agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see Part I – Mutual Aid).

EMERGENCY RESPONSE PHASES

Emergency management activities are often associated with the four emergency management phases: mitigation, preparedness, response, and recovery. However, not every disaster necessarily includes all phases.

Mitigation Phase

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the City and are a threat to life and property are part of mitigation efforts. Mitigation tools include:

- Carpinteria Annex to the Santa Barbara County Multi-Jurisdiction Hazard Mitigation Plan, dated February 2012.
- Coordination with local and state officials to change ordinances and statutes (zoning ordinance, building codes, enforcement, etc.)

- Structural measures.
- Public information and community relations.
- Land use planning.
- Professional training.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities assist in improving operational capabilities and the effective response to disasters. These actions include mitigation activities, disaster planning, training and exercises, and public education.

Those departments/agencies identified in the plan as having either a primary or secondary support mission related to response and recovery should prepare standard operating procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in activation and execution procedures.

Preparedness activities are part of the implementation of the California Emergency Services Act, the Master Mutual Aid Agreement (MMAA), and the State Emergency Plan.

Day to Day

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing hazard analyses.
- Writing mutual aid plans.
- Developing SOPs and checklists.
- Training personnel and volunteers.
- Improving public information and communications systems.
- Developing systems for logistical support and financial accountability (e.g. disaster accounting system, pre-approved disaster contacts, and vendor lists).
- Maintaining and updating photo documentation of pre-disaster condition of public buildings and infrastructure.

Increased Readiness

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

- Review and update of emergency plans, SOPs, and resource listings.
- 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.
- Mobilization of resources.
- Testing warning and communications systems.

Response Phase

Pre-Emergency

When a disaster is inevitable, actions are precautionary and emphasize the protection of life.

Typical response may be:

- Advising the 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 and requesting mutual aid through the appropriate channels.
- Requesting an emergency proclamation by City authorities and/or Santa Barbara County.
- Consider activating the City Emergency Operations Center (EOC).

Emergency Response

During this phase, emphasis is placed on saving lives, the environment, and property; stabilization of the situation; and minimizing effects of the disaster. Immediate response is accomplished within the affected area by timely and effective deployment of local government agencies (fire, law enforcement, public works, etc.) and segments of the private sector.

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

- The situation can be controlled without mutual aid assistance from outside the City.
- Evacuation of portions of the City are required due to uncontrollable immediate or 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 citizens.
- Situation analysis.
- Resource allocation and control.
- Evacuation and rescue operations.
- Care and shelter operations.
- Restoration of vital services.

When City resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Santa Barbara Operational Area. Fire and

law enforcement agencies 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.

Depending on the severity of the emergency, the City's EOC may be activated and a local emergency may be proclaimed. If a local emergency is proclaimed, the EOC must be activated. The Santa Barbara Operational Area must be advised when the City EOC is activated.

Sustained Response

In addition to continuing life, environment, and property protection, the following operations will be activated: mass care, relocation, registration of displaced persons, and damage assessment.

Recovery Phase

Recovery is both a short-term activity intended to return critical systems to operation and a long-term activity designed to return life as close to normal conditions in the community as possible.

The City will provide local government leadership in developing economic recovery plans, mitigation plans, and local legislative strategies necessary to promote recovery. City departments will review impacts on programs and the City will aggressively pursue state and federal assistance for local recovery.

Federal, state, county, and city agencies will coordinate with non-governmental organizations in the implementation of assistance programs and the establishment of support priorities.

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

- Resumption of City of Carpinteria services.
- 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.
- Clean-up and disposal of wastewater.

HAZARD IDENTIFICATION & ANALYSIS

A hazard analysis has indicated that the City of Carpinteria may be at risk to certain incidents and to national security emergencies. These hazards are identified in Part III - Hazards Appendix, which also provides general information on their possible impact on the jurisdiction. For further information, see the Carpinteria Annex to the Santa Barbara County Multi-Jurisdiction Hazard Mitigation Plan.

PUBLIC AWARENESS & 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 an emergency. 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 & EXERCISES

Training and exercises are essential at all levels of government to make emergency operations personnel operationally ready. All emergency plans should include provisions 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, communication, or public information.

- Full-scale exercises simulate an actual emergency. These exercises typically involve the complete emergency management staff and are designed to evaluate the operational capability of the emergency management organization.

ADA CONSIDERATIONS FOR LOCAL GOVERNMENT

Emergency preparedness and response programs must be made accessible to people with disabilities as required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include, but are not limited, to mobility, vision, hearing, cognitive disorders, mental illness, and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Sheltering requirements.
- Accessibility to medications, refrigeration, and back-up power.
- Accessibility for mobility devices and/or service animals while in transit or at shelters.
- Accessibility to emergency information.

ALERTING & WARNING

Warning is the process of alerting government agencies and the general public to the threat of imminent danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives, the environment, and property is dependent upon timely dissemination of warning and emergency information to the persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The City will utilize various modes of alerting and warning the community. The following information describes the various systems and provides an explanation of the emergency conditions and warning actions through which these systems may be accessed.

Local Alerting & Warning Systems

Door-to-Door Communication

Door-to-door communications may be used by the Santa Barbara County Sheriff's Department during an emergency. Officers will be dispatched to specific locations and assignments as directed by the Incident Commander.

Emergency Alerting System (EAS)

The EAS is designed for 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. The local broadcast industry cooperates on a voluntary basis. The 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 within an EAS operating area to broadcast a common program.

Locally, the EAS is administered by the Santa Barbara Operational Area. Activation of the Santa Barbara County EAS shall be for emergency events and conditions of concern to a significant segment of the population of Santa Barbara County. The City of Carpinteria is able to request activation of the EAS through the Santa Barbara Operational Area Duty Officer, however, EAS cannot be issued by zones or cities.

Mobile Emergency Vehicle Lights, Sirens & Loudspeakers

Santa Barbara County Sheriff's Department vehicles are equipped with vehicle lights, sirens, and loudspeakers. Vehicles will be dispatched to specific locations and assignments as directed by the Incident Commander. All areas of the jurisdiction are accessible by vehicle. Both visual and auditory measures will be used to ensure that those with hearing or vision related disabilities have access to the warning.

Nixle

Nixle is a notification system that connects public safety agencies to residents via text, web, and email. The City of Carpinteria, Santa Barbara County Sheriff's Department, and the Santa Barbara County Office of Emergency Management have the ability to utilize Nixle to send emergency alerts to their subscribers. Each of these agencies maintains separate Nixle accounts and will send notifications via their own internal protocols and procedures.

Operational Area Satellite Information System (OASIS)

The Operational Area Satellite Information System 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.

The Santa Barbara Operational Area has OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub. Through this system, the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to Cal OES and other participating state agencies.

Public Access Television

The City operates a 24-hour Government Access Television Channel (GATV 21). The City will provide information to citizens via scrolled information on this channel and will direct viewers to tune into other local information sources, as appropriate, for more information.

Radio Ready

Radio Ready is administered by the Santa Barbara Operational Area and identifies local radio stations that are committed to release timely and accurate information from the Santa Barbara Operational Area to the radio-listening public during an emergency. The Santa Barbara County Office of Emergency Management will utilize satellite equipment to regularly communicate with designated radio stations and these stations will transmit information in English and Spanish.

Reverse 911®

The Reverse 911® telephone notification system is an internet accessible system with a direct connection to the Santa Barbara County Sheriff's Department's Geographic Information System (GIS). This allows users of the system to accurately determine the notification area for any event that requires notifying the public. The Santa Barbara County Sheriff's Department administers Reverse 911®.

Other Alerting & Warning Systems***California Warning System (CALWAS)***

The CALWAS is the state portion of the NAWAS that extends to communications and dispatch centers throughout the state. Cal OES headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol (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.

California Emergency Services Fire Radio System (CESFRS)

The 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.

California Law Enforcement Mutual Aid Radio System (CLEMARS)

The 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 Cal OES.

California Law Enforcement Telecommunications System (CLETS)

The CLETS provides law enforcement and criminal justice agencies 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.

Emergency Digital Information System (EDIS)

The EDIS provides local, state, and federal agencies with a direct computer link to the news media and other agencies during emergencies. The EDIS supplements existing emergency public information systems, such as the EAS. By combining existing data input networks with a digital radio distribution system, the EDIS gives authorized agencies a direct data link to the news media and other agencies.

National Warning System (NAWAS)

The 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, the 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 (Colorado Springs, Colorado) and the Alternate National Warning Center (Olney, Maryland).

National Weather Service (NWS)

The NWS transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies. NWS severe weather broadcasts are preceded with a 1050 Hz tone that activates weather monitor receivers equipped with decoders. The NWS can also access the National Warning System to announce severe weather information.

CONTINUITY OF GOVERNMENT

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seat of government, and public and private records essential to continued operations of government.

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 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 (mitigation, preparedness, response and recovery). 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 California 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 Carpinteria 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.

Article 15, Section 8638 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code) 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.

City of Carpinteria Municipal Code 2.40.130 outlines the City Lines of Succession.

Service/Department	Title/Position
City Manager	City Manager Assistant to the City Manager
Fire	Fire Chief Battalion Chief Station Captain
Law Enforcement	Sheriff Lieutenant/Watch Commander
City Clerk	City Clerk Finance Supervisor
Community Development	Community Development Director Senior Planner Community Development Technician
Human Resources	Human Resources Administrator Administrative Assistant
Public Works	Public Works Director Public Works Supervisor

City of Carpinteria EOC Lines of Succession:

EOC Position	City Title
Director of Emergency Services	City Manager Assistant to the City Manager
EOC Coordinator	Emergency Services Coordinator Public Works Director
Public Information Officer (PIO)	City Clerk Assistant to the City Manager
Safety Officer	Human Resources Administrator City Clerk

EOC Liaison	Assistant to the City Manager Community Development Director
Access & Functional Needs Coordinator	Assistant to the City Manager Human Resources Administrator
Legal Officer	City Attorney Deputy City Attorney
Operations Section Coordinator	Public Works Director Public Works Supervisor
Planning & Intelligence Section Coordinator	Community Development Director Associate Planner
Logistics Section Coordinator	Parks & Recreation Director Parks & Recreation Management Assistant
Finance & Administration Section Coordinator	Administrative Services Director Finance Supervisor

Temporary City Seat

Article 1, Section 23600 of the California Government Code (Chapter 4 of Division 1 of Title 3) provides that:

- The Director of Emergency Services and/or City Council shall designate an alternate city seat or locate a facility outside the city boundaries, if necessary. Note: A 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 government will be determined by staff.

Preservation of Vital Records

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

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 contracts, legislative actions, land and tax records, license registers, and article of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.

- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be included here.

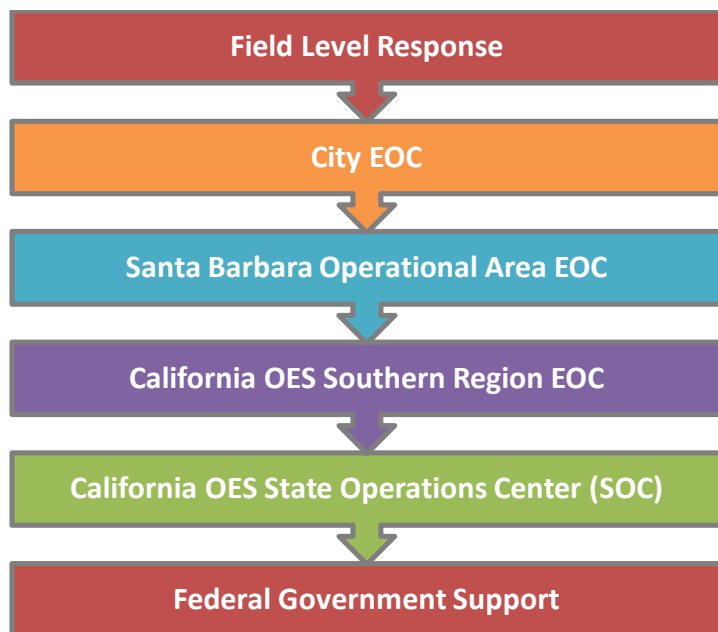
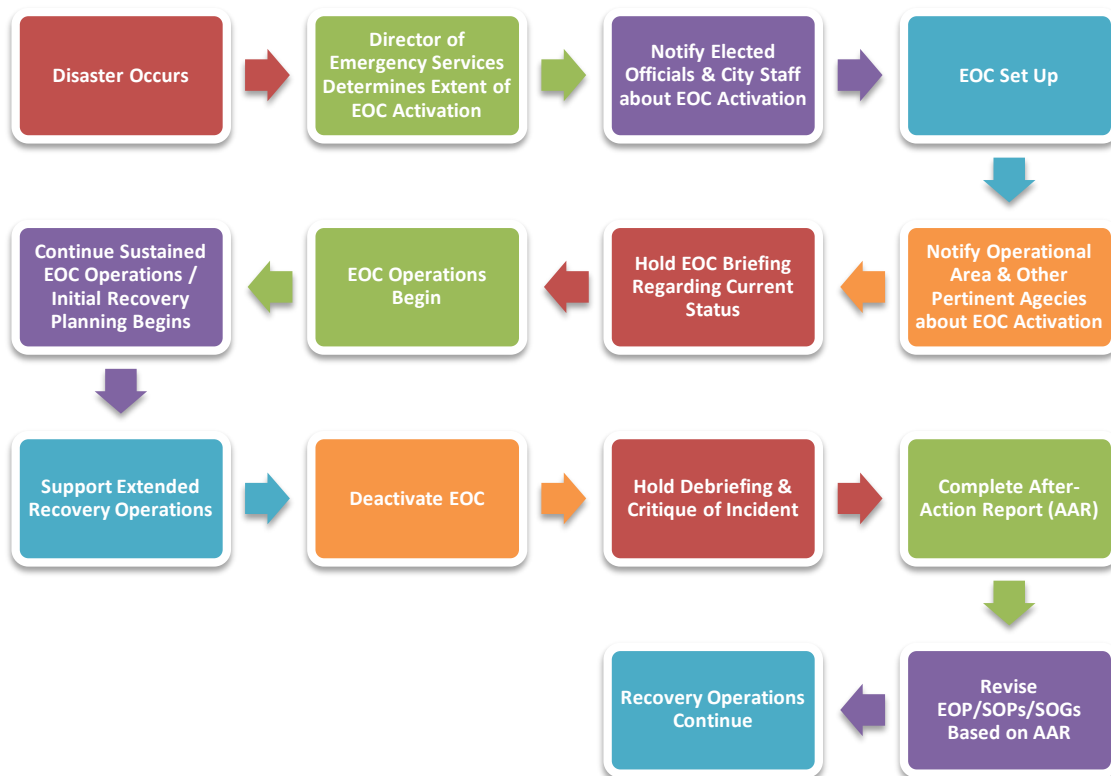
Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, course records, official proceedings, and financial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

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

SEMS has been adopted by the City of Carpinteria for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communication and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in disaster response and recovery. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

SEMS (Article 9.5, Section 8607(a)) of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code) incorporates the use of the Incident Command System (ICS), the MMAA and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination.

Fully activated, SEMS consists of five levels: field response, local government, operational areas (countywide), Cal OES Mutual Aid Regions, and state government. Each level is activated as needed. See FIGURE 1 and FIGURE 2.

FIGURE 1 – SEMS/NIMS COMMUNICATION & COORDINATION**FIGURE 2 – SEMS/NIMS EMERGENCY ACTIVITIES FLOW CHART**

Field 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

The local government level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. Local governments include cities, counties, schools, and special districts within an Operational Area.

Operational Level

California is comprised of 58 counties, considered Operational Areas. The Operational Area consists of all political subdivisions within a county's geographical area. It provides communication and coordination between local jurisdictions and Cal OES Regions. Coordination between the Operational Area and local government is accomplished through the Operational Area EOC. Operational Areas have an expanded role based on recent legislation (Article 4, Section 2409 of the California Code of Regulations (CCR) Chapter 1 of Division 2 of Title 19).

Coordination and communications should be established between activated local government EOCs and the Operational Area. The City of Carpinteria will establish communication with the Operational Area EOC upon activation the City's EOC. Santa Barbara County Office of Emergency Management is the lead agency for the Santa Barbara Operational Area.

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

Regional Level

There are three Cal OES Administrative Regions (Inland, Coastal, and Southern) in California. There are six Mutual Aid Regions for fire and general mutual aid coordination. The Cal OES Administrative Regions manage and coordinate information and resources among Operational Areas within mutual aid regions, designated pursuant to Article 8, Section 8600 of the California Government Code (Chapter 7 of Division 1 of Title 2) and between the Operational Areas and State agencies for support during emergency mitigation, preparedness, response, and recovery activities.

State Level

Cal OES 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 California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code) and Executive Order W-9-91. 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 serves as the coordination and communication link with the federal disaster response system.

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

SEMS Requirements for Local Governments

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

1. Use ICS at the field response level.
2. Use SEMS when:
 - A local emergency is proclaimed, or
 - The local government EOC is activated.
3. Establish coordination and communication with Incident Commanders directly through the EOC, when activated.
4. Use existing mutual aid systems for coordinating fire and law enforcement resources.
5. Establish coordination and communication between the City EOC and any state or local emergency response agency having jurisdiction at an incident within the City.
6. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster 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.

City of Carpinteria Responsibilities under SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Carpinteria with an emergency response role. The City of Carpinteria's Emergency Services Coordinator has the lead staff responsibility for SEMS development and planning with responsibility 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, volunteer agencies, and private agencies on development of SEMS.
- Incorporating SEMS into all City emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Carpinteria. 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 staff who may participate in emergencies in the EOC or in the field must receive appropriate SEMS training, as required by SEMS regulations. City personnel will be trained on an ongoing basis.

SEMS EOC Organization

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

Management Section: Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions, as needed.

Operations Section: Responsible for coordinating all jurisdictional operations in support of the disaster response through implementation of the City's EOC Action Plan.

Planning & Intelligence Section: Responsible for collecting, evaluating, and disseminating information and coordinating the development of the City's EOC Action Plan in coordination with other sections.

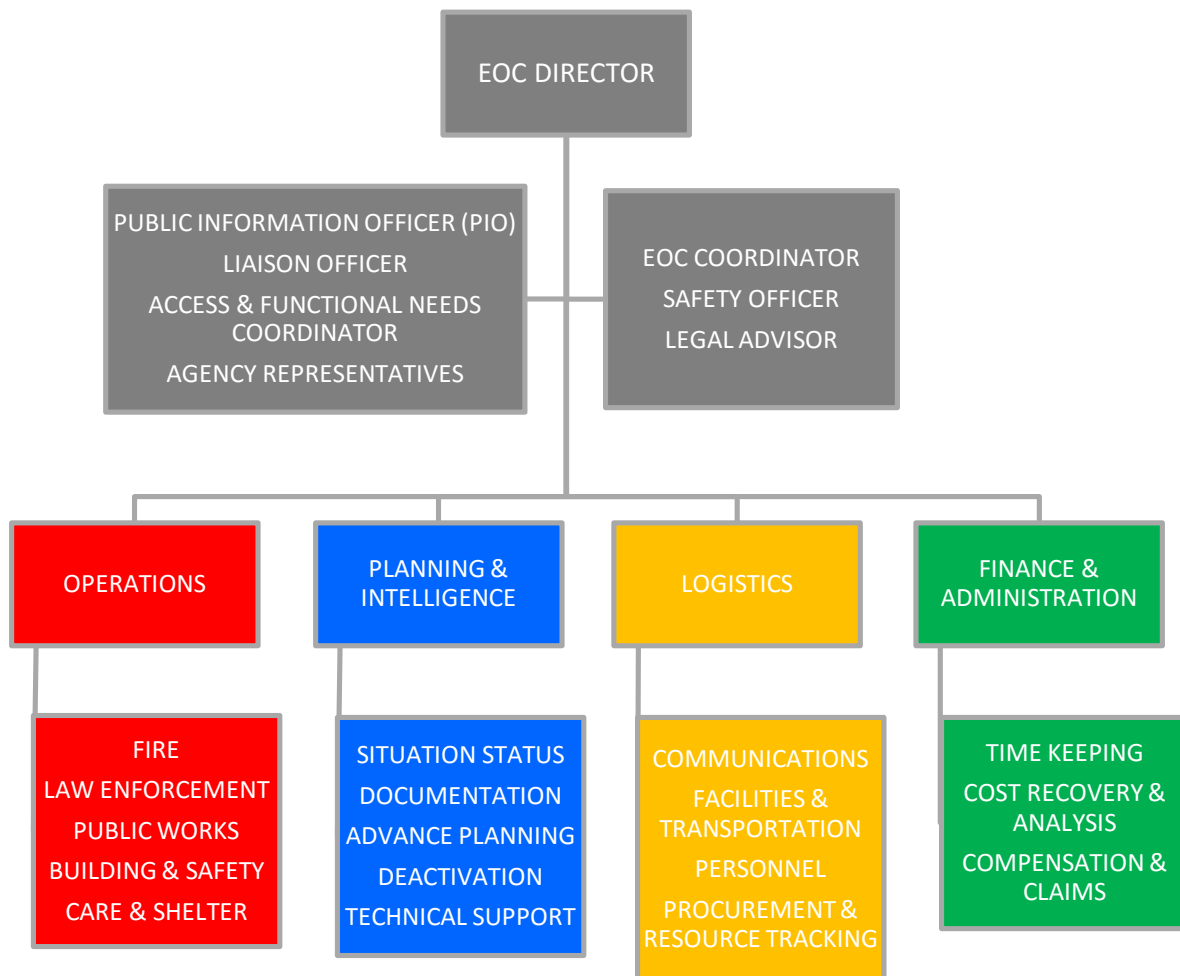
Logistics Section: Responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

Finance & Administration Section: Responsible for financial activities and other administrative aspects.

Representatives from special districts, volunteer agencies, and private agencies with significant response roles should be added to the emergency organization, as needed.

The City’s SEMS Organization Chart is contained in FIGURE 3.

FIGURE 3 – CITY OF CARPINTERIA SEMS ORGANIZATION CHART



SEMS Definition of Special Districts

“Local Government” means local agencies, as defined in Article 1, Section 8680.2 of the California Government Code (Chapter 7.5 of Division 1 of Title 2).

Article 1, Section 2900 of the California Code of Regulations (Chapter 5 of Division 2 of Title 19) 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.”

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 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 SEMS.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) established NIMS as the required emergency response system. NIMS integrates existing best practices into a consistent, flexible, and adjustable nationwide approach for emergency management. Using NIMS, federal, state, local, and tribal governments, the private sector, and non-governmental organizations work together to prepare, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

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.

NIMS Components

Six major components make up NIMS: Command & Management, Preparedness, Resource Management, Communications & Information Management, Support Technologies, Ongoing Management & Maintenance, and NIMS Compliance.

Command & Management

NIMS standard incident command structures are based on three key organizational systems:

- **Incident Command System:** ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Multi-Agency Coordination Systems:** Provides coordination for incident prioritization, critical resource allocation, communications systems, and information coordination. These systems include facilities, equipment, EOCs, personnel, procedures, and communications.
- **Public Information Systems:** These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Preparedness

Effective incident management begins with a host of preparedness activities conducted on an ongoing basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning:** Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training:** Training includes standard courses on multi-agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises:** Incident management organizations and personnel must participate in realistic exercises, including multi-disciplinary, multi-jurisdictional, and multi-sector interaction, to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification & Certification:** Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
- **Equipment Acquisition & Certification:** Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid:** Mutual aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- **Publications Management:** Publications management refers to forms and forms of standardization, developing publication materials, administering publications, and revising publications when necessary.

Resource Management

NIMS defines standardized mechanisms and establishes requirements for processes to describe inventory and to mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications & Information Management

NIMS identifies the requirements for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications:** Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management:** Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps ensure that crisis decision-making is better informed.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining NIMS. These include voice and data communications systems, information management systems (e.g. record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

Ongoing Management & Maintenance

This component provides strategic direction for and oversight of NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

NIMS Compliance

The State of California's NIMS Advisory Committee issued "California Implementation Guidelines for the National Incident Management System" to assist State agencies, local governments, tribes, and special districts to incorporate NIMS into already existing programs, plans, training, and exercises. The City is following this document to ensure NIMS compliance.

INCIDENT COMMAND SYSTEM (ICS)

The ICS is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure as well as features, such as management by objectives, action planning, span of control, organizational hierarchy, accountability, and resource management.

Functions

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

Command: 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: 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: Responsible for the collection, evaluation, documentation, and use of information about the development of the incident.

Logistics: Responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.

Finance: 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. At the field response level, the Command staff consists of the Incident Commander, Deputy Incident Commander, PIO, Safety Officer, and Liaison Officer. The General staff includes the coordinators of each EOC section. At the local government level, the Command staff consists of the EOC Director, EOC Coordinator, PIO, Safety Officer, and Liaison Officer.

Principles

ICS provides for the following kinds of operations:

- Single jurisdictional/agency involvement.
- Single jurisdictional responsibility with multiple agency involvement.
- 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.

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

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.

A 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.

Emergency response is coordinated at the EOC through:

- Representatives from City departments and agencies.
- Representatives from outside agencies, including special districts, volunteer agencies, and private organizations.
- Coordination with agencies not represented in the EOC.

AUTHORITIES & REFERENCES

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code) 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 local authorities, consistent with the provisions of the Act.

SEMS Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) establish SEMS as the effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on 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 MMAA, 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 Emergency Services Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Article 3, Section 8568 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code 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 extensions of the California Emergency Plan.

Authorities

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

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93 288), as amended
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- Homeland Security Act of 2002 (Public Law 107-296), as amended
- Homeland Security Presidential Directive 5 – National Incident Management System, February 2003
- Flood Control and Coastal Emergency Act (Public Law 84-99), as amended

State

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code)
- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (Chapter 7 of Division 1 of Title 2 of the California Government Code)
- California Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the California Government Code)
- California Health and Safety Code (Chapter 6.5 of Division 20, Sections 25115 and 25117; Chapter 6.95 Section 2550 et. Seq.; Chapter 7, Sections 25600 through 25610)
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- California Department of Water Resources Water Code Section 128(a)

- Orders and Regulations which may be selectively promulgated by the Governor during a State of Emergency
- Orders and Regulations promulgated by the Governor to take effect upon the existence of a State of War Emergency
- California Disaster and Civil Defense Master Mutual Aid Agreement
- “Good Samaritan” Law - California Health and Safety Code Section 1799.102

Local

- City of Carpinteria Municipal Code – Title 2 (Civil Defense), Chapter 2.40
- Resolution Number 76 adopting the California Disaster and Civil Defense – Master Mutual Aid Agreement, adopted February 27, 1967
- Resolution Number 1604 adopting Joint Powers Agreement within Santa Barbara Operational Area, adopted September 8, 1986
- Resolution Number 5151 adopting the Public Works Mutual Aid Agreement, adopted September 8, 2008
- Resolution Number 4889 adopting the Standardized Emergency Management System (SEMS), adopted July 26, 2004
- Resolution Number 5095 adopting the National Incident Management System (NIMS), adopted January 14, 2008

References

- National Incident Management System, U.S. Department of Homeland Security
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide
- National Response Plan, U.S. Department of Homeland Security
- California Emergency Plan
- California Hazardous Materials Incident Contingency Plan
- California Master Mutual Aid Agreement
- California Fire Service and Rescue Emergency Mutual Aid System Plan
- Santa Barbara County Multi-Jurisdiction Hazard Mitigation Plan
- Santa Barbara County Emergency Response Plan

Emergency Proclamation Process

There are three types of proclamations of emergency in the State of California: Local Emergency, State of Emergency, and State of War Emergency.

Local Emergency

A Local Emergency may be proclaimed by the City Council or by the Director of Emergency Services, as specified by Chapter 2.40 of the City Municipal Code. A Local Emergency proclaimed by the Director of Emergency Service must be ratified by the City Council within seven days. The governing body must review the need to continue the proclamation at least once every 30 days until the Local Emergency is terminated. The 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 or man-made situations.

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

- Request, if necessary, that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- 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 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.
- Conduct emergency operations without incurring legal liability for performance or failure of performance (Note: Article 17, Section 8655 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code) provides for certain privileges and immunities).

Note: Emergency proclamation forms are in Part IV – Supporting Documentation. The City Attorney’s Office is responsible for preparing and submitting the paperwork with the assistance of the City Clerk and the Emergency Services Coordinator. Documents will be on file in the City Clerk’s Office.

The City should immediately notify and send a copy of the City’s proclamation to the Santa Barbara Operational Area EOC so that the County can request a Local Emergency proclamation or a concurrence by the County.

State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.

When 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 responsibility of the office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

State of War

When 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, plus:

- 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 their authority, as provided for in the Emergency Services Act.

MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system that is structured to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), as provided for in the California Emergency Services Act. The 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 MMAA 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.

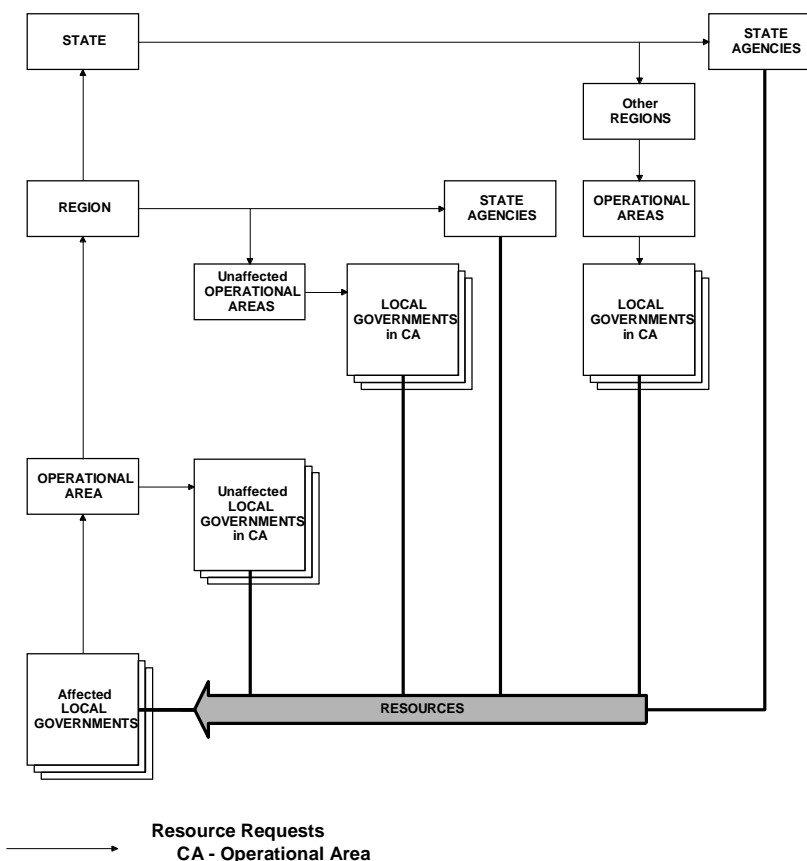
It is the policy of the State that contracts for emergency response needs and disaster repair and restoration will be entered into by the lowest level of government possible. Therefore, a city should enter into a contract before a county and counties should enter into contracts before the State or State 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 MMAA allows for the progressive mobilization of resources to and from local governments, operational areas, regions, and State 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 FIGURE 4.

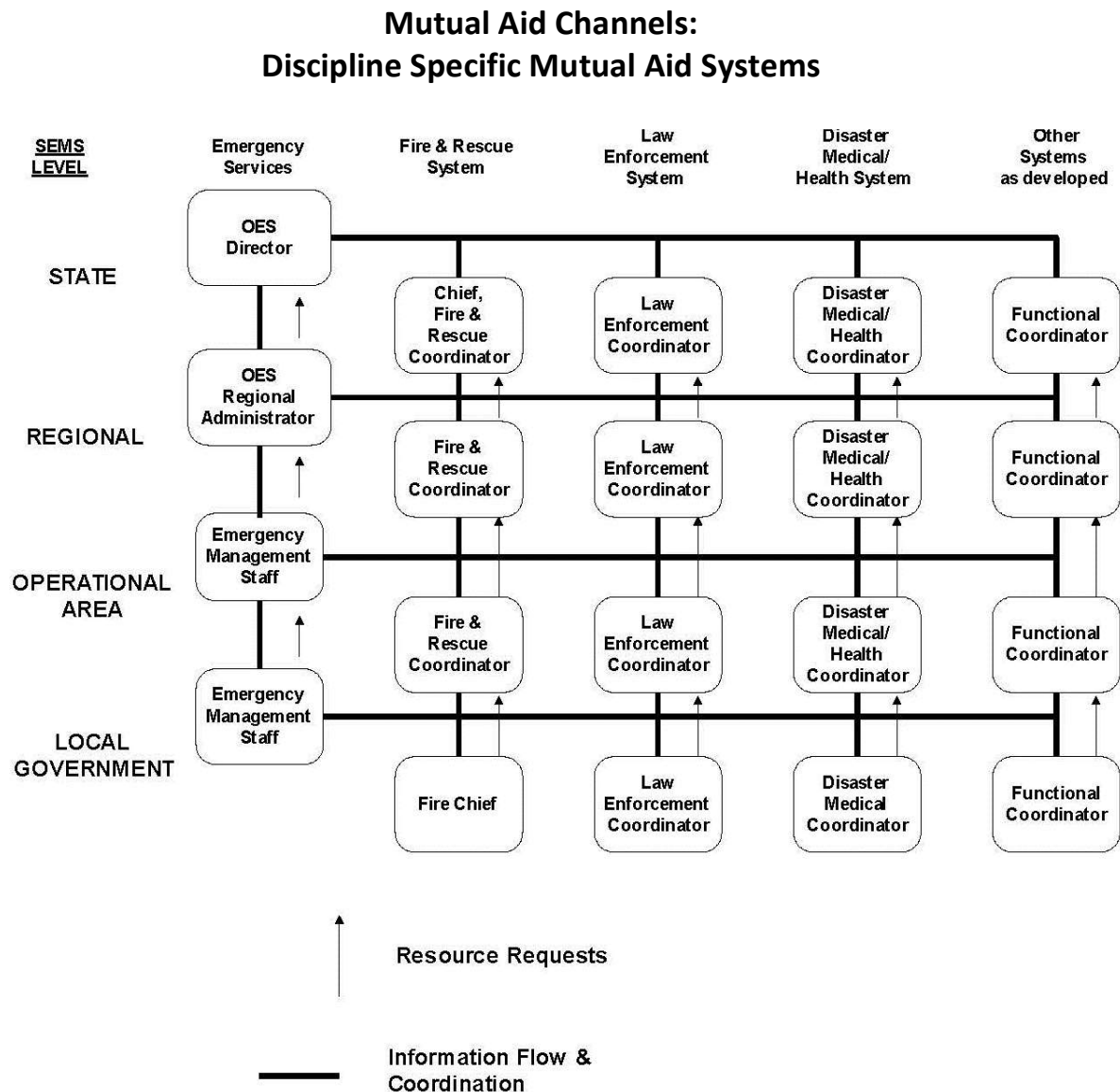
FIGURE 4 – MUTUAL AID SYSTEM FLOW CHART

Mutual Aid System Concept: General Flow of Requests and Resources



The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers, and public works. These systems are consistent with SEMS and NIMS at all levels (see FIGURE 5).

FIGURE 5 – MUTUAL AID COORDINATORS FLOW CHART



In addition to the mutual aid agreements that are in place within the State of California, the Governor signed the Emergency Management Assistance Compact (EMAC), which allows the State of California to participate with other states in a nationwide mutual aid system.

Mutual Aid Regions

Mutual aid regions I-VI were established in California under the Emergency Services Act. Santa Barbara County and its cities are in Mutual Aid Region I, which is in the Cal OES Southern Administrative Region. Specifically related to law enforcement, Region I is divided into two separate regions: Region I (Los Angeles and Orange Counties) and Region IA (Santa Barbara County). FIGURE 6 depicts the State mutual aid and administration regions. FIGURE 7 depicts the Operational Area mutual aid request diagram.

FIGURE 6 – STATE MUTUAL AID & ADMINISTRATIVE REGIONS MAP

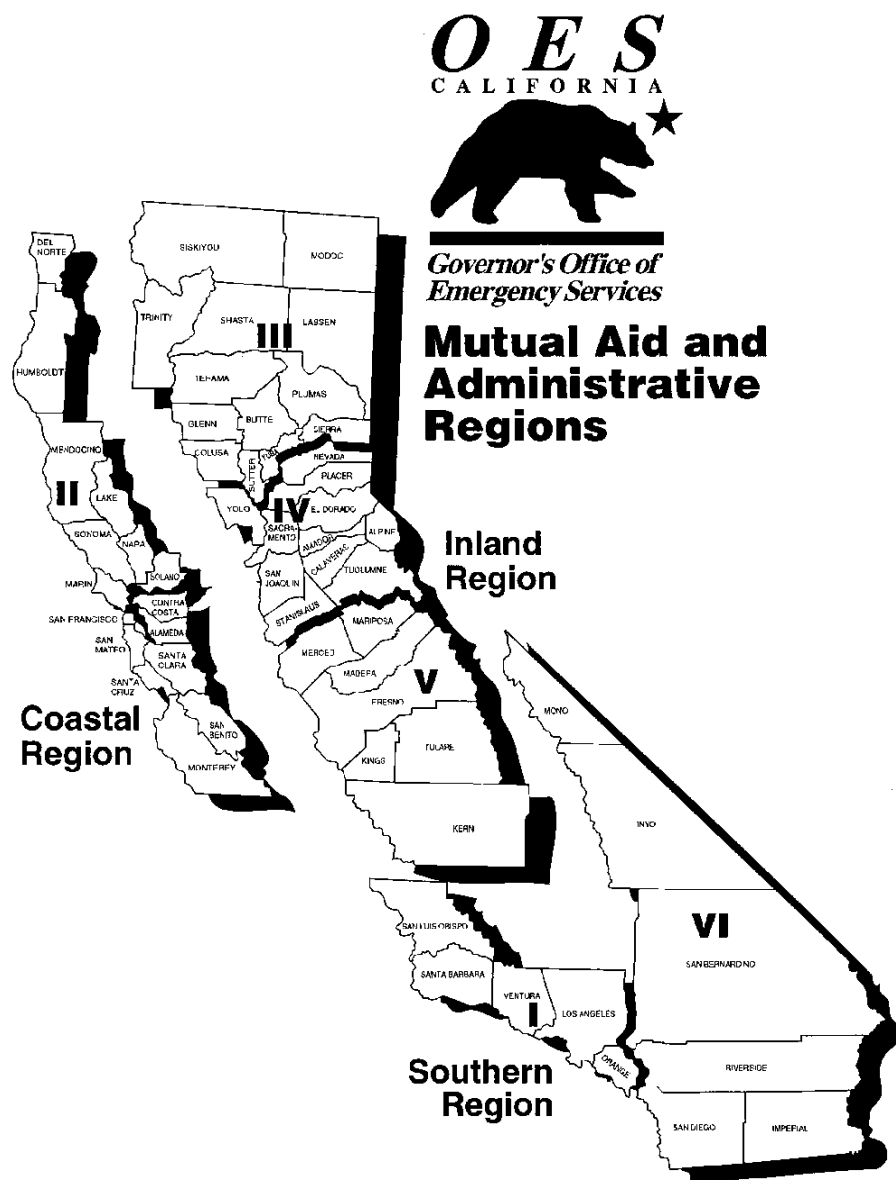
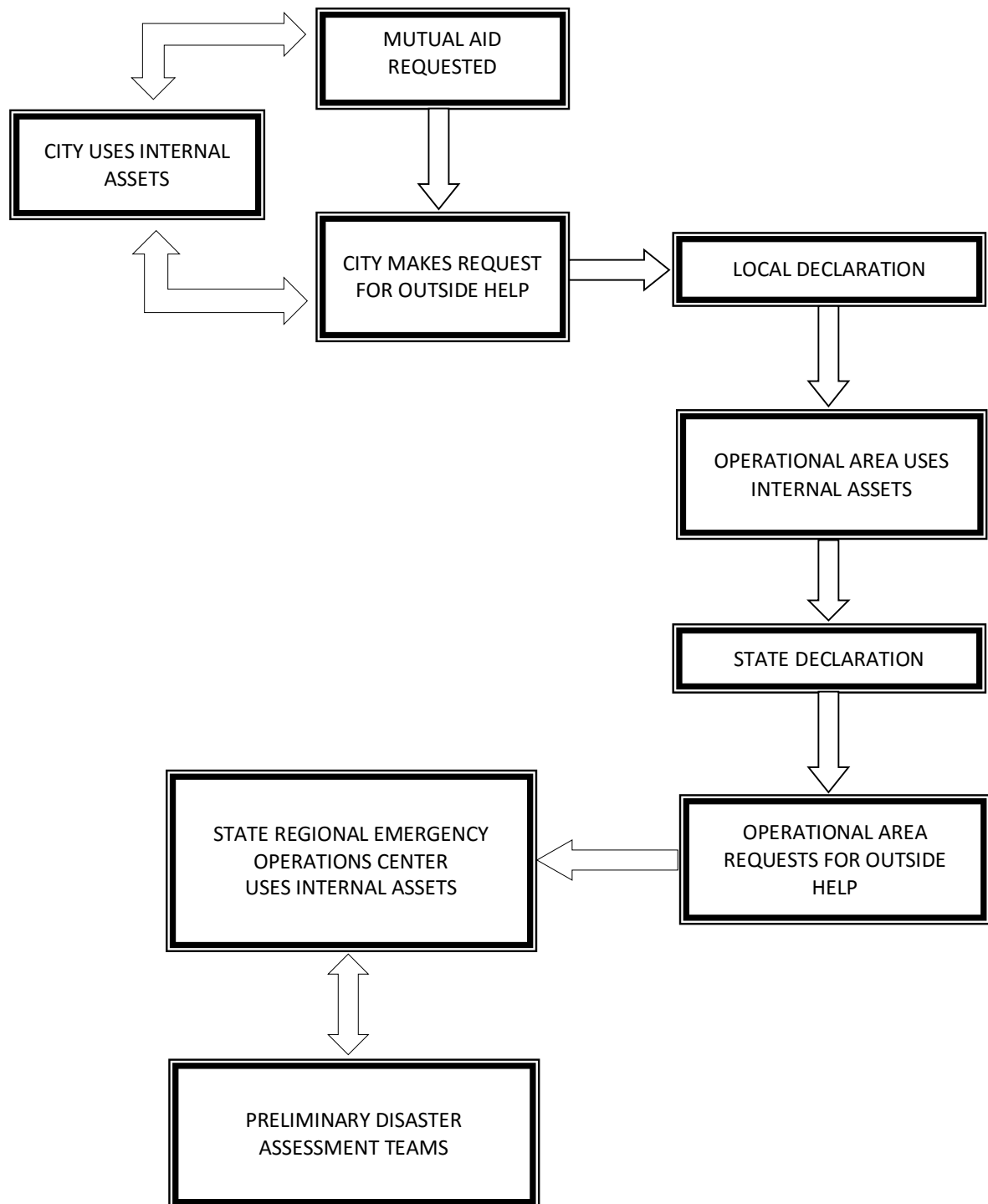


FIGURE 7 – OPERATIONAL AREA MUTUAL AID REQUEST DIAGRAM

Participation of Volunteer, Non-Governmental & Private Agencies

Volunteer, non-governmental, 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 local, state, and national emergency response to meet the needs to disaster victims. Volunteer agencies and non-governmental organizations 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 and non-governmental organizations with extensive involvement in the emergency response should be represented in the EOC.

Some private agencies have established mutual aid arrangements to assist other private agencies and government 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 should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level. A Voluntary Organizations Active in Disaster (VOAD) Liaison has been established at the Santa Barbara County EOC to assist with recovery efforts during and/or after a disaster. The City can request assistance from VOAD through the Operational Area EOC.

Policies & Procedures

Mutual aid resources will be provided and utilized in accordance with the California MMAA 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 incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

Law and Fire mutual aid requests will be made through established regional reporting systems. The City will make all non-law and non-fire mutual aid requests via designated countywide emergency reporting systems (City → Operational Area → Mutual Aid Region → State).

Requests should specify, at a minimum:

- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- To whom resources should report.
- Access routes.
- Estimated duration of operations.
- Risks and hazards.

Authorities

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
- California Master Mutual Aid Agreement
- Local Mutual Aid Agreement
- Robert T. Stafford Disaster Relief and Emergency Assistance Act

HAZARD MITIGATION

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 (Disaster Mitigation Act of 2000) requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks, and vulnerabilities in their jurisdiction.

Mitigation plans must:

- Describe actions to mitigate hazards, risks, and vulnerabilities identified under the plan.
- Establish a strategy to implement those plans.

The key responsibilities of local government 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.

- Coordinate and monitor the implementation of local hazard mitigation measures.

Specific plan requirements are listed in Title 44 of Chapter 1 of Subchapter D of Part 201 of Section 201.6 of the Code of Federal Regulations (CFR). Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds from the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM), or Flood Mitigation Assistance (FMA) programs.

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts. The City adopted the Carpinteria Annex to the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan in April 2012.

THREAT SUMMARY

The City of Carpinteria recognizes that the planning process must address each hazard that threatens the City. There are four broad categories of hazards: natural, technological, intentional, and national security incidents.

The City of Carpinteria is a seaside city incorporated in 1965. The mild climate, picturesque coastline, and numerous parks and beaches make Carpinteria a popular tourist area. Located in the fertile Carpinteria Valley, Carpinteria is 12 miles south of Santa Barbara, 15 miles north of Ventura, and 80 miles north of Los Angeles.

The City has a residential population of 13,040 (Census 2010) and covers 2.5 square miles. Annual daytime temperatures range from 60 to 80 degrees and rainfall averages 17.9 inches yearly. Carpinteria is home to a world-renowned surfing area at Rincon Point and a beautiful swimming beach. Over one million visitors swim, picnic, fish, and hike at Carpinteria State Beach Park annually.

The Carpinteria Unified School District includes one comprehensive high school, two alternative high schools, one middle school, and four elementary schools (one elementary school is outside of City boundaries).

The City of Carpinteria has a thriving business community. Several high tech firms are located in Carpinteria as well as businesses that include light manufacturing, medical devices, computer software, electronics, and oil drilling. One of Carpinteria's prized industries is agriculture. Known for its unique microclimate, Carpinteria produces avocados, exotic fruits, and flowers.

U.S. Highway 101 intersects Carpinteria with the State Route 150 interchange to the east and State Route 192 running parallel to Highway 101 along the foothills. Both State Route 150 and State Route 192 are rural two-lane roads. The major coastal railroad route passes through the

southern edge of Carpinteria. Owned by Union Pacific Railroad, both Amtrak and Union Pacific Freight Rail Services utilize the tracks. The Amtrak Station is located on Linden Avenue.

The City of Carpinteria is located within the Santa Barbara Operational Area. The Santa Barbara Operational Area is located within Region I, Southern Administrative Region of the State Office of Emergency Services. The resident population of Santa Barbara County is 423,895 (Census 2010). Santa Barbara County is bordered to the south by Ventura County, the north by San Luis Obispo County, and east by Kern County.

Santa Barbara County is a Seismic Zone 4 Earthquake Area and has one of the highest earthquake risks in the state. The county also has a significant urban/wildfire interface fire hazard and has a rating of 8 in National Flood Insurance Program's Community Rating System.

The following threat summaries have a potential to impact the City:

- An earthquake could impact major segments of, or total population.
- A major highway and rail line traverse the City. Transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the City. The City has some industry and faces the potential for hazardous materials incidents from stationary hazardous materials users as well.
- Portions of the City may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), creek channel overflow, downstream flooding, mudflows, etc. The City, historically, has been vulnerable to severe winter storms, which generate storm surges, large ocean waves, and high tide conditions at the same time. This type of coastal flooding has caused damage to both the coastline and surrounding properties in the past.
- The City may be subject to severe weather, including drought, winds, heat, and cold.
- Some areas of the City are identified as wildland/urban interface and may be subject to wildland fires.
- A tsunami could impact the coastal portion of the City.
- A transportation incident, such as a train derailment or trucking incident could impact areas within the City.
- The City's shoreline is vulnerable to offshore oil spills and/or toxic releases.
- The City has limited risk of being impacted by dam failure.
- Transportation corridors through the City could be impacted by landslides.
- Civil unrest and acts of terrorism could impact areas within the City or the entire City.

Any single incident or a combination of incidents could require evacuation and/or sheltering of the population. Depending on the event, there may be a requirement for sheltering in place or evacuating to a designated reception center or shelter within the jurisdiction or outside the jurisdiction's boundaries.

During the response phase, the City of Carpinteria EOC is the coordination and communication point. The primary City EOC location is at the Carpinteria-Summerland Fire Protection District

Headquarters (1140 Eugenia Place, Suite A). The alternative City EOC is located at Carpinteria City Hall, Council Chambers (5775 Carpinteria Avenue).

The following threat assessments identify and summarize the hazards that could affect the City. More specific information regarding each of these threats can be found in Part Three – Hazards Appendix.

- Major Earthquake
- Hazardous Materials
- Transportation: Train Derailment
- Transportation: Trucking Incident
- Offshore Oil Spill
- Flooding
- Dam Failure
- Wildfire
- Landslides/Coastal Erosion
- Tsunami
- Civil Unrest
- Terrorism
- Public Health Emergency
- Severe Weather

EMERGENCY OPERATIONS

This section of the EOP establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under SEMS and NIMS. It provides information on the City of Carpinteria's emergency management structure and how the emergency management team is activated.

The City's emergency management organization 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 City will accomplish the following objectives during an incident:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management, as required.

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

Concept of Operations

The City will operate under the following policies during an incident, as the situation dictates:

- SEMS and NIMS will be followed.
- All City and departmental operating procedures will be adhered to unless modified by the City Council or Director of Emergency Services.
- 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 as required in accordance with the City's policies and procedures.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. and 7:00 p.m. The length of the work shifts may be adjusted to meet local conditions.

Levels of Operation

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the incident.

Level One – Decentralized Coordination & Direction (Minimum Staffing)

Level One activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

Level Two – Centralized Coordination & Decentralized Direction (Functional Position Staffing)

Level Two activation may be 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.

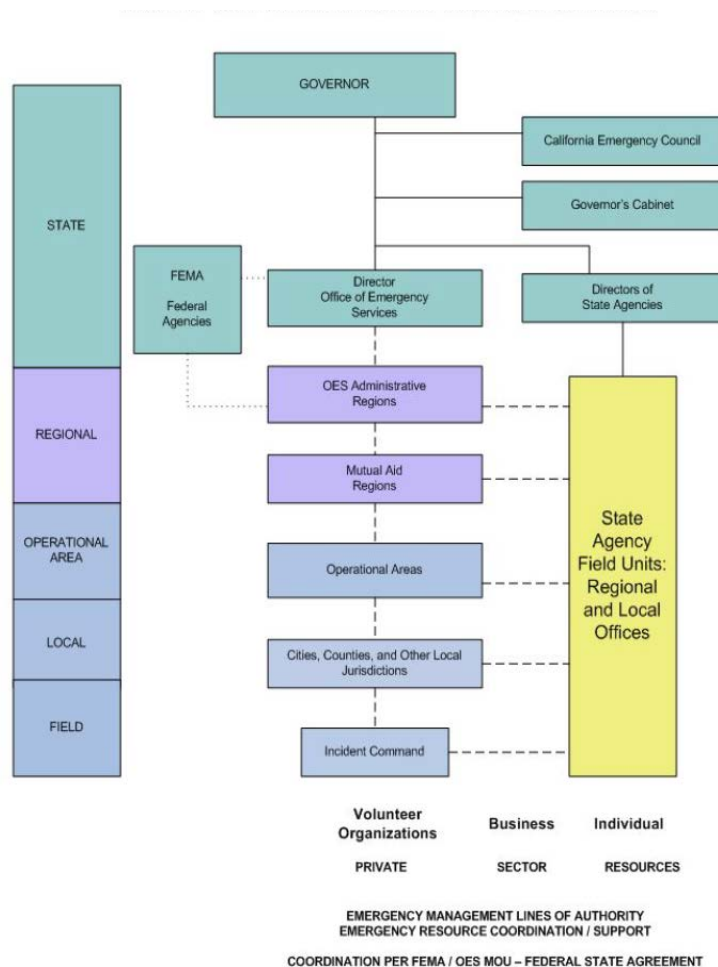
Level Three - Centralized Coordination & Direction (Full Staff)

Level Three activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency will be proclaimed, a State of Emergency may be proclaimed, and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. All off-duty personnel will be recalled, as necessary, to support response and recovery efforts.

Emergency Management Organization & Responsibilities

The City of Carpinteria operates under SEMS. During federally declared incidents of national significance, per HSPD-5, the City, in conjunction with the Operational Area and Cal OES, will follow the protocols of the National Response Plan. FIGURE 8 depicts the State of California Emergency Organization Matrix.

FIGURE 8 – STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX



City's Emergency Management Organization

The City's Emergency Management Organization (including emergency response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services and has the responsibility for:

- Implementing the EOP.
- Working with the City Council and Emergency Services Council per the City's Municipal Code Chapter 2.40.
- Overseeing all City disaster preparedness.

While serving as the Director of Emergency Services during an actual emergency, 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 EOC.
- Coordinating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City of Carpinteria and providing support to other jurisdictions, as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating, and disseminating damage assessments and other essential information.
- Providing status and other reports to the Santa Barbara Operational Area.

City Emergency Services Council

In accordance with the California Emergency Services Act, the City was accredited by the State of California Emergency Council. The primary role of the Emergency Services Council is to develop and recommend for adoption by the City Council the City's emergency services organization, mutual aid plan and agreements, and any other emergency management-related rules and regulations.

The membership of the Emergency Services Council is designated in City Ordinance 602. The membership of the Council is as follows:

- The City Manager, who serves as the Director of Emergency Services.
- The Assistant, who is responsible for the development and maintenance of emergency plans, organization, and coordination of emergency programs.
- A representative from Fire, Law Enforcement, Public Works, and such representatives from departments, services, or divisions as are designated by the Director of Emergency Services.

- Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility.

The Emergency Services Council meets upon call of the Director of Emergency Services or, in their absence from the City or inability to call such a meeting, upon the call of the Assistant. Given the role assigned to the Emergency Services Council by State law, it should be convened when a significant change is made to the City's emergency services organization or emergency plans or in the event of a major disaster.

Employee Assignments & Responsibilities

Ultimately, all exempt and non-exempt employees must be prepared to report to the EOC, if requested, provided they are physically able to do so. If the telephone system has failed and no other means of communication is available, employees shall be guided by the City's Emergency Notification & Reporting Procedures Guide. All City personnel need to realize as Disaster Service Workers, they may need to use good judgment and "self-activate" to their job site if the situation warrants and all means of communication is down.

California Labor Code Section 3211.92(b) identifies public agency employees as Disaster Service Workers. Consequently, all on-duty City employees are expected to remain at work. Off-duty employees should report for work as required in accordance with City policy. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work.

At the time of an emergency, all City employees are eligible to be called upon to assume an emergency assignment. Should that become necessary, the City Manager may suspend normal City business activities. The Personnel Unit in the City EOC Logistics Section will coordinate recruiting, orienting, and assigning City employees and volunteers to emergency tasks, as directed by the Director of Emergency Services.

In addition to being available for an emergency assignment, it is the responsibility of all City staff to:

- Be familiar with the City emergency organization, concept of emergency operations, and the procedures outlined in this EOP.
- Be familiar with department emergency procedures.
- Attend required emergency trainings and exercises.
- Maintain proficiency in any special skills needed for emergency assignment.
- Understand their roles and responsibilities during an emergency.
- Be familiar with the City of Carpinteria's Employee Emergency Notification & Reporting Guide.

Emergency Operations Center

City's Emergency Operations Center

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 liaise with different levels of government as well as with private entities.

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

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and, as appropriate, to county and state agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports, as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with other local government EOCs and the Santa Barbara Operational Area.
- Providing emergency information and instructions to the public, making official releases to news media, and scheduling press conferences, as necessary.
- Resource ordering, dispatching, and tracking.

EOC Location

The City's EOC is located at 1140 Eugenia Place, Suite A, Carpinteria, CA. The EOC includes a satellite phone, radios, conference rooms, and office areas. A generator provides emergency power to lighting panels, computers, wall circuits, telephones, and radios.

The alternate EOC is located at Carpinteria City Hall Council Chambers (5775 Carpinteria Avenue, Carpinteria, CA). The alternate EOC will only be activated when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of the alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternative site.

EOC Management

Primary and alternate EOC management is the responsibility of the City’s Emergency Services Coordinator and includes maintaining the operational readiness of the primary and alternate EOC.

Positions assigned to the EOC will advise/brief City decision-makers of the emergency situation and recommend actions to protect the public (e.g. alerting and warning the public, evacuation of risk area, activation of shelters, request for operational area/state/federal assistance, etc.)

The Director of Emergency Services/EOC Director will have the primary responsibility for ensuring that the City Council is kept apprised of the situation.

SEMS EOC Organization

Management Section: Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions, as needed.

Operations Section: Responsible for coordinating all jurisdictional operations in support of the disaster response through implementation of the City’s EOC Action Plan.

Planning & Intelligence Section: Responsible for collecting, evaluating, and disseminating information and coordinating the development of the City’s EOC Action Plan in coordination with other Sections.

Logistics Section: Responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

Finance & Administration Section: Responsible for financial activities and other administrative aspects.

These five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. 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.

Representatives from special districts, volunteer agencies, and private agencies with significant response roles should be added to the emergency organization, as needed.

The City's SEMS Organization Chart is contained in FIGURE 3 and the Responsibility Matrix is shown in FIGURE 9.

FIGURE 9 – EMERGENCY ORGANIZATION RESPONSIBILITY MATRIX

Department/ Agency	Management	Operations	Planning / Intel	Logistics	Finance / Admin	Recovery
Administrative Services	S				L	L
Cal OES Southern Region		S		S	S	S
Carp-Summerland Fire District	S	L	S	S		S
City Council	S					S
City Manager's Department	L	S	S	S	S	S
Community Development	S	S	L	S		S
Operational Area		S		S	S	S
Parks & Recreation	S	S	S	L	S	S
Public Works	S	L	S	S		S
Santa Barbara County Sheriff's Department	S	L	S	S		S
School District		S		S		
Special Districts		S		S		
Utilities		S	S			

L = Denotes lead department/agency

S = Denotes supporting department/agency

Management of Personnel - Hierarchy of Command & 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 the 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.
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC Coordination with the Field

Coordination among SEMS levels is 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. The role of the EOC is to support field operations. The Incident Commander(s) in the field have the responsibility to report to the EOC their incident status and necessary resource requests to manage the incident. All pertinent information the EOC receives from the field is used by the Planning & Intelligence Section to create the Action Plan for the next operational period.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. During a major countywide disaster, the county may be divided into areas with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction from the Santa Barbara Operational Area EOC.

Another scenario for EOC and 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 EOCs.

EOC Coordination with the Santa Barbara Operational Area

Coordination and communication will be established between an activated local government EOC and the Santa Barbara Operational Area. Santa Barbara County will use an Operational Area MACS concept when developing response and recovery operations. The County will include jurisdictional representatives in planning for jurisdictional support, when and where possible.

EOC Coordination with Volunteer & Private Agencies

Agencies that play a key role in the response should have representatives at the City's EOC or within the Operational Area EOC. If an agency supports several functions within the EOC 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.

The City's EOC will establish communication with private and volunteer agencies through the VOAD Liaison located in the Santa Barbara Operational Area 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. Additionally, the City of Carpinteria is served by a number of private and volunteer agencies and the City EOC may not be able to accommodate representatives from all agencies that have an important response role. Coordination with volunteer and private agencies that do not have representatives at the EOC and/or are not a part of VOAD will be accomplished through telecommunications and community liaisons.

Special District Involvement

When a special district is wholly contained within the City, the special district should have a liaison representative at the City's EOC and direct communications should be established between the special district and the 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 districts are encouraged to provide a liaison representative to the EOC to facilitate coordination and communication with the various entities it serves.

EOC Action Plans

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. The Planning/Intelligence Section 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 action. Guidelines for developing Action Plans are contained in **Part II – Planning & Intelligence Section**.

EOC Activation

The City EOC can be set up and activated when field response agencies need support or to assist with coordination between multiple agencies, either during a preplanned event or emergency situations. Activation of the local government level means that at least one local government official implements SEMS/NIMS, as appropriate, to the scope of the emergency and the local government's role in response to the emergency. Local officials 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. The Operational Area must be notified via designated countywide emergency reporting systems when the EOC is activated.

When to Activate the EOC

The EOC should be activated when field events can be better managed from a centralized operation and/or when field response agencies need support during any significant event. At the discretion of the Director of Emergency Services or their designee, the EOC may be partially or fully staffed to meet the demands of the incident.

When the EOC is activated, the Director of Emergency Services/EOC Director must contact the Santa Barbara Operational Area to inform them of the EOC activation.

Who Can Activate the EOC

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

- City Manager
- Director of Public Works
- Fire Chief
- Sheriff's Department, Carpinteria Substation Commander

Levels of Activation

Level One – Decentralized Coordination & Direction (Minimum Staffing)

Level One activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

Level Two – Centralized Coordination & Decentralized Direction (Functional Position Staffing)

Level Two activation may be 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 Three – Centralized Coordination & Direction (Full Staff)

Level Three activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency will be proclaimed, a State of Emergency may be proclaimed, and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. All off-duty personnel will be recalled, as necessary, to support response and recovery efforts.

See FIGURE 10 to view City of Carpinteria EOC Staffing Guidelines.

FIGURE 10 – CITY OF CARPINTERIA EMERGENCY OPERATIONS CENTER STAFFING GUIDELINES

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director Emergency Services Coordinator Other Designees
Severe weather issuance		
Significant incidents involving two or more departments		
Earthquake with damage reported	Two	EOC Director Emergency Services Coordinator Section Chiefs, Branches, and Units, as appropriate Liaison PIO
Major wind or rain storm		
Two or more large incidents involving two or more departments		

Major scheduled event		<i>continued...</i> Agency Representatives, as appropriate
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency – multiple departments with heavy resource involvement	Three	All EOC Positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

EOC Activation Procedures

Upon decision to activate, the Director of Emergency Services will:

- ☐ Contact the EOC Command Staff - Report EOC activation and where they should report for duty.
- ☐ Contact all EOC Section Coordinators - Report EOC activation and where they should report for duty.
- ☐ Contact the Santa Barbara Operational Area Staff Duty Officer and send a Status Report as soon as possible to indicate City EOC activation.
- ☐ Ensure that all employees, elected officials, and partner agencies are advised, as appropriate, that the EOC has been activated.

EOC Deactivation Procedures

Together, the EOC Director and Section Coordinators will determine which units, branches, or sections are no longer needed and will order EOC deactivation to begin. Deactivated units will complete all required paperwork and transfer any remaining tasks and responsibilities to the appropriate unit, branch, or section. The Operational Area must be notified when the EOC deactivation is complete.

RECOVERY OPERATIONS

The City's emergency management organization is responsible for recovery policy and coordination through the joint efforts of governmental and private organizations.

Objectives

The overall objective of disaster recovery is to ensure the effective management of financial, organizational, and human resources focused on both short-term and long-term needs, based on locally defined priorities in response to natural disaster, technological incidents, and national security emergencies. To carry out its responsibilities, the City will accomplish the following objectives:

- Analyze post-disaster conditions and opportunities for restoring the community to pre-disaster condition or better.
- Identify needs and priorities in repairing and restoring essential facilities for short- and long-term functioning of the community.
- Initiate rapid debris removal and clean-up.
- Initiate hazard abatement (short-term) and mitigation (long-term).
- Initiate housing recovery (temporary and long-term).
- Identify the methodology for local business recovery and temporary business resumption.
- Provide support for essential economic facility recovery.
- Maximize available State and Federal assistance for the recovery of City disaster response costs.
- Coordinate with the Santa Barbara Operational Area to provide for long-term social and health services.
- Facilitate the after action reporting and corrective action reports.

Concept of Operations

In the aftermath of a disaster, citizens may have specific needs that must be met before they can return to their pre-disaster condition. Typically, there will be a need for services, such as:

- Assessment of the extent and severity of damages to homes and other properties.
- Restoration of services generally available in communities, such as water, food, and medical assistance.
- Repair of damaged homes and property.
- Restoration of businesses.
- Professional counseling.

Local governments can assist individuals, families, and businesses in recovery 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

The goal of short-term recovery is to restore local government to at least a minimum capacity. The major objectives of short-term recovery operations include rapid debris removal and clean-up as well as restoration of essential services, such as electricity, water, and sanitary systems.

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 clean-up operations are expedited. City structures that pose a public safety concern will be demolished. The City may open a Local Assistance Center (LAC) to aid in the recovery process. LACs have a wide variety of local, state, and federal resources in a single location with easy access to all those who have been affected. Great measure will be taken to ensure that resources are made available to victims with access and functional needs.

Long-Term Recovery

The goal of long-term recovery is to restore facilities to at least pre-disaster condition. The major objectives of long-term recovery operations include the delivery of social and health services, reviewing potential improvements to land use planning, re-establishing the local economy to pre-disaster levels, recovery of disaster response costs, and integrating mitigation strategies into recovery planning.

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 Organization

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 regular 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, Finance Department, Public Works Department, and

Community Development 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 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. An Initial Damage Estimate will be 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 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 Carpinteria Annex to the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan. The City's Building Inspector and/or designee will complete the detailed damage/safety assessment for the City, in coordination with other City Departments. The jurisdictional Public Works Departments will complete the detailed damage assessments for their jurisdictions. Special districts will, in most cases, complete their portions of the detailed damage assessment.

Recovery 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
- 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
- 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 person responsible for recovery efforts in their jurisdiction.

The documented 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.

After-Action Reporting

The completion of an After-Action Report (AAR) is a part of the required SEMS/NIMS reporting process. Article 9.5, Section 8607(f) of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code), mandates that the Cal OES, in cooperation with involved state and local agencies, complete an AAR within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of 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 the California Office of Emergency Services within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Section 2900(j)."

AARs are made available to all interested public safety and emergency management organizations and serve the following important functions:

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

The SEMS/NIMS approach to the use of the AAR emphasizes the improvement of emergency management at all levels. The AAR 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.

Recovery Disaster Assistance

Individual Assistance

The City of Carpinteria's objective is to provide its residents with all the necessary information so they may help themselves recover from a disaster. There are many private non-profit organizations as well as local, state, and federal agencies that may provide assistance.

Local government may consider activating 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.
- Staffed by private non-profit organizations and local, state, and federal government agencies, 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.
- Staffed by Federal Emergency Management Agency (FEMA), Cal OES, SBA, and other federal, state, and local agencies, as appropriate.

Public Assistance through Cal OES

Public agencies include state agencies and departments, cities, counties, city and counties, 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 exhaustive list. For further information, visit the Cal OES website at www.calema.ca.gov.

Program	Authority	Type of Assistance
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, and funding to restore damaged public infrastructure
Fire Management Assistance Grant (FMAG)	Stafford Act	Reimbursement for fire suppression costs
Federal & State Public Assistance	Presidential Declaration of an Emergency	Reimbursement of local emergency response and debris removal costs
Federal & State Public Assistance	Presidential Declaration of a Major Disaster	Funding to restore public infrastructure and reimbursement of emergency response and debris removal costs

Hazard Mitigation Grant Program (HMGP)

The HMGP provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Eligible Applicants and/or Subapplicants:

- State
- Local governments
- Indian tribes or other tribal organizations
- Private non-profit organizations

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PART TWO – EMERGENCY ORGANIZATION FUNCTIONS

Part Two of the Emergency Operations Plan (EOP) describes the emergency response organization and provides checklists and reference material for the Emergency Operations Center (EOC) staff. Part Two is organized into the five sections of the EOC: Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

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MANAGEMENT SECTION

Purpose

To direct and manage the City of Carpinteria's response and recovery from an emergency in a uniform, collective, collaborative, and coordinated effort.

Overview

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies, non-governmental agencies, and private sector organizations.

Objectives

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

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management, as required.
- Provide for the protection of life, property, and the environment.
- Coordinate and liaise with appropriate federal, state, and other local government agencies, non-governmental agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert, and warn the public.
- Disseminate damage information and other essential data.

Concept of Operations

The Management Section will operate under the following policies during an emergency, as the situation dictates:

- The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) principles will be followed.
- 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 as required in accordance with adopted policies.
- While in a disaster mode, operational periods will typically be 12 hours for the duration of the event with shift changes normally at 7 a.m. and 7 p.m. Operational periods should be event driven and may be lengthened or shortened based on available resources and incident needs.

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3. Described in Part I – Emergency Operations.

Section Activation Procedures

The EOC Director is authorized to activate the Management Section.

The Management Section may be activated when the City's EOC is activated or upon the order of the EOC Director.

Management Section Staff

The Management Section is led by the EOC Director and is established to coordinate EOC operations. The City Manager, by City ordinance, will fill this position while serving as the Director of Emergency Services during a disaster. The EOC Director, the General Staff (Section Coordinators), the EOC Coordinator, the Liaison Officer, and others, as designated, make up the EOC Management team. The Management team is responsible for advising the EOC Director on policy matters and assisting the Director of Emergency Services and EOC Director in the development of overall strategy, rules, regulations, proclamations, and orders.

The Management Section also includes the following staff functions required to support the Management function (see FIGURE 11):

- PIO
- EOC Coordinator
- Liaison Officer
- Safety Officer
- Access & Functional Needs Coordinator
- Agency Representative
- Legal Advisor

EOC Director

The EOC Director is responsible for the overall management of the City's emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period.

Public Information Officer (PIO)

The PIO ensures that information support is provided on request; that information released is consistent, accurate and timely; and 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, answers questions

from the media, and arranges for tours or photo opportunities of the incident. The PIO coordinates all information releases and media contacts with the EOC Director.

EOC Coordinator

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS/NIMS levels, and serves as a resource to the EOC Director.

Liaison Officer

The Liaison Officer will serve as a point of contact for Agency Representatives from assisting organizations and agencies outside the City 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.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations, as well as ensuring a safe working environment in the EOC. This position will be most needed at the beginning of EOC activation. Once the safety of the EOC has been assessed, this position may be filled as needed.

Access & Functional Needs Coordinator

The Access & Functional Needs Coordinator coordinates public agency support services to meet the access and functional needs of residents or evacuees impacted by an incident.

Agency Representative

This denotes a representative from another agency who is assigned to the EOC and able to speak for their agency within established limits. Examples of agency representatives are the American Red Cross, Salvation Army, Santa Barbara County Office of Emergency Management, etc.

Legal Advisor

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

FIGURE 11 – MANAGEMENT SECTION ORGANIZATION CHART

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 Carpinteria.
- 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 the Planning & 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.

Activation Checklist:

- ☐ As appropriate, respond to the EOC.
- ☐ Determine the operational status and appropriate level of activation based on the known situation.
- ☐ Mobilize appropriate personnel for initial activation of the EOC.
- ☐ Activate the alternate EOC if there is damage to the primary EOC sufficient to render it unusable.
- ☐ Obtain briefing from whatever sources are available.
- ☐ Brief City Council on situation.
- ☐ Ensure Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
- ☐ Ensure that the Management Section is staffed as soon as possible at the level needed.
 - PIO
 - Liaison Officer
 - Access & Functional Needs Coordinator
 - Safety Officer
 - Legal Officer
 - EOC Coordinator
- ☐ Prepare initial objectives with the Planning & Intelligence Section Coordinator and brief staff.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*
- ☐ Ensure that all Management Team meetings, General Staff meetings, and policy decisions are documented by a scribe.
- ☐ Confirm the delegation of authority. Obtain any guidance or direction, as necessary.
- ☐ Schedule the first planning meeting with the Planning & Intelligence Section Coordinator.
- ☐ Confer with the Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.
- ☐ Based on the situation as known or forecast, determine likely future Management Section needs.
- ☐ Anticipate situations and problems before they occur.
- ☐ Request additional resources through the Logistics Section.

Operational Checklist:

- ☐ Monitor staff activities to ensure that all appropriate actions are being taken.
- ☐ In conjunction with the PIO, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- ☐ Based on current status reports, establish initial strategic objectives for the EOC.

- ☐ In coordination with the Management Team, prepare EOC objectives for the initial Action Planning Meeting.
- ☐ Convene the initial Action Planning meeting. Ensure that all Section Coordinators, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed.
- ☐ Once the Action Plan is completed by the Planning & Intelligence Section, review, approve, and authorize its implementation.
- ☐ Conduct periodic briefings with the General Staff to ensure strategic objectives are current and appropriate.
- ☐ Conduct periodic briefings for elected officials or their representatives.
- ☐ Formally issue an Emergency Proclamation, as necessary, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Deactivation Checklist:

- ☐ Authorize deactivation of sections, branches and units when they are no longer required.
- ☐ Notify higher level EOCs and other appropriate organizations of the planned deactivation, as appropriate.
- ☐ Ensure that any open actions not yet completed will be handled after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Deactivate the EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.

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. Checklists are located in each Section's EOC Kit.

PUBLIC INFORMATION OFFICER (PIO)

FUNCTION DESCRIPTION:

The 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 Status Unit in the Planning & Intelligence Section. While not all information in the unit may be appropriate for the public, the information in Situation Status should be the best available and will have been verified for accuracy. The PIO 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 City for all media releases.
- Develop the format for press conferences, in conjunction with the EOC Director.
- Maintain a positive relationship with media representatives.
- If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. The JIC could also expand to include county, state, and federal agencies. If a JIC is established, the PIO shall coordinate with and may send a representative to the JIC.

Activation Checklist:

- ☐ Make required personnel assignments as staff arrives at the EOC.
- ☐ Request additional resources through the Logistics Section.
- ☐ Based on the situation as known or forecast, determine likely future needs.
- ☐ Anticipate situations and problems before they occur.
- ☐ Using Individual Work log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*
- ☐ Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Operational Checklist:

- ☐ Obtain policy guidance from the EOC Director with regard to media releases.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ☐ Coordinate with the Situation Status Unit and identify the method for obtaining and verifying significant information as it is developed.
- ☐ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
- ☐ Maintain up-to-date status boards and other references at the Media Information Center. Provide adequate staff to answer questions from members of the media.
- ☐ Interact with other EOC PIOs and obtain information relative to public information operations.
- ☐ In coordination with other EOC sections, and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ☐ At the request of the EOC Director, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance, as necessary, to facilitate their participation in media briefings and press conferences.
- ☐ Ensure that a rumor control function is established to correct false or erroneous information.
- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.

- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Ensure that announcements, emergency information, and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.)
- ☐ Ensure that interpreters (e.g. sign language, Spanish, etc.) are available for press conferences.
- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Provide copies of all media releases to the EOC Director.
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Operate a telephone bank for receiving incoming inquiries from the general public.
- ☐ Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

EOC COORDINATOR

FUNCTION DESCRIPTION:

The EOC Coordinator is typically the person who has the overall best knowledge of the functioning of the EOC. The EOC Coordinator, 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 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.

Activation Checklist:

- ☐ Open and maintain Individual Work Logs (AP-214). *Precise information is essential to meet requirements for reimbursement by Cal OES and FEMA.*
- ☐ Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.
- ☐ Assist the EOC Director in filling needed section assignments.
- ☐ Be prepared to assist all sections with required needs.
- ☐ Provide assistance and information to Section Coordinators, as required.
- ☐ Determine 24-hour staffing requirements and request additional support as required.
- ☐ Request additional resources through the Logistics Section.
- ☐ Anticipate situations and problems before they occur.

Operational Checklist:

- ☐ Assist the EOC Director, Management Staff, and Section Coordinators in developing overall strategic objectives as well as section objectives for the Action Plan.
- ☐ Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ☐ Assist the Planning & Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- ☐ Provide overall procedural guidance to staff, as required.
- ☐ Provide general advice and guidance to the EOC Director, as required.
- ☐ Ensure that all notifications are made to the Santa Barbara Operational Area EOC.
- ☐ Ensure that all communications with appropriate emergency response agencies are established and maintained.
- ☐ Assist the EOC Director in preparing for and conducting briefings with Management Staff, Section Coordinators, the media, and the general public.
- ☐ Assist the EOC Director and Liaison Officer, in establishing and maintaining Inter-agency Coordination Groups as necessary.
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Provide assistance with shift change activity, as required.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

LIAISON OFFICER

FUNCTION DESCRIPTION:

The Liaison Officer provides 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/federal agencies, etc., all may send representatives. The Liaison Officer will be the primary contact and relieve the EOC Director from overseeing their activities.

GENERAL DUTIES:

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

RESPONSIBILITIES:

- Oversee all liaison activities, including coordinating outside Agency Representatives assigned to the EOC and handling requests from 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.

Activation Checklist:

- ☐ Check-in upon arrival at EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation.
- ☐ Determine your personal operating location and set up, as necessary.
- ☐ Review your position responsibilities.
- ☐ Clarify any issues regarding your authority and assignments.
- ☐ Determine 24-hour staffing requirements; begin staff call back, as necessary.
- ☐ Request additional resources through the Logistics Section.
- ☐ Based on the situation as known or forecast, determine likely future needs.
- ☐ Anticipate situations and problems before they occur.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Contact Agency Representatives already on-site, ensuring that they:
 - Have signed into the EOC,
 - Understand their role in the EOC,
 - Know their work locations,
 - Understand the EOC organization and floor plan.
- ☐ Determine if additional representation is required from:
 - Community-based organizations
 - Private organizations
 - Utilities not already represented
 - Other agencies
- ☐ In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Inter-agency Coordination Group comprised of outside Agency Representatives and executives not assigned to specific sections within the EOC.
- ☐ Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Inter-agency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- ☐ Maintain a roster of agency representatives located at the EOC. Roster should include assignment within the EOC (Section or Inter-agency Coordination Group). Roster should be distributed internally on a regular basis.

Deactivation Checklist:

- ☐ Release Agency Representatives that are no longer required in the EOC when authorized by the EOC Director.
- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

SAFETY OFFICER

FUNCTION DESCRIPTION:

When activated, the role of the Safety Officer is to ensure that a safe working environment is established and maintained within the EOC. 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 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.

Activation Checklist:

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Clarify any issues regarding your authority and assignment.
- ☐ Determine 24-hour staffing requirements and request additional support, as required.
- ☐ Request additional resources through the Logistics Section.
- ☐ Based on the situation as known or forecast, determine likely future needs.
- ☐ Anticipate situations and problems before they occur.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Tour the entire EOC facility and evaluate conditions. Advise the EOC Director of any conditions and actions that might result in liability (unsafe layout or equipment set-up, etc.)
- ☐ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- ☐ Be familiar with particularly hazardous conditions in the facility - take action when necessary.
- ☐ Prepare and present safety briefings for the EOC Director and staff at appropriate meetings.
- ☐ If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ☐ Ensure that the EOC facility is free from any environmental threats (e.g. radiation exposure, air purity, water quality, etc.)
- ☐ Keep the EOC Director advised of unsafe conditions - take action when necessary.
- ☐ Coordinate with the Finance & Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

ACCESS & FUNCTIONAL NEEDS COORDINATOR

FUNCTIONAL DESCRIPTION:

The Access & Functional Needs Coordinator provides technical assistance and resources to City staff and community partners working at shelter sites to assist with policies and procedural accommodations, paratransit transportation coordination, requests for durable medical equipment (DME), and consumable medical supplies (CMS), etc. This position, in conjunction with other EOC staff, shall participate in identifying which shelters to open using the American Red Cross emergency shelter list for Carpinteria.

The Access & Functional Needs Coordinator shall have in-depth knowledge of people with diverse access and functional needs, including people with vision and hearing loss, physical disabilities, mental health issues, developmental, cognitive and intellectual disabilities, regardless of age.

GENERAL DUTIES:

- Evaluate operations in the context of populations with access and functional needs in the Santa Barbara Operational Area and coordinate with all sections of the EOC to facilitate consideration of access and functional needs and those with disabilities in all aspects of the response and recovery planning.
- Assess the impact and suitability of Action Plans and proposed activities upon persons with access and functional needs and disabilities.

RESPONSIBILITIES:

- Ensure that people with access and functional needs and those with disabilities receive adequate attention in planning and communication functions.
- Ensure that programmatic access, including, but not limited to language access, are addressed at all levels of emergency response.
- Ensure effective supervision needs by providing trained volunteers and emergency shelter personnel.
- Ensure transportation needs are provided through the coordination of evacuation and transportation resources.
- Ensure medical needs are met by coordinating with the Operations Section.
- Ensure communication needs are addressed by coordinating trained volunteers or qualified service providers.
- Coordinate effective maintenance and use of resources, such as durable medical equipment or consumable medical supplies, in order to promote independence.

Activation Checklist:

- ☐ Check-in upon arrival at the EOC.
- ☐ Receiving briefing from EOC Director.
- ☐ Check-in with Logistics Section.
- ☐ Check-in with Liaison Officer. Receive situation briefing on:
 - Current situation
 - Known information about impacts on people with access and functional needs
 - Immediate tasks for the position
 - Initial information required by the EOC
- ☐ Check-in with the Planning & Intelligence Section regarding known information or plans that impact persons with access and functional needs and disabilities.
- ☐ Check-in with the Operations Section regarding known information or plans that impact persons with access and functional needs and disabilities.
- ☐ Analyze the situation and determine the level of required staff.
- ☐ Receive supplies needed from the Logistics Section. Check with EOC Coordinator for work space and equipment.
- ☐ Obtain EOC organization chart, floor plan, and telephone listing.
- ☐ Review the locations and general duties of all sections, branches, and units that have been activated.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*
- ☐ Co-ordinate with EOC Operations and Logistics Section to facilitate the processing of mission-tasking possible impacts of people with access and functional needs, advise as necessary.
- ☐ Provide input to the EOC Situation Report to include any information known about impacts on people with access and functional needs and disabilities through the Planning & Intelligence Section.
- ☐ Participate in Action Planning Meetings to advise on known and potential needs impacting people with disabilities and functional needs.
- ☐ Provide assistance to advance planning to advise on known and potential needs impacting people with disabilities and functional needs, as needed.
- ☐ Provide a summary report of activities, capabilities and significant issues impacting people with access needs and those with disabilities at the end of each shift.

Operational Phase:

- ☐ Coordinate with the appropriate EOC sections, branches, and units to advise them of your presence and assigned work location.
- ☐ Coordinate with the Care and Shelter Branch to identify potential mass care and shelter sites.

- ☐ Appoint a Shelter Functional Needs Coordinator at each shelter site, as necessary, in conjunction with shelter management.
- ☐ Ensure that facilities are ready for occupancy.
- ☐ Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety, and ADA accessibility standards.
- ☐ Coordinate with the Facilities & Transportation Unit of the Logistics Section regarding transit needs of shelter residents with access and functional needs.
- ☐ Facilitate requests for support or information on known and potential needs impacting people with access and functional needs, advise appropriate agencies.
- ☐ Maintain periodic updates on the general status of resources and activities associated with assisting people with their functional needs.
- ☐ Advise on known and potential needs impacting people with access and functional needs, as appropriate, to the Planning & Intelligence Section and EOC Director.
- ☐ Represent access and functional needs issues related to people with disabilities at planning meetings, as appropriate.
- ☐ Provide update briefings about known activities impacting people with access and functional needs and priorities at planning meetings.
- ☐ Maintain logs and files associated with responsibilities.

Deactivation Phase:

- ☐ When deactivation is approved, contact agencies and/or persons who have assisted to advise them of:
 - When deactivation will occur.
 - Whom they should contact, including a telephone number, for the completion of on-going actions or new requirements.
- ☐ Ensure completion of the following activities:
 - Conclude final reports
 - Close-out activity log
 - Transfer on-going missions and/or actions to appropriate staff
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning & Intelligence Section.
- ☐ Participate in all After-Action Reviews and be prepared to discuss:
 - General overview of the operation
 - General overview of the EOC operation
 - Procedures and concepts that worked well
 - Procedures and concepts that need to be improved
- ☐ Provide your telephone number where you can be reached to the EOC Liaison Officer.

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. Checklists are located in each Section's EOC Kit.

AGENCY REPRESENTATIVE

FUNCTION DESCRIPTION:

Agency Representatives are individuals assigned to the EOC by other agencies/jurisdictions. The Agency Representative serves three principal functions:

- Bring information to the EOC from the agency they represent.
- Have the authority to speak or act on behalf of their agency.
- 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.

Activation Checklist:

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to the Liaison Officer, if that position has been activated. If not activated, report to the EOC Director.
- ☐ Obtain a briefing on the situation.
- ☐ Unpack any kit materials and set up assigned workstation.
- ☐ Obtain EOC organization chart, floor plan, and telephone listing. Review the locations and general duties of all sections, branches, and units that have been activated.
- ☐ Review position responsibilities.
- ☐ Establish communications link with home agency. If unable to communicate, notify the Communications Branch of the Logistics Section.
- ☐ If necessary, clarify your decision-making authority with your agency.
- ☐ Determine 24-hour staffing requirements and request additional support, as required.
- ☐ Request additional resources through the Logistics Section.
- ☐ Based on the situation or forecast, determine likely future needs.
- ☐ Anticipate situations and problems before they occur.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and a history of the incident. *Precise information is essential to meet requirements for reimbursement by Cal OES and FEMA.*

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. Checklists are located in each Section's EOC Kit.

LEGAL ADVISOR

FUNCTION DESCRIPTION:

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

GENERAL DUTIES:

- Develop rules, regulations, and laws required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence civil and criminal proceedings, as necessary and appropriate, to implement and enforce emergency actions.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the City Council, EOC Director, and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Prepare documents relative to the demolition of hazardous structures or conditions.

RESPONSIBILITIES:

- Prepare proclamations, emergency ordinances, and other legal documents and provide legal services, as required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings, as needed.

Activation Checklist:

- ☐ Check-in upon arrival at the EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation.
- ☐ Unpack any kit materials and set up assigned workstation.
- ☐ Obtain EOC organization chart, floor plan, and telephone listing. Review the locations and general duties of all sections, branches, and units that have been activated.
- ☐ Review position responsibilities.
- ☐ Determine 24-hour staffing requirements and request additional support, as required.
- ☐ Request additional resources through the Logistics Section.
- ☐ Based on the situation or forecast, determine likely future needs.
- ☐ Anticipate situations and problems before they occur.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and a history of the incident. *Precise information is essential to meet requirements for reimbursement by Cal OES and FEMA.*

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. Checklists are located in each Section's EOC Kit.

OPERATIONS SECTION

Purpose

To enhance the capability of the City of Carpinteria to respond to emergencies by carrying out coordinated tactical operations based upon the Emergency Operations Center (EOC) Action Plan. It is the policy of this Section that the priorities of responses are to be to:

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

Overview

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the emergency and to request resources as needed.

Objectives

The Operations Section is responsible for the coordination of all response elements applied to the emergency. 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 policies during an emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) 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 of duty. Off-duty personnel will be expected to return to work as required in accordance with adopted policies.
- Operational periods will be determined by the EOC Director. Operational periods will be event driven.

City emergency response and recovery operations will be managed in one of three modes depending on the magnitude of the emergency: Level 1, Level 2, or Level 3. Described in Part I – Emergency Operations.

Section Activation Procedures

The EOC Director is authorized to activate the Operations Section.

The Operations Section may be activated when the City's EOC is activated or upon the order of the EOC Director.

Operations Section Staff

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches and units may be established as the need arises (see FIGURE 12):

- Fire Branch
- Law Enforcement Branch
- Care and Shelter Branch
- Public Works Branch
- Building and Safety Branch

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

Operations Section Coordinator

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

- Understanding the current situation.
- Determining resource needs.
- Preparing alternative strategies for procurement and resource management.

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment, and resources committed to fire, field medical, search and rescue, hazardous materials, and other elements of the incident that may involve entry into hazardous atmospheres.

Law Enforcement Branch

This 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, and ordering and coordinating appropriate mutual aid resources.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for evacuees and will coordinate efforts with the American Red Cross and other volunteer agencies.

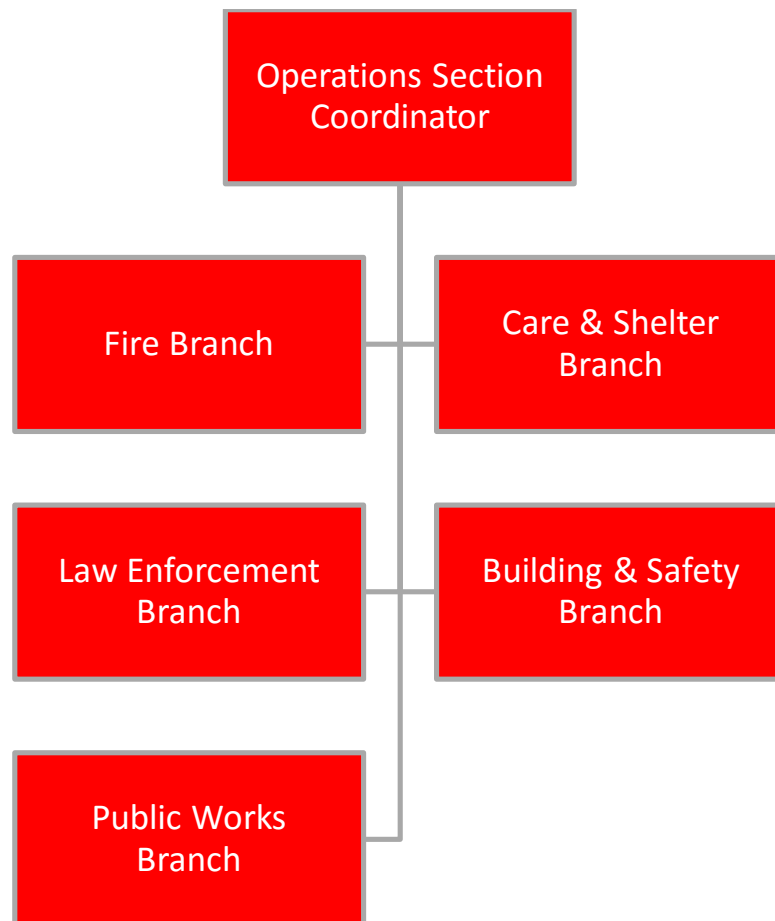
Public Works Branch

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

Building and Safety Branch

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

FIGURE 12 – OPERATIONS SECTION ORGANIZATION CHART



OPERATIONS SECTION 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, Care and Shelter, Public Works, and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC 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 organization within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of branch activities within the Operations Section.
- Ensure that the Planning & Intelligence Section is provided with Status Reports.
- Conduct periodic Operations briefing for the EOC Director, as required or requested.
- Supervise the Operations Section.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation.
- ☐ Set up Section workstation, including maps and status boards.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Determine what other Section staff are in the EOC.
- ☐ Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ☐ Activate organizational elements within your Section, as needed, and designate leaders for each Branch.
- ☐ Request additional personnel for the Section to maintain a 24-hour operation, as required.
- ☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements, as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- ☐ Inform the EOC Director and General Staff when your Section is fully operational.
- ☐ Open and maintain Section logs.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.*
- ☐ Review responsibilities of branches in the Section. Develop plan for carrying out all responsibilities.
- ☐ Prepare work objectives for Section staff and make staff assignments.
- ☐ Meet with other activated Section Coordinators.
- ☐ From the Situation Status Unit of the Planning & Intelligence Section, obtain and review reports and additional field operational information that may pertain to or affect the Section operations. Provide information to appropriate branches/units.
- ☐ Based on the situation as known or forecast, determine likely future Operations Section needs.

- ☐ Anticipate situations and problems before they occur.
- ☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.

Operational Checklist:

- ☐ Ensure Operations Section position logs and other necessary files are maintained.
- ☐ Ensure that situation and resources information is provided to the Planning & Intelligence Section on a regular basis or as the situation requires, including Status Reports.
- ☐ Ensure that all media contacts are referred to the PIO.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in EOC Director's Action Planning meetings.
- ☐ Provide the Planning & Intelligence Section Coordinator with the Operations Section's objectives prior to each Action Planning meeting.
- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning & Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance & Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning & Intelligence Section.
- ☐ Brief Branch Coordinators periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

FIRE BRANCH

FUNCTION DESCRIPTION:

The Fire Branch in the Operations Section is responsible linking the EOC to the Carpinteria-Summerland Fire Protection District, dispatch centers, the fire and rescue mutual aid system, and, as appropriate, to field incident command on incidents under the management of the fire services. The Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, request for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations. The Branch will supply fire services 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 Santa Barbara 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 area, state, and federal response, and maintains status of unassigned fire and rescue resources.
- Coordinate with the Law Enforcement Branch on jurisdiction's Search and Rescue activities.

Activation Checklist:

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

Operational Checklist:

- ☐ Ensure that Branch position logs and other necessary files are maintained.
- ☐ Obtain and maintain current status on fire and rescue missions being conducted in the jurisdictional area.
- ☐ Provide the Operations Section Coordinator and the Planning & Intelligence Section with an overall summary of Fire Branch operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Fire Status Report.
- ☐ Refer all contacts with the media to the PIO.

- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance & Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Fire Branch for the subsequent operational period. Provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide relief with a briefing at shift change - inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Operations Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

LAW ENFORCEMENT BRANCH

FUNCTION DESCRIPTION:

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

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Operations Section Coordinator and obtain a briefing.
- ☐ Set up Branch workstation, including maps and status boards.
- ☐ Review position responsibilities.
- ☐ Obtain a briefing from the incident/field command post(s) prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate organizational elements within the Branch, as needed, and designate leaders for each element or combination of elements.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ☐ Ensure that all incoming Branch personnel are fully briefed.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Additional Activation Checklists:**Evacuation**

- ☐ Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- ☐ Coordinate with Access & Functional Needs Coordinator to identify populations with special needs.
- ☐ Ensure that evacuation routes do not pass through hazard zones.
- ☐ Identify alternate evacuation routes where necessary.
- ☐ Through field unit requests, identify persons/facilities that have special evacuation requirements (i.e. disabled, hospitalized, elderly, institutionalized, incarcerated, etc.) Check status. Evacuate if necessary. Coordinate with the Facilities & Transportation Unit of the Logistics Section for transportation.
- ☐ Consider use of City vehicles if threat is imminent. Coordinate use of City vehicles (trucks, vans, etc.) with the Facilities & Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- ☐ Establish evacuation assembly points
- ☐ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- ☐ Coordinate with Care and Shelter Branch to open evacuation centers.
- ☐ Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- ☐ Place towing services on stand-by to assist disabled vehicles on evacuation routes.

- ☐ Monitor status of warning and evacuation processes.
- ☐ Coordinate with the Public Works Branch to obtain necessary barricades and signs.
- ☐ Coordinate with fire for urban search and rescue.

Terrorism / Security

- ☐ Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- ☐ Request mutual aid assistance through Law Enforcement Mutual Aid.
- ☐ Coordinate security in the affected areas to protect public and private property.
- ☐ Coordinate security for critical facilities and resources.
- ☐ Coordinate with the Public Works Branch for street closures and board up of buildings.
- ☐ Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- ☐ Provide information to the PIO on matters relative to public safety.
- ☐ Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate, if necessary.
- ☐ Consider vehicle security and parking issues at incident facilities and coordinate security, if necessary.
- ☐ Develop procedures for safe re-entry into evacuated areas.

Hazardous Materials Incidents

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

Flooding and/or Dam Failure

- ☐ Notify all units in and near inundation areas of flood arrival time.
- ☐ Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- ☐ Coordinate with PIO to notify radio stations to broadcast warnings.
- ☐ Review Watershed Management Plans with Public Works Branch to determine evacuation or shelter in place procedures.

Operational Checklist:

- ☐ Ensure that Branch position logs and other necessary files are maintained.
- ☐ Maintain current status on Law Enforcement missions being conducted.
- ☐ Provide the Operations Section Coordinator and the Planning & Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Status Report.
- ☐ Refer all contacts with the media to the PIO.
- ☐ Determine need for Law Enforcement Mutual Aid.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance & Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide relief with a briefing at shift change - informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Operations Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

CARE & SHELTER BRANCH

FUNCTION DESCRIPTION:

During a large incident, the Santa Barbara County Department of Social Services, in conjunction with the American Red Cross, has the Santa Barbara Operational Area responsibility for Care and Shelter. In all levels of disaster, 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 City's EOC with the Liaison Officer, Facilities & Transportation Unit Leader, Access & Functional Needs Coordinator, Care & Shelter Branch Leader, and the Operations Section Coordinator to determine evacuation staging areas and shelters dependent on the type of incident.

The City of Carpinteria is within the jurisdiction of the American Red Cross, Central California Region. The Santa Barbara Office is located at 2707 State Street, Santa Barbara, CA 93105.

The Care and Shelter Branch shall ensure that plans are in place to open and operate accessible 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, Access & Functional Needs Coordinator, and any other volunteer service agencies assisting disaster victims.

In conjunction with the American Red Cross, Memorandums of Understanding have been secured for shelter usage within the City. A list of potential shelter sites in the city, including occupancy, are on file with the American Red Cross. In conjunction with the American Red Cross, procedures for the following inspections, both during regular and after hour use, have been established:

- Structural safety inspection will be arranged with the Building and Safety Branch of the Operations Section.
- OSHA safety inspection for safety of sheltered and workers.
- Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Examples of suitable potential shelter sites:

- County/City owned facilities, such as community centers, recreational facilities, or auditoriums
- Churches and other privately owned facilities.
- School multi-purpose buildings and gymnasiums.

The Care and Shelter Branch will coordinate with the American Red Cross and Access & Functional Needs Coordinator in identifying potential evacuation and/or shelter sites.

Potential shelter locations that meet all health, safety, and Americans with Disabilities Act (ADA) requirements should have:

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

Shelters will be used after they are inspected and deemed structurally sound by the City. 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 & Transportation Unit, other than those used for other emergency functions, may be used for sheltering, if accessible.

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 compliant. Churches, if they are accessible, 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.
- Work with the Access & Functional Needs Coordinator to review evacuation notification and shelter operations plans to ensure that the needs of individuals with access and functional needs are met.
- Ensure coordination between the Access & Functional Needs Coordinator, Care and Shelter Branch, PIO, and Operations Sections.

RESPONSIBILITIES:

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

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Operations Section Coordinator and obtain a briefing.
- ☐ Set-up Branch workstation.
- ☐ Review position responsibilities.
- ☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ☐ Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of Branch, establish work area, assign duties, and ensure Branch journal/log is opened.
- ☐ Ensure that all Care and Shelter personnel have completed status check on equipment, facilities, and operational capabilities.
- ☐ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ☐ Ensure that all incoming Branch personnel are fully briefed.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Phase Checklist:

- ☐ Ensure Branch position logs and other necessary files are maintained.
- ☐ Ensure that all potable water supplies remain safe and free from contaminants.
- ☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- ☐ Provide the Operations Section Coordinator and the Planning & Intelligence Section with an overall summary of Care and Shelter Branch operations periodically during the operations period or as requested.
- ☐ Complete and maintain the Care and Shelter Status Reports.
- ☐ Ensure coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies, as required.
- ☐ Ensure that animal control measures are in effect and animal care and sheltering is appropriate for the emergency.
- ☐ Prepare objectives for the Care and Shelter Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.

- ☐ Activate Functional Assessment Service Team (FAST), if needed.
- ☐ Refer all contacts with the media to the PIO.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Operations Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

PUBLIC WORKS BRANCH

FUNCTIONAL DESCRIPTION:

The Public Works Branch coordinates all infrastructure related activities during an emergency, which includes maintaining public facilities, surveying and restoring utilities and transportation thoroughways, and conducting damage assessments.

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 & Transportation 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. This includes maintaining public facilities; surveying utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues; and assisting with search and rescue, etc., as needed.

Activation Checklist:

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

Operational Checklist:

- ☐ Ensure that Branch position logs and other necessary files are maintained.
- ☐ Maintain current status on all construction/engineering activities being conducted.
- ☐ Determine and document the status of transportation routes into and within affected areas.
- ☐ Coordinate debris removal services, as required.
- ☐ Provide the Operations Section Coordinator and the Planning & Intelligence Section with an overall summary of Branch activities periodically during the operational period or as requested.
- ☐ Ensure that all Status Reports, as well as the Initial Damage Estimate, are completed and maintained.

- ☐ Refer all contacts with the media to the PIO.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance & Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for subsequent operations period. Provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide relief with a briefing at shift change - informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Operations Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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BUILDING & SAFETY BRANCH

FUNCTION DESCRIPTION:

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

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, such as 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 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 Inspector in the City of Carpinteria 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 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.

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

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Operations Section Coordinator and obtain a briefing.
- ☐ Set-up Branch workstation.
- ☐ Review position responsibilities.
- ☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ☐ Ascertain if all key Building and Safety personnel are in the EOC or have been notified.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of Branch, establish work area, assign duties, and ensure Branch journal/log is opened.
- ☐ Ensure that all on-duty Building and Safety personnel have been alerted and notified of the current situation.
- ☐ Ensure that all off-duty Building and Safety personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- ☐ Ensure that all Building and Safety personnel have completed status check on equipment, facilities, and operational capabilities.
- ☐ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ☐ Ensure that all incoming Branch personnel are fully briefed.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*
- ☐ Use a three-phase approach to inspection based upon existing disaster intelligence:
 - General Area Survey of Structures
 - ATC-20 Rapid Inspection
 - ATC-20 Detailed Inspection

Operational Checklist:**** BE PREPARED TO REINSPECT FOLLOWING AFTERSHOCKS**

- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ☐ After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.

- ☐ Assess the need and establish contacts for requesting or providing mutual aid assistance.
- ☐ Alert and stage safety assessment teams, as needed.
- ☐ Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- ☐ Activate data tracking system to document and report safety assessment information and forward to the Planning & Intelligence Section.
- ☐ Arrange for necessary communications equipment from the Communications Branch of the Logistics Section and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- ☐ Assess the need to require potentially unsafe structures to be vacated.
- ☐ Provide structural evaluation of mass care and shelter facilities to the Care & Shelter Branch.
- ☐ Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- ☐ Coordinate with the Public Works Branch on immediate post-event issues (e.g. debris removal, demolition, fences, etc.)
- ☐ Ensure that all Status Reports, as well as the Initial Damage Estimate, are completed and maintained.
- ☐ Provide policy recommendations to appropriate city officials for:
 - Emergency Building and Safety ordinances.
 - Expediting plan checking and permit issuance on damaged buildings.
- ☐ Coordinate with the PIO to establish public information and assistance hotlines.
- ☐ Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- ☐ Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross, FEMA, Cal OES, local Building and Safety, insurance carriers, and other local, state, and federal agencies.
- ☐ If needed, request police escort of safety assessment and inspection personnel.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Operations Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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PLANNING & INTELLIGENCE SECTION

Purpose

The purpose of this Section is to enhance the capability of the City 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 be:

- Protect life, property, and the environment.
- 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 organization.
- 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 status of resources. 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. This Section primarily gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? During an emergency, other department heads will advise the Planning & Intelligence 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 Emergency Operations Center (EOC) sections, City departments, and the Santa Barbara Operational Area. This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Section Staff, Section Coordinators, and other appropriate agencies/jurisdictions). The Planning & Intelligence Section is also responsible for the detailed recording of the entire response effort and the preservation of these records during and following the disaster. Finally, the Planning & Intelligence Section is responsible for inputting information into WebEOC or the current State information system. The Planning & Intelligence Section will accomplish the following specific objectives during an emergency:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the EOC using maps and visual aids.
- Prepare and maintain displays, charts, and lists that reflect the current status and location of assigned resources (personnel, equipment, and vehicles).
- Disseminate intelligence information to the EOC Director, PIO, General Staff, and the Santa Barbara Operational Area.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal OES, FEMA, and the Santa Barbara Operational Area.

- Prepare required reports identifying the extent of damage and financial losses and post appropriate information to WebEOC or the State's current information system.
- Determine the City's post-event condition.
- Provide Planning & Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action/Corrective Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and for Cal OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

Concept of Operations

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) 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 of duty. Off-duty personnel will be expected to return to work as required in accordance with adopted policies.
- Operational periods will be determined by the EOC Director. Operational periods should be event driven.

Section Activation Procedures

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

The Planning & Intelligence Section may be activated when the City's EOC is activated or upon the order of the EOC Director.

Planning & Intelligence Section Staff

The Planning & Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following may be established as the need arises (see FIGURE 13):

- Situation Status Unit
- Documentation Unit
- Advance Planning Unit
- Deactivation Unit
- Technical Specialist

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

The Planning & Intelligence Section Coordinator is responsible for overseeing deactivation post-disaster. All Planning & Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

Planning & Intelligence Section Coordinator

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

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

Situation Status Unit

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

Documentation Unit

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

Advance Planning Unit

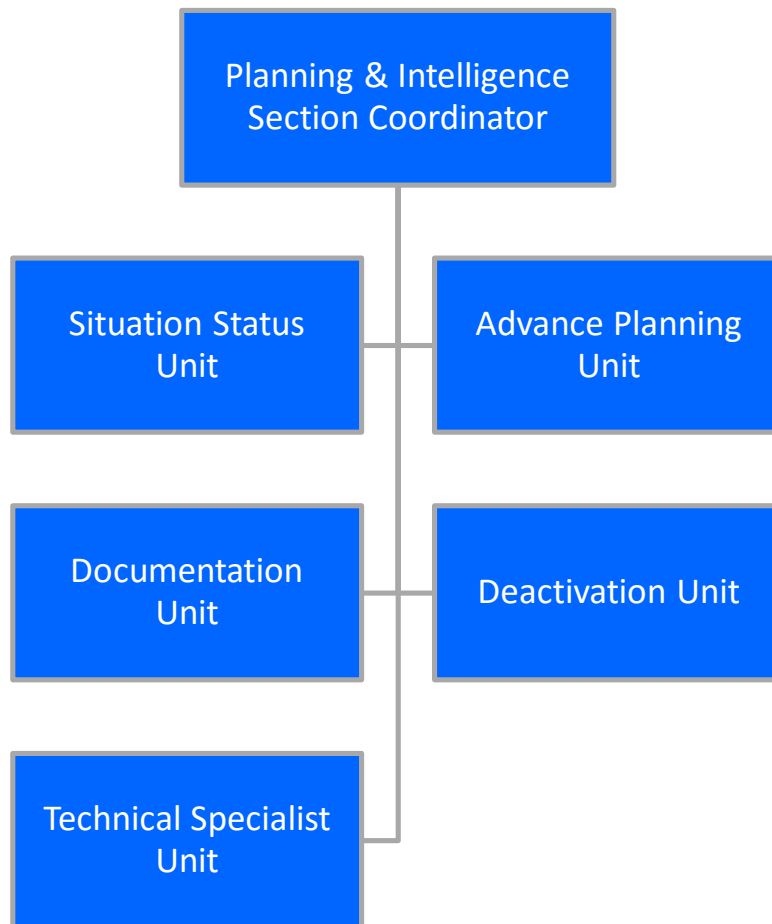
The Advance Planning Unit is responsible for developing reports and recommendations for future time periods (generally 36-72 hours post-disaster) and for preparing reports and briefings for use in strategy and/or planning meetings.

Deactivation Unit

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

Technical Specialist

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

FIGURE 13 – PLANNING & INTELLIGENCE SECTION ORGANIZATION CHART

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 act as a unified, coordinated body. There must be a clear understanding of the objectives, the time frame (operational period) of the next shift, and EOC Sections tasks to complete the overall organizational objectives and priorities. Under the Incident Command System, the term Incident Action Plan (IAP) is the norm. IAPs provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities. In the EOC, the IAP will be referred to as the EOC Action Plan.

Importance of Written Incident Action Plans

Written IAPs are significant tools and provide vital information, including:

- 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.

Responsibilities for Action Planning

The Planning & Intelligence 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 & Intelligence Section and is approved by the EOC Director. All Section Coordinators will direct the actual implementation of the EOC Action Plan. The Planning & Intelligence 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 & Intelligence Section Coordinator schedules the Action Planning meeting utilizing the Planning Cycle (see FIGURE 14). 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 to all sections.
2. The Planning & Intelligence 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 & Intelligence, Logistics, and Finance & Administration Section Coordinators brief the Command and General Staff on their present situations based on the current situation.
4. The Planning & Intelligence 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 & Intelligence 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 & Intelligence Section.
7. The Planning & Intelligence Section Coordinator combines the information into a master final document.
8. The Planning & Intelligence 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 & Intelligence 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 & Intelligence 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 & Intelligence 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 & Administration 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.

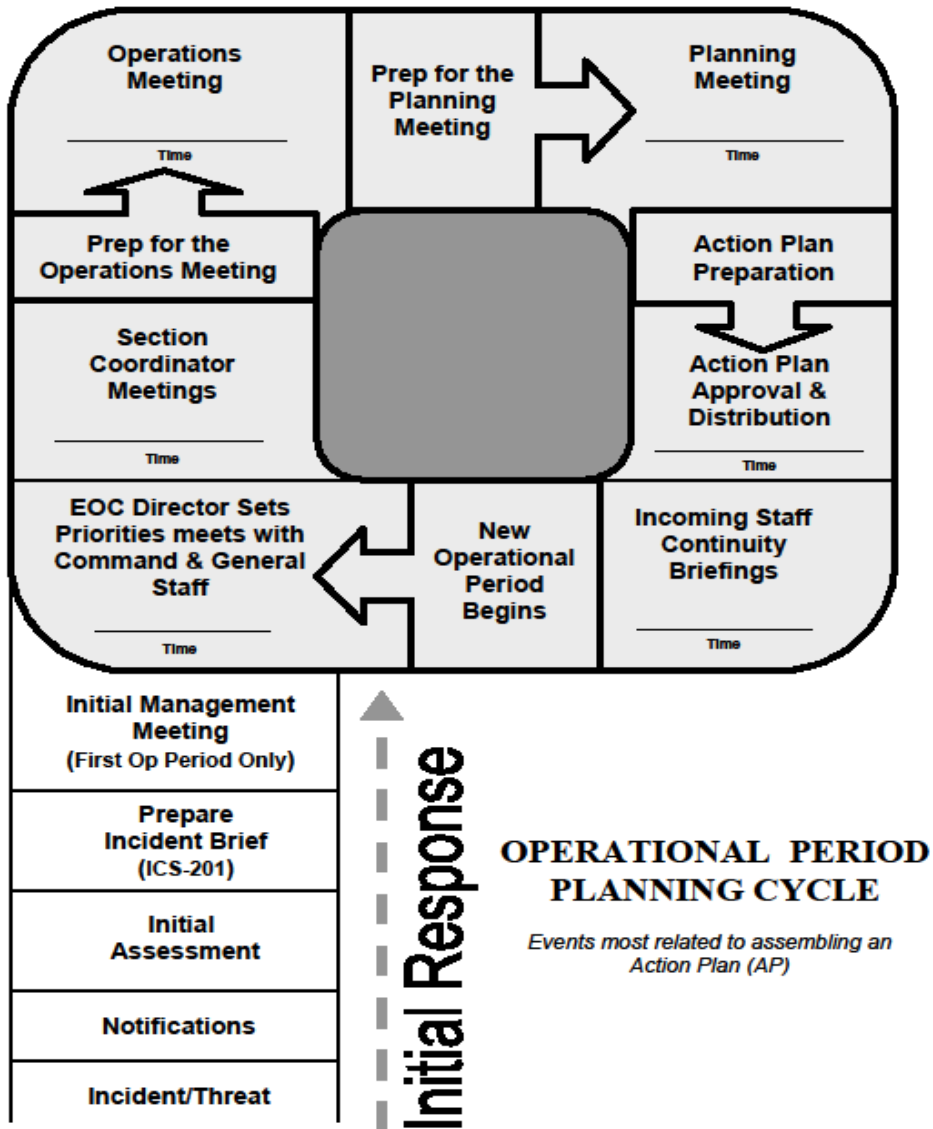
The Action Plan Meeting

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 & Intelligence Section Coordinator will be responsible for running the action planning meeting. There are some important tenets for this meeting:

- All participants must come prepared.
- Strong leadership must be evident.
- Representatives must be able to commit resources.
- Cell phones off - no interruptions.

FIGURE 14 – THE PLANNING “P”

City of Carpinteria
Revised 01/2013



After-Action Report (AAR)

The completion of the AAR is a part of the required SEMS/NIMS reporting process. The AAR is prepared by the City's Emergency Services Coordinator utilizing documentation from the Planning & Intelligence Section and Incident Debrief.

Article 8, Section 2450(a) of the SEMS Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of 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 within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, Section 2900(j)."

Use of After-Action/Corrective Action Report

An AAR 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 an AAR emphasizes the improvement of emergency management at all levels. The AAR 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 AAR process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of AAR when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an AAR that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

Coordination

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

PLANNING & INTELLIGENCE SECTION 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 Section has an important function in overseeing the action 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 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/NIMS Guidelines, including:
 - Preparing periodic Situation Reports.
 - Initiating and documenting the City's EOC Action Plan and assisting the City's Emergency Services Coordinator with the After-Action/Corrective Action Report.
 - Advance Planning.
 - Planning for deactivation.
 - Providing Geographic Information Services (GIS) 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/units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Report to the EOC Director and Operations Section Coordinator on all matters pertaining to Section activities.

RESPONSIBILITIES:

- Ensure that the following responsibilities of the Planning & Intelligence Section are addressed as required:
 - Establish operational period with EOC Director or designee.
 - Collect, analyze, and display situation information.
 - Prepare periodic Situation Reports with other EOC Section Coordinators.
 - Prepare and distribute the EOC Action Plan and facilitate the Action Planning meeting.
 - Conduct advance planning activities and report.
 - Provide technical support services to the various EOC Sections and branches/units, and document and maintain 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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation.
- ☐ Set operational period with EOC Director and Operations Section Coordinator. While in disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. and 7:00 p.m. Operational periods should be event driven.
- ☐ Determine and display Section briefing times for each operational period.
- ☐ Develop and distribute Initial Action Plan with other General Staff
- ☐ Set up Section workstation, including maps and status boards.
- ☐ Review position responsibilities.
- ☐ Clarify any issues you may have regarding authority and assignment.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Confirm that all-key Planning & Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ☐ Activate organizational elements within Section, as needed, and designate coordinators for each element or combination of elements:
 - Situation Status Unit
 - Documentation Unit
 - Advance Planning Unit
 - Deactivation Unit
 - Technical Services Specialist
- ☐ Request additional personnel for the Section to maintain a 24-hour operation, as required.
- ☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.

- Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- ☐ Inform the EOC Director and General Staff when your Section is fully operational.
 - ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.*
 - ☐ Review responsibilities of units in the Section. Develop plan for carrying out all responsibilities.
 - ☐ Prepare work objectives for Section staff and make staff assignments.
 - ☐ Meet with other activated Section Coordinators.
 - ☐ Review major incident reports and additional field operational information that may pertain to or affect Section operations.
 - ☐ Obtain and review major incident reports.
 - ☐ Direct the Situation Status Unit to initiate collection and display of significant disaster events.
 - ☐ Direct the Documentation Unit to initiate collection and display of disaster information.
 - ☐ Request additional resources through the appropriate Logistics Section, as needed.

Operational Checklist:

- ☐ Ensure that Planning & Intelligence Section position logs and other necessary files are maintained.
- ☐ Ensure that the Situation Status Unit is maintaining current information for the situation status report.
- ☐ Ensure that major incidents reports and status reports are completed by the Operations Section and are accessible by Planning & Intelligence.
- ☐ Ensure that a Situation Status Report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- ☐ Ensure that the PIO has immediate and unlimited access to all status reports and displays.
- ☐ Conduct periodic briefings with Section staff and work to reach consensus among staff on Section objectives for forthcoming operational periods.
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- ☐ Ensure that objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.
- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- ☐ Work closely with each unit within the Planning & Intelligence Section to ensure the Section objectives, as defined in the current EOC Action Plan, are being addressed.

- ☐ Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period, particularly those situations which may influence the overall strategic objectives of the EOC.
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- ☐ Provide technical specialists to all EOC sections, as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance & Administration Section.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

SITUATION STATUS UNIT

FUNCTION DESCRIPTION:

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis, and display of information for use by EOC staff. The Situation Status function will be activated under any EOC activation.

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 Santa Barbara Operational Area via email or 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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Planning & Intelligence Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.

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

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Oversee the collection and analysis of all emergency related information.
- ☐ Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction, as required.
- ☐ Ensure that each EOC Section provides the Situation Status Unit with Status Reports on a regular basis.
- ☐ Meet with the PIO to determine the best method for ensuring access to current information.
- ☐ Prepare a situation summary for the EOC Action Planning meeting.
- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper and that the meeting room is set up with appropriate equipment and materials (easels, markers, Situation Status Reports, etc.)
- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period.
- ☐ Ensure that adequate staff are assigned to maintain all maps, status boards, and other displays.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

DOCUMENTATION UNIT

FUNCTION DESCRIPTION:

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

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Collect, organize, and file all completed emergency related forms, including 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 Coordinator 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 Director in preparation and distribution of the After Action/Corrective Action Report.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Planning & Intelligence Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of the Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.

- ☐ Request additional resources through the appropriate Logistics Section, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).
- ☐ Ensure that all incoming Unit personnel are fully briefed.
- ☐ Based on the situation as known or forecast, determine likely future Unit needs.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Meet with the Planning & Intelligence Section Coordinator to determine what EOC materials should be maintained as official records.
- ☐ Meet with the Deactivation Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for deactivation purposes.
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ☐ Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Santa Barbara Operational Area EOC.
- ☐ Keep extra copies of reports and plans available for special distribution, as required.
- ☐ Set up and maintain document reproduction services for the EOC.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

ADVANCE PLANNING UNIT

FUNCTION DESCRIPTION:

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods (generally 36-72 hours post-disaster) and for preparing reports and briefings for use in strategy and/or planning meetings.

GENERAL DUTIES:

- Keep Planning & Intelligence 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:

- Develop 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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Planning & Intelligence Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of the Unit, establish work area, assign duties, and ensure Unit journal/log is opened
- ☐ Determine 24-hour staffing requirements and request additional support, as required.
- ☐ Request additional resources through the appropriate Logistics Section, as needed.
- ☐ Ensure that all incoming Unit personnel are fully briefed.
- ☐ Based on the situation as known or forecast, determine likely future Unit needs.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Maintain all required records and documentation to assist the Emergency Services Coordinator with the After-Action/Corrective Action Report and the history of the emergency.

- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with staff and determine best estimates of the future direction and outcomes of the emergency.
- ☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36- to 72-hour time frame.
- ☐ Submit the Advance Plan to the Planning & Intelligence Section Coordinator for review and approval prior to conducting briefings for the EOC Director and staff.
- ☐ Review Action Planning objectives submitted by each section for the next operational period. In conjunction with the Management Team and Section Coordinators, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.
- ☐ Develop a recovery plan and strategy for the jurisdiction or agency.
- ☐ Coordinate with the Advance Planning Unit to determine major mid- to long-range social, economic, environmental, and political impacts.
- ☐ Establish time tables for deactivating or downsizing units.
- ☐ Develop a checkout procedure, if necessary, to ensure all deactivated personnel have cleared their operating position.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

DEACTIVATION UNIT

FUNCTION DESCRIPTION:

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

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.
- Follow through on the implementation of the plan and monitor its operation with the EOC Director.

RESPONSIBILITIES:

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

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Planning & Intelligence Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of the Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the appropriate Logistics Section, as needed.
- ☐ Ensure that all incoming Unit personnel are fully briefed.
- ☐ Based on the situation as known or forecast, determine likely future Unit needs.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Coordinate with the field level Deactivation Unit Leaders.
- ☐ Review the organization and current staffing to determine the likely size and extent of deactivation effort.
- ☐ Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- ☐ Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal deactivation.
 - Personal rest and safety needs.
 - Coordination procedures with cooperating/assisting agencies.
- ☐ Evaluate logistics and transportation capabilities to support the deactivation effort.
- ☐ Prepare a Deactivation Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Phase out or transfer of authorities.
 - Completion and submittal of all required documentation.
 - Obtain approval of the Deactivation Plan from the EOC Director.
- ☐ Ensure that all sections and branches/units understand their specific deactivation responsibilities.
- ☐ Supervise execution of the Deactivation Plan.
- ☐ Brief Planning & Intelligence Section Coordinator on deactivation progress.
- ☐ Obtain identification and description of surplus resources.
- ☐ Establish “check-in” stations, as required, to facilitate the return of supplies, equipment, and other resources.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

TECHNICAL SPECIALIST UNIT

FUNCTION DESCRIPTION:

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

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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Liaison Officer and Planning & Intelligence Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Set-up workstation, as necessary.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the appropriate Logistics Section, as needed.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the incident. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Provide technical services, as required, to requesting EOC staff.
- ☐ Contribute to EOC planning meetings and inter-agency coordination groups as requested.
- ☐ Ensure that all recommendations are appropriately documented.
- ☐ Advise Planning & Intelligence Section when duties are completed.
- ☐ Obtain release from Planning & Intelligence Section Coordinator prior to leaving the EOC.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

LOGISTICS SECTION

Purpose

To enhance the capability of the City to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this Section that the priorities of responses are to be:

- Protect life, property, and the environment.
- 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 organization.
- Support the restoration of essential services and systems.

Overview

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, and mobilization of resources to support the response effort at disaster sites, public shelters, Emergency Operations Centers (EOCs), etc. This Section provides all necessary personnel, supplies, and equipment procurement support, except for Fire and Law Enforcement resources procured through prior agreements.

Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during emergency 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 other 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, except for those resources obtained through already established mutual aid agreements (such as Fire and Law Enforcement).

The Logistics Section will accomplish the following specific objectives during an emergency:

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

Concept of Operations

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) 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 of duty. Off-duty personnel will be expected to return to work as required in accordance with adopted policies.
- Operational periods will be determined by the EOC Director. Operational periods will be event driven.
- Available and accessible resources from the private sector and volunteer organizations will be accessed through the City's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Santa Barbara Operational Area.

Section Activation Procedures

The EOC Director is authorized to activate the Logistics Section.

The Logistics Section may be activated when the City's EOC is activated or upon the order of the EOC Director.

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 (see FIGURE 15):

- Communications Branch
- Facilities & Transportation Branch
- Personnel Branch
- Procurement & 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 telephone, radio, data, and information system needs for the EOC staff.

Facilities & Transportation Branch

The Facilities & Transportation 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. This Branch is also responsible for transportation of emergency personnel, equipment, and supplies.

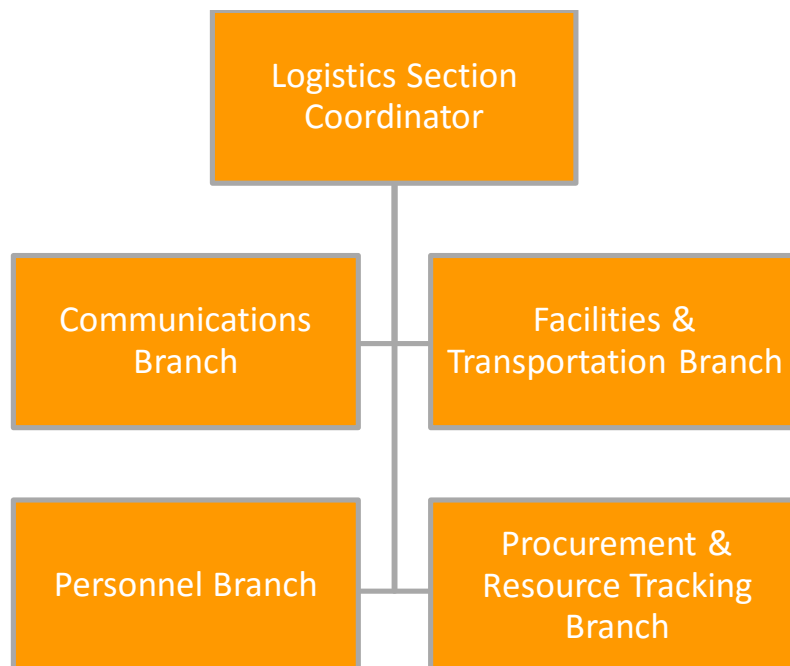
Personnel Branch

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

Procurement & Resource Tracking Branch

The Procurement & Resource Tracking Branch is responsible for obtaining equipment and supplies to support emergency operations and arranging for delivery of those resources. This Branch is also 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) and for maintaining logs and invoices to support the documentation process and resource information displays in the EOC. The Branch 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).

FIGURE 15 – LOGISTICS SECTION ORGANIZATION CHART



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. Agency requests for support directed to the EOC will be channeled through the 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:
 - Resource 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.
 - Managing personnel issues and registering Disaster Service 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 monitoring the effectiveness of that organization. Make changes as required.
- Establish additional branches as dictated by the situation.
- Exercise overall responsibility for the coordination of Branch 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 staffing within the Logistics Section and continuously monitoring the effectiveness of the organization.
- 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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation.
- ☐ Set-up Section workstation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues you may have regarding authority and assignment.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Determine if other Section staff is required at the EOC.
- ☐ Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Communications Branch
 - Facilities & Transportation Branch
 - Personnel Branch
 - Procurement & Resource Tracking Branch
- ☐ Request additional personnel for the Section to maintain a 24-hour operation, as required.
- ☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements, as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- ☐ Inform the EOC Director and General Staff when your Section is operational.
- ☐ Assist in the development of the Action Plan for the next operational period.
- ☐ Using Individual Work Log (AP-214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*
- ☐ Review responsibilities of branches/units in your Section. Develop plan for carrying out all responsibilities.
- ☐ Prepare work objectives for Section staff and make staff assignments.
- ☐ Meet with other activated Section Coordinators.

- ☐ From the Planning & Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- ☐ Request additional resources through the appropriate Logistics Section, as needed.

Operational Checklist:

- ☐ Ensure that Logistic Section position logs and other necessary files are maintained.
- ☐ Meet regularly with Section staff and work to reach consensus on Section objectives for forthcoming operational periods.
- ☐ Provide the Planning & Intelligence Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- ☐ Attend and participate in EOC Action Planning meetings.
- ☐ Ensure that the Procurement & Resource Tracking Unit coordinates closely with the Cost Recovery & Analysis Unit in the Finance & Administration Section and that all required documents and procedures are completed and followed.
- ☐ Ensure that transportation requirements, in support of response operations, are met.
- ☐ Ensure that all requests for facilities and facility support are addressed.
- ☐ Ensure that all resources are tracked and accounted for, as well as resources ordered through mutual aid.
- ☐ Provide section staff with information updates, as required.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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COMMUNICATIONS BRANCH

FUNCTION DESCRIPTION:

The Communications Branch provides for the coordination of agency or jurisdiction communication services to meet incident, EOC, or agency needs. These services will include information processing and the set-up and maintenance of telephone, fax, radio, and computer systems. 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 – ARES) 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 Santa Barbara Operational Area EOC.
- Determine specific computer requirements for all EOC positions.
- Install, activate, and maintain information systems for EOC.
- 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.
- 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.

Activation Checklist:

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

Operational Checklist:

- ☐ Ensure Branch position logs and other necessary files are maintained.
- ☐ Keep all Sections informed of the status of communications systems, particularly those that are being restored.
- ☐ Coordinate with all EOC Sections and branches/units regarding the use of all communication systems.
- ☐ Ensure that the EOC Communications Center is activated to receive and direct all emergency related communications to appropriate destinations within the EOC.
- ☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ☐ Develop instructional guidance for use of computers and computer programs, such as WebEOC. Be prepared to conduct training sessions for EOC staff, as necessary.
- ☐ Ensure that communications links are established with activated EOCs within the Santa Barbara Operational Area, as appropriate.
- ☐ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment, as required.
- ☐ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ☐ Continually monitor and test the activated radio and telephone systems. Keep the Logistics Branch Coordinator informed of system failures and restoration activities.
- ☐ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff, as necessary.

- ☐ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- ☐ Mobilize and coordinate amateur radio resources to augment primary communications systems, as required.
- ☐ Keep the Logistics Section Coordinator informed of the status of communications systems.
- ☐ Prepare objectives for the Communications Branch. Provide them to the Logistics Section Coordinator prior to the next Action Planning meeting.
- ☐ Refer all contacts with the media to the PIO.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Logistics Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

FACILITIES & TRANSPORTATION BRANCH

FUNCTION DESCRIPTION:

The Facilities & Transportation 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. This Branch is also responsible for transportation of emergency personnel, equipment, and supplies.

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 Santa Barbara 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 facility operations.
- Close out each facility when no longer needed.
- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources, as necessary.

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 & Transportation Unit
- In coordination with the Public Works Branch and the Situation Status Unit, develop a transportation plan to support EOC operations, as needed.
- Arrange for the acquisition or use of required transportation resources.
- Work with the Access & Functional Needs Coordinator to acquire vehicles to assist with moving evacuees with access and functional needs, as necessary.

Activation Phase:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Logistics Section.
- ☐ Obtain a briefing on the situation.
- ☐ Set-up workstation, as necessary.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of your Branch, establish work area, assign duties, and ensure Branch journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the appropriate Logistics Section, as needed.
- ☐ Ensure that all your incoming Branch personnel are fully briefed.
- ☐ Using Individual Work Log (AP-214), maintain all required. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- ☐ Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- ☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- ☐ Routinely coordinate with the Situation Status Unit to determine the status of transportation routes in and around the affected area.
- ☐ Routinely coordinate with Public Works Branch to determine progress of route recovery operations.
- ☐ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies, and equipment at the site; hours of operation; and the name and phone number of the Facility Manager.
- ☐ Develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- ☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations, as needed.
- ☐ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- ☐ Keep the Logistics Section Coordinator informed of significant issues affecting the Facilities & Transportation Unit.

- ☐ Create signage to direct shelter residents to features of the shelter, including, but not limited to, accessible routes.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Logistics Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

PERSONNEL BRANCH

FUNCTION DESCRIPTION:

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

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 Operational Area. The Santa Barbara Operational Area will contact the Regional Emergency Operations Center (REOC).

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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Logistics Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of your Branch, establish work area, assign duties, and ensure Branch journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the appropriate Logistics Section, as needed.
- ☐ Ensure that all your incoming Branch personnel are fully briefed.
- ☐ Using Individual Work Log (AP-214), maintain all required records. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in.
- ☐ Establish communications with community based organizations and other organizations that can provide personnel resources.
- ☐ Coordinate with the Santa Barbara Operational Area EOC to activate the mutual aid system, if required.
- ☐ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or Branch/Unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.
- ☐ Maintain a status board or other reference to keep track of incoming personnel resources.
- ☐ Update EOC organization chart for each operational period.
- ☐ Coordinate with the Liaison Officer and Security Officer to ensure access, badging, or identification, and proper direction for responding personnel upon arrival at the EOC.
- ☐ Assist the Fire Branch and Law Enforcement Branch with ordering of mutual aid resources, as required.
- ☐ To minimize redundancy, coordinate all requests for personnel resources from the county field level or from local governments through the EOC Operations Section prior to acting on the request.

- ☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers and acquire mental health specialists, as needed.
- ☐ Arrange for child care services for EOC personnel, as required.
- ☐ Establish registration locations with sufficient staff to register volunteers and issue Disaster Service Worker identification cards.
- ☐ Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Logistics Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

PROCUREMENT & RESOURCE TRACKING BRANCH

FUNCTION DESCRIPTION:

The Procurement & Resource Tracking Branch is responsible for obtaining equipment and supplies to support emergency operations and for arranging delivery of those resources. This Branch is also 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) and for maintaining logs and invoices to support the documentation process and for resource information displays in the EOC. The Branch 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).

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 the 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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Logistics Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of your Branch, establish work area, assign duties, and ensure Branch journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Obtain additional resources, as needed.
- ☐ Ensure that all incoming Branch personnel are fully briefed.
- ☐ Using Individual Work Log (AP-214), maintain all required records. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate closely with all Branches in the Logistics Section, particularly the Personnel Branch and Facilities & Transportation Branch.
- ☐ Determine procurement spending limits with the Cost Recovery & Analysis Unit in the Finance & Administration Section. Obtain a list of pre-designated emergency purchase orders, as required.
- ☐ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- ☐ Determine, if requested, types and quantities of supplies and materials available in inventory.
- ☐ Determine unit costs of supplies and materials, from suppliers and vendors and if they will accept purchase orders as payment prior to completing the order.
- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Facilities & Transportation Branch.
- ☐ Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed, and estimated time of arrival or delivery to the requesting party.
- ☐ Work closely with other Logistics Branches and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.

- ☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.
- ☐ In coordination with the Personnel Branch, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations, as requested.
- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- ☐ Keep the Logistics Section Coordinator informed of significant issues affecting the Procurement & Resource Tracking Branch.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Logistics Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

FINANCE & ADMINISTRATION SECTION

Purpose

To enhance the capability of the City to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating 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, property, and environment.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response organization.
- Document the City's costs and recovery of those costs, as allowable.
- Maintain a positive image for the City in its dealings with the community.

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 an emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The extent of the emergency will determine the extent to which the Finance & Administration Section will mobilize. In a low-level emergency, only part of the Section will mobilize. In a wide-spread disaster that damages communications and systems, the entire Section will mobilize.

Objectives

The Finance & Administration Section acts in a support role in all emergencies to ensure that all required records are preserved for future use and for Cal OES and FEMA filing requirements. This is accomplished through the maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Law Enforcement, 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 emergency:

A. For all disasters/emergencies:

1. Notify sections and City departments that the Disaster Accounting System is to be used for the emergency.
2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank and/or other financial institutions can continue handling financial transactions.
4. Maintain, as best 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 Governments, coordinate with disaster agencies to initiate the recovery process of the City's costs.
 7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the emergency.
 8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.
- B. For emergencies where the City's computer systems and banking institutions are accessible and usable:
1. Inform sections and City 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 emergency-related costs.
 2. Continue with objectives A.5. through A.8. above.
- C. For emergencies where the City's computer systems and/or banking institutions are either inaccessible or unusable for a short period of time (i.e. less than one week):
1. Inform sections and City 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 emergencies where the City's computer and/or banking systems are either inaccessible or unusable for an extended period of time (i.e. one week or more):
1. Inform sections and City 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 emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or Emergency Operations Center (EOC) Director.
- For emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery & Analysis Unit and the Documentation Unit. These Units will function on the schedule determined necessary to perform its objectives.
- For emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance & Administration Section Coordinator.

Section Activation Procedures

The EOC Director is authorized to activate the Finance & Administration Section for response to an emergency.

The Finance & Administration Section will be activated whenever the EOC Director determines that the City is involved or may soon be involved in an emergency that will require a Finance & Administration response. The Finance & Administration Section's Cost Recovery & Analysis Unit may continue to function when the EOC is not activated.

In all cases the Cost Recovery & Analysis Unit and the Documentation Unit will be activated. Other units will be activated only if necessary. 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 emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing emergency.

In the event of a major, widespread emergency that disrupts normal communication channels, all units in the Finance & Administration Section are to assume activation and are to report to their assigned emergency location.

Finance & Administration Staff

The Finance & Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units (see FIGURE 16):

- Cost Recovery & Analysis Unit
- Time Keeping Unit
- Compensation & Claims 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 emergency; ensures that the payroll and revenue collection process continues; and activates the Disaster Accounting System.

Cost Recovery & Analysis Unit

The Cost Recovery & Analysis Unit should be activated at the onset of any emergency and is responsible for maintaining the Disaster Accounting System, providing cost analysis data for the incident, and maintaining procedures to capture and document costs relating to a disaster in coordination with other sections and departments. 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 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 Keeping Unit

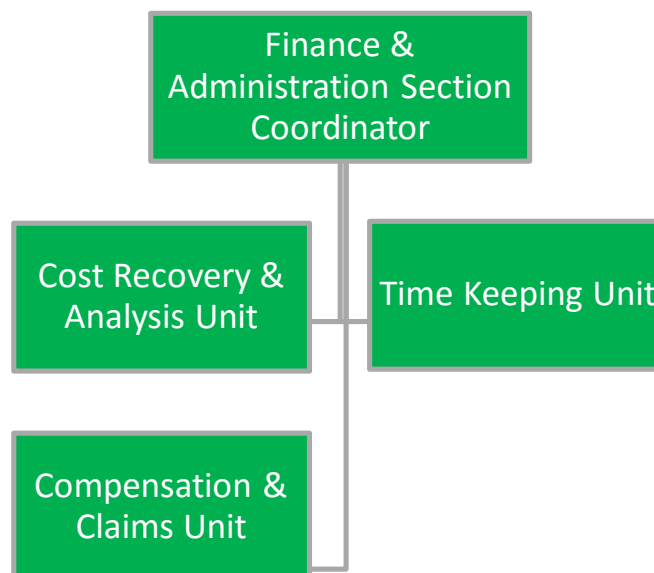
The Time Keeping Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid, and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Keeping Unit is responsible for 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.

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 will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

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 Carpinteria arising out of a disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, and for providing investigative support of claims and for issuing checks upon settlement of claims.

FIGURE 16 – FINANCE & ADMINISTRATION SECTION ORGANIZATION CHART



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/NIMS 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 units as dictated by the situation.
- Exercise overall responsibility for the coordination of 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 Logs (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 the Logistics Section.
- 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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation.
- ☐ Display time code for EOC staff and relay to all Department Heads and the EOC Director.
- ☐ Set up Section workstation, including maps and status boards.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Determine if other Section staff is at the EOC.
- ☐ Confirm that all key Finance & Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Cost Recovery & Analysis Unit
 - Time Keeping Unit
 - Compensation & Claims Unit
- ☐ Request additional personnel for the Section to maintain a 24-hour operation, as required.
- ☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- ☐ Inform the EOC Director and General Staff when your Section is fully operational.
- ☐ Open and maintain Section logs.
- ☐ Using Individual Work Log (AP-214), maintain all required records. *Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.*
- ☐ Review responsibilities of units in the Section.
- ☐ Develop plan for carrying out all responsibilities.
- ☐ Prepare work objectives for Section staff and make staff assignments.
- ☐ Meet with other activated Section Coordinators.

- ☐ From the Planning & Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- ☐ Request additional resources through the Logistics Section, as needed.

Operational Checklist:

- ☐ Ensure that Finance & Administration Section position logs and other necessary files are maintained.
- ☐ Ensure that displays associated with the Finance & Administrative Section are current and that information is posted in a legible and concise manner.
- ☐ Participate in all Action Planning meetings.
- ☐ Brief all Unit leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- ☐ Keep the EOC Director, staff, and elected officials updated on the current fiscal situation and other related matters, on an on-going basis.
- ☐ Ensure that the Cost Recovery & Analysis Unit maintains all financial records throughout the emergency.
- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time.
- ☐ In coordination with the Logistics Section, ensure that the Procurement & Resource Tracking Branch processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims in a reasonable time-frame, given the nature of the situation.
- ☐ Ensure that the Time Keeping Unit processes all time-sheets and travel expense claims promptly.
- ☐ Ensure that the Finance & Administration Section provides administrative support to other EOC Sections as required.
- ☐ Ensure that all recovery documentation is accurately maintained by the Cost Recovery & Analysis Unit during the response, and submitted on the appropriate forms to Cal OES and/or FEMA.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

COST RECOVERY & ANALYSIS UNIT

FUNCTION DESCRIPTION:

The Cost Recovery & Analysis Unit should be activated at the onset of any emergency and is responsible for maintaining the Disaster Accounting System, providing cost analysis data for the incident, and maintaining procedures to capture and document costs relating to a disaster in coordination with other Sections and departments. 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 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.

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the incident.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.
- 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.
- Provide cost analysis data for the incident to help the planning and recovery efforts.
- Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs; and maintain accurate records of incident costs.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Finance & Administration Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of the Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the Logistics Section, as needed.
- ☐ Ensure that all incoming Unit personnel are fully briefed.
- ☐ Based on the situation as known or forecast, determine likely future Unit needs.
- ☐ Using Individual Work Log (AP-214), maintain all required. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Establish (or implement) an accounting system and special cost codes associated with this emergency.
- ☐ Monitor all emergency expenditures.
- ☐ Ensure that all sections and units are documenting cost related information.
- ☐ Collect and compile cost information at the end of each shift.
- ☐ Obtain and record all cost data to cover:
 - Personnel
 - Equipment
 - Rental/Contract Equipment
 - Supplies from outside vendors
 - Contracts
- ☐ Coordinate with the Documentation Unit on content and format of cost related files to be transferred.
- ☐ Review existing documentation to determine if there are additional cost items that may have been overlooked.
- ☐ Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings, if required.
- ☐ Compile cumulative cost records on a daily basis.
- ☐ Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes.
- ☐ Ensure that estimate costs are replaced with actual costs where known.
- ☐ Provide verbal or written reports to the Finance & Administration Section Coordinator upon request.

- ☐ Prepare and maintain a cost report to include cumulative analysis, summaries, and total expenditures related to the emergency.
- ☐ Organize and prepare records for audits, as necessary.
- ☐ Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process.
- ☐ Prepare all required state and federal documentation as necessary to recover allowable costs.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Finance & Administration Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

TIME KEEPING UNIT

FUNCTION DESCRIPTION:

The Time Keeping 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 in compliance with the agency's time keeping policy. The Time Keeping 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.

GENERAL DUTIES:

- Track, record, and report staff time for all personnel/volunteers working at the emergency.
- Establish and maintain a file for all personnel working at the emergency.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, Cal OES, and FEMA time recording policies.
- Track, record, and report equipment use and time.
- Ensure that all staff are 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 Logs (AP-214) are signed by Section Coordinator and that EOC staff have checked in and checked out and that it matches the Personal Log.
- 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.

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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Finance & Administration Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of the Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the Logistics Section, as needed.
- ☐ Ensure that all incoming Unit personnel are fully briefed.
- ☐ Based on the situation as known or forecast, determine likely future Unit needs.
- ☐ Using Individual Work Log (AP-214), maintain all required records. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

EQUIPMENT TIME RECORDER

- ☐ Assist sections and branches/units in establishing a system for collecting equipment time reports.
- ☐ Ensure that all records identify scope of work and site-specific work location.
- ☐ Establish and maintain a file of time reports on owned, rented, donated, and mutual aid equipment (including charges for fuel, parts, services, and operators).
- ☐ Maintain security for all records.

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift and ensure that time records are accurate and prepared in compliance with policy.
- ☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to emergency duties in county agencies.
- ☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- ☐ Keep the Finance & Administration Section Coordinator informed of significant issues affecting the Time Keeping Unit.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Finance & Administration Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

COMPENSATION & CLAIMS UNIT

FUNCTION DESCRIPTION:

The Compensation & Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Carpinteria arising out of a disaster. This includes completing all forms required by workers' compensation 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.

GENERAL DUTIES:

- Accept as agent for City of Carpinteria claims resulting from an emergency.
- Collect 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 Carpinteria.

RESPONSIBILITIES:

- Manage the investigation and compensation of physical injuries and property damage claims involving the City of Carpinteria arising out of an incident. This includes 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.

Activation Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to the Finance & Administration Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review position responsibilities.
- ☐ Clarify any issues regarding authority and assignment.
- ☐ Activate elements of the Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
- ☐ Determine 24-hour staffing requirement and request additional support, as required.
- ☐ Request additional resources through the Logistics Section, as needed.
- ☐ Ensure that all incoming Unit personnel are fully briefed.
- ☐ Based on the situation as known or forecast, determine likely future Unit needs.

- ☐ Using Individual Work Log (AP-214), maintain all required records. *Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

Operational Checklist:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Maintain a chronological log of injuries, illnesses, and property damage reported during the emergency.
- ☐ Investigate all injury and damage claims as soon as possible.
- ☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with jurisdiction's policy and procedures.
- ☐ Coordinate with the Safety Officer regarding the mitigation of hazards.
- ☐ Keep the Finance & Administration Coordinator informed of significant issues affecting the Compensation & Claims Unit.
- ☐ Forward all equipment or property damage claims to the Cost Recovery & Analysis Unit.

Deactivation Checklist:

- ☐ Deactivate assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through the Finance & Administration Section Coordinator to the Planning & Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ If another person is coming in as relief, ensure he/she is thoroughly briefed.
- ☐ Clean up work area before leaving.
- ☐ Leave a forwarding phone number with the Personnel Unit.

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. Checklists are located in each Section's EOC Kit.

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PART THREE – HAZARDS APPENDIX

The following threat assessments identify and summarize the hazards which could impact the City of Carpinteria.

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Threat Assessment: Earthquake

The City of Carpinteria has numerous faults that are located both on- and offshore. These faults have been relatively inactive in recent historic times, but potentially can produce a major earthquake greater than the one that caused considerable destruction throughout the City of Santa Barbara in 1925. Another source of earthquake damage in this area is the southern portion of the San Andreas Fault. Faults in the Carpinteria Valley including the Carpinteria Fault, the Mesa-Rincon Creek Fault, the Shepard Mesa Fault and several unnamed faults. Though these faults are not considered “active”, they should still be considered “potentially active” for planning purposes (see FIGURE 17 and FIGURE 18).

A large magnitude (Richter) earthquake will occur in the near future and could result in some areas of Carpinteria receiving a shaking intensity of approximately 7 on the Modified Mercalli Intensity Scale (see FIGURE 19). The intensity of this anticipated earthquake could cause devastation beyond anything recently experienced in this area and would require total integrated planning and response from both the public and private sectors in order to minimize deaths, injuries, and property destruction. Extensive search and rescue operations would be required to assist trapped or injured persons. Injured or displaced persons would require emergency medical care, food, and temporary shelter. Identification and burial of many dead would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to saving lives. Many families would be separated, particularly if the earthquake occurs during working hours. A personal inquiry or locator system could be essential to maintaining morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, to, and from the disaster area and by the disruption of public utilities and services.

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

SPECIFIC SITUATION

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

In addition to the San Andreas Fault, local faults can and have been the source of major or severe earthquakes. The Mesa Fault was implicated in the 1925 Santa Barbara Earthquake

(magnitude 6.3). The Arguello Fault is thought to have caused the 1812 earthquake (estimated magnitude 8.0). The moderate but locally damaging Goleta Earthquake in 1978, magnitude 5.1 was caused by an unnamed offshore fault. The Santa Ynez Fault has not moved in historic times, but can potentially produce a magnitude 7 to 8 earthquake. Unrecognized faults may exist that will be discovered after the event.

Ground Shaking

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The intensity of ground shaking and the resultant damages are determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed to its effect. Potential amplification of ground shaking throughout the city is shown in FIGURE 20. The boundaries of potential ground shaking hazard areas should be considered as only approximate.

Liquefaction

Many areas may have buildings destroyed or that are unusable due to the phenomenon of liquefaction. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e. loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. Areas within the high liquefaction hazard zone are alluvial areas with water table levels that have been within 15 feet of the ground surface. The high liquefaction hazard zone, as shown in FIGURE 21, consists of all of the beach areas and most areas west of Carpinteria Creek. Several critical public and private facilities are located within the hazard zone. These critical facilities are identified in Carpinteria Annex to the Santa Barbara County Multi-Jurisdiction Hazard Mitigation Plan.

Potential Range of Damage:

Structure Collapse (residential/commercial): General factors leading to structural collapse will include earthquake intensity, location of the impact, ground water content, bedrock deformation, liquefaction potential, distance from fault fracture zone, and actual building construction. Structures that will most commonly receive damage and fail during an earthquake impact will

be unreinforced masonry type construction, particularly two or more stories in height. The collapse of such buildings is often responsible for casualties and priority rescue operations.

Additionally, mobile and pre-fabrication homes that are not strapped down will displace off their under bracing and foundations. It is projected that during an earthquake several of these weak buildings will partially or fully collapse during a widespread major earthquake impact throughout the city. There will be a high demand placed upon first responders throughout the city.

Mass Casualties: It is assumed that an earthquake and tsunami impact would easily produce casualty numbers that will exceed and overwhelm first responders and nearby hospitals. Initial treatment of injuries will be heavily dependent on individual self-help first aid.

Hospital Disruptions: Cottage Hospital systems in Santa Barbara are anticipated to structurally survive a heavy damaging earthquake. However, internal shaking will cause flying objects and disruption. It must be anticipated that there will be an influx with large numbers of walking wounded seeking medical services. These will likely cause medical staff to be immediately overloaded and remain so for several hours. Medical priority will be required following the earthquake impact and routing of victims to other locations, possibly on a county and regional level, throughout Southern California.

The City of Ventura has two major medical facilities within the city boundaries: Ventura County Medical Center and Community Memorial Hospital. Both of these hospitals are located in the Ventura Foothill Fault hazard area. It is expected that these critical facilities will suffer some structural damage. This will impair the number of beds available and create the need for several field hospitals. Most hospitals will be controlled by the Ventura County Health Care Agency as to the availability of beds and transfer of patients.

Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency patients, it will probably be necessary to receive an immediate influx of emergency medical aid and/or export some of the seriously injured to out-of-area facilities.

School Disruptions: Carpinteria Unified School District facilities and student campus populations will be affected following a major earthquake. It is anticipated that serious injuries will result from flying glass and interior objects. It is anticipated that school campuses will be disrupted, requiring them to be closed. Further, it is anticipated that school facilities will be utilized for mass care shelters and/or casualty collection points for the population.

Hazardous Material Releases: It must be anticipated that several minor to moderate hazardous material spills or releases will occur. It should be anticipated that releases and spills will be at facilities such as petroleum storage plants and retail stations, the wastewater treatment plant releasing raw sewage and/or the water treatment plant developing chlorine leaks, school and hospital laboratories, and general retail stores or other fixed facilities storing or using

chemicals. It is anticipated that spills may occur from vehicle accidents impacted from the earthquake along the state highways and City roads. As a result of such releases following the earthquake and the magnitude of other priorities, initial responders should attempt to identify the materials, contain, and isolate the release.

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

Structure Fires: Structure fires must be anticipated following the impact of a major earthquake. Structure fires will likely occur shortly after heavy damaging impact. Causes of such fires will be from natural gas or propane line ruptures, electrical shorts, downed power lines, and/or flammable liquid spills. It is anticipated that normal water supply to suppress fires may be disrupted or unavailable. It should be anticipated the general fire protection systems to structures (e.g. sprinklers, detectors, flow systems) will be ineffective due to associated water supply, power, and structural integrity failures.

Utility Systems: Normal utility systems will fail or be disrupted for long time periods following a major widespread damaging earthquake and/or tsunami impact.

Propane and Gas Lines: Distribution line ruptures and/or failures will most likely occur at service connection points to structures. Underground distribution lines may only suffer light damage. However, significant line failures will occur in the interior zones of structures at nonflexible connections. Isolated loss of natural gas service line failures may last for several days and/or weeks.

Electrical Systems: Transmission distribution lines will be affected from overhead line failure. Structural failure of mounting poles and substation equipment placements will additionally contribute to power failure and disruptions. Lattice-type steel towers supporting major transmission lines have an inherent earthquake resistance, however they can collapse under extreme and motion impact. Ironically, fires may be caused by premature restoration of electrical power. It should be anticipated that a vast majority of structures in the city do not have emergency generator capabilities and can be expected to be without power for several hours and days. Additionally, emergency generators may fail due to inadequate bracing and/or being knocked off their foundation.

Water Systems: Water Distribution service lines are anticipated to experience rupture and/or fail. Localized damage to the wastewater treatment plant, pumping stations, and storage facilities (reservoirs) is anticipated. Water contamination must be anticipated and will require

purification. Additionally, importation of water from outside sources may be required for several weeks to months. Long-term, widespread water rationing may require priority consideration.

Wastewater Treatment Systems: It should be anticipated that wastewater collection lines and the Wastewater Treatment Plant will suffer damage affecting treatment plant operations. Numerous breaks in small and large lines, as well as general overloading of such systems will result in the dumping of raw sewage, which will present a significant health hazard. Additionally, chlorine tank rupturing and/or failing from damage is a serious hazard consideration.

Transportation System: It is anticipated that a damaging earthquake and/or tsunami will disrupt normal transportation systems throughout the city causing severe traffic management problems, as well as delay emergency vehicle response, evacuations and logistical support resources for several hours. Failure or partial failure of bridges, particularly when on soft ground, will require inspection and evaluation and temporary ramping before they are cleared for traffic use in many areas.

The primary cause of surface transportation failure may be landslides and road deformation. Significant impairment of state highways, county road system, and U.S. Highway 101 will isolate the city. Surface street/road blockage by debris will cause delays and temporary road closures.

Santa Barbara Airport runways may not be sufficiently intact to handle air support and heavy aircraft used for emergency response due to its location on an area of known liquefaction. It should be anticipated that air traffic will increase due to an influx of news media. Air space restrictions may be required.

It is expected that railroad route segments serving the Southern California region could be unavailable for post-earthquake service. Many railroad bridges are susceptible to damage because of age, design and construction. Some lines could be blocked because of damage to freeway overpass structures.

Communication Systems: It is anticipated that a damaging earthquake will immediately knock out most of the telephone system. Telephone equipment would be adversely affected primarily by overloading (post-earthquake calls in and out of the county), and complicated by physical damage and condition of equipment such as displaced handsets. Essential service lines may survive, but will not be primarily relied upon for emergency response agencies.

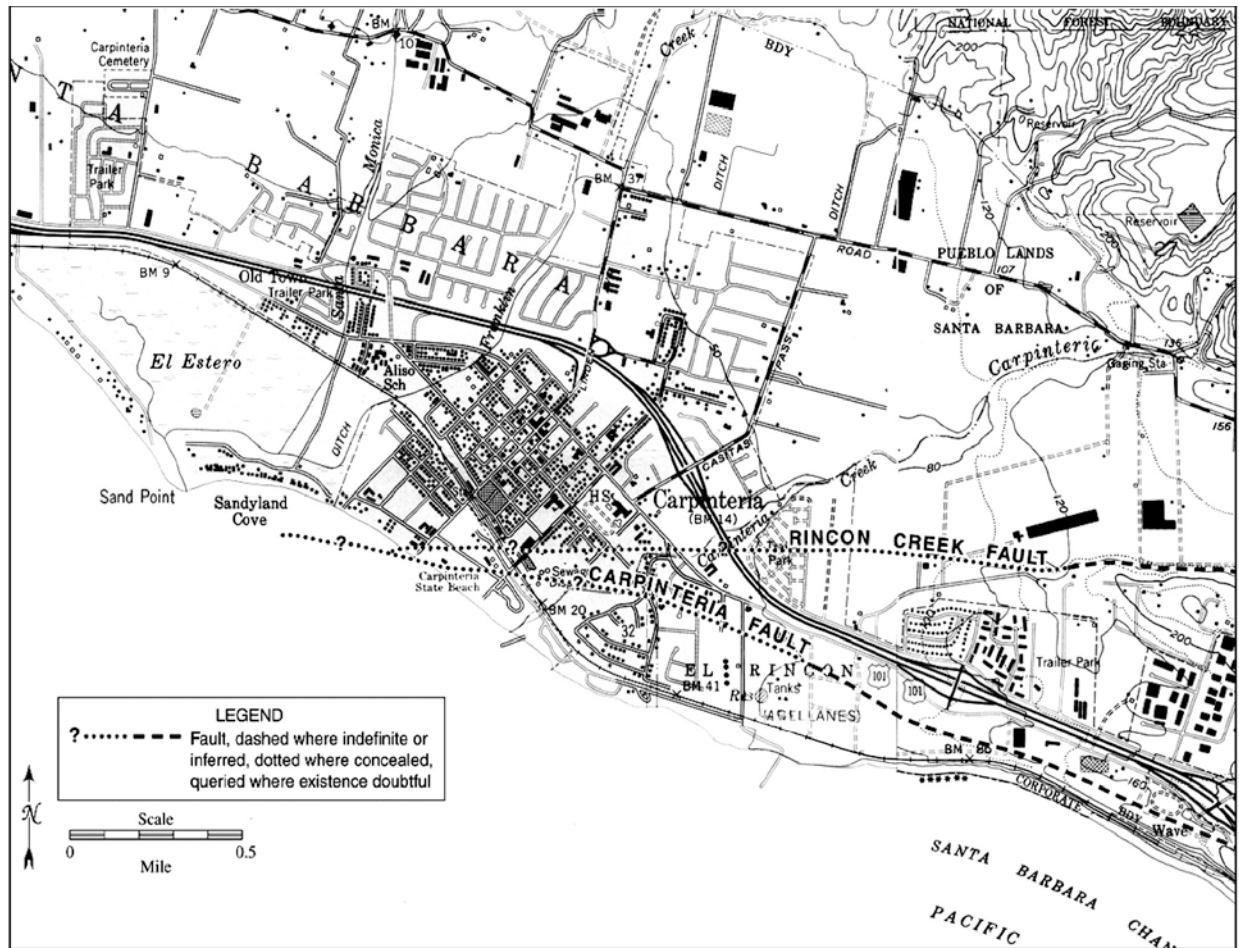
Following a major earthquake, the radio system is expected to be operational. A major factor reducing radio efficiency following an earthquake and/or tsunami impact is the inundation of non-essential radio traffic and lack of radio discipline. Additionally, due to the county/city topography, several radio dead spots normally exist. Effective radio communications may be required with the augmentation of Amateur Radio Emergency Services (ARES) volunteer personnel and/or the use of "Line of Sight" relay systems. In the absence of emergency power

to some agency base stations, portable radios may be the only available means of radio communications.

Landslides: Landslides include all movements of soil, rock, or debris as a result of falling, sliding or flowing. The triggering cause may be seismic activity. An untimely occurrence of a large earthquake during or soon after a sustained period of moderate to heavy rain activity could produce a landslide problem of monumental proportions. Debris flows and associated storm-triggered landslides have caused most of the deaths and much of the structural damage attributed to land sliding in California. First responders may be seriously hampered by closure of major highways and main roads and loss of communications.

Displaced/Homeless Residents: It is anticipated that a significant number of displaced or homeless residents will develop following a major earthquake. A considerable number of citizens will probably be self-sufficient in nature (e.g. tenting in front yard, temporarily living with relatives or neighbors, etc.). An estimated 20 percent of the displaced/homeless will require public sheltering as provided by the American Red Cross and/or the City, and will require significant logistical support. Considerations may be required for medium to long-term housing for the displaced persons and pets.

Building Inspections: It is anticipated that the City will be required to immediately deploy inspection teams following a major earthquake and/or tsunami impact. Building inspections of critical facilities like medical facilities, schools, designated mass shelter sites, and governmental structures will require priority in order to allow for use.

FIGURE 17 – FAULTS IN CARPINTERIA VALLEY - WEST

Source: USGS 7.5 Min. Carpinteria, California 1952, 1988. Dibblee 1986, 1987.

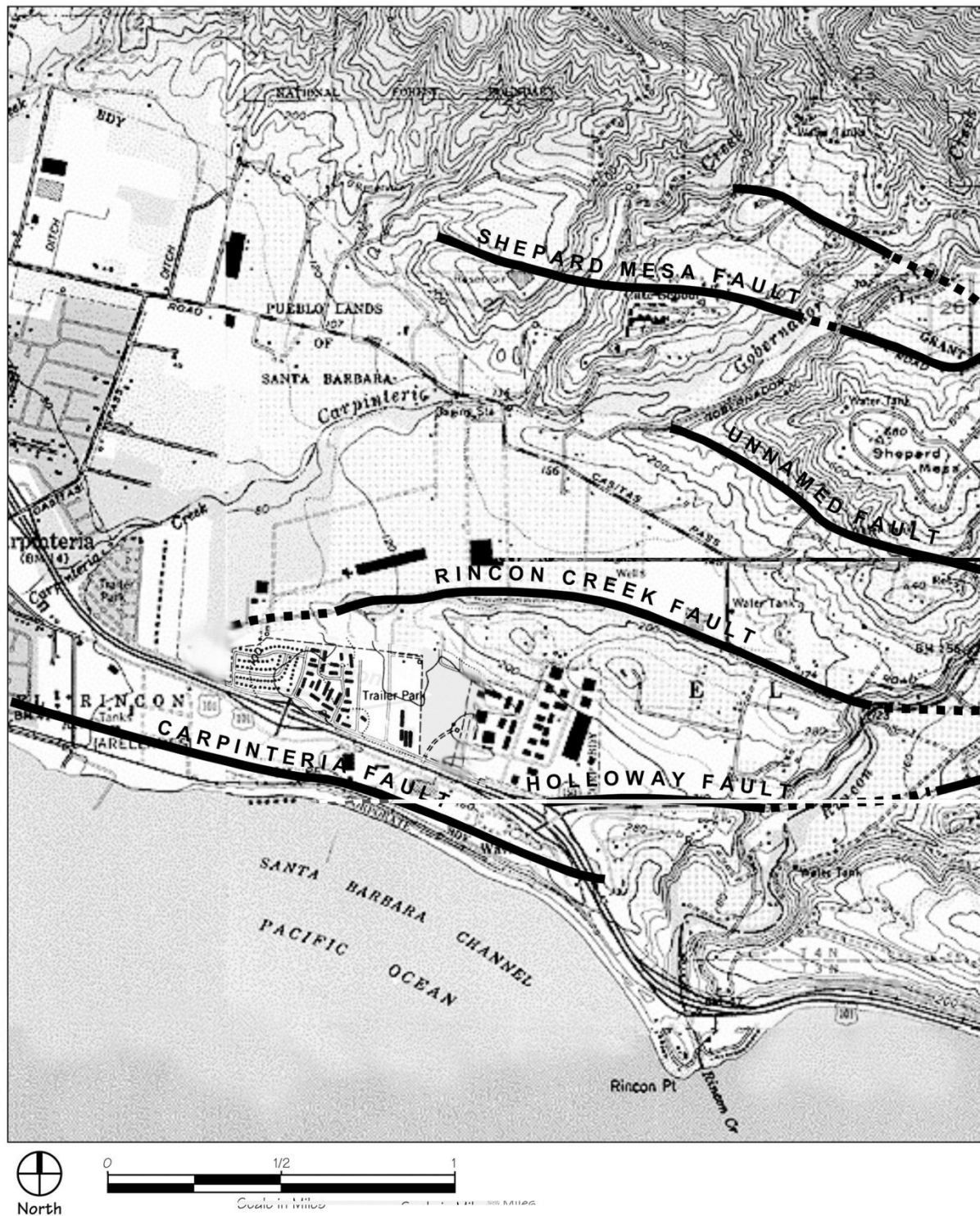
FIGURE 18 – FAULTS IN CARPINTERIA VALLEY - WEST

FIGURE 19 – MODIFIED MERCALLI INTENSITY SCALE

Modified Mercalli Intensity Scale for Earthquakes			
Scale	Intensity	Earthquake Effects	Typical Richter Scale Magnitude
I	Instrumental	Detected only on seismographs	
II	Feeble	Some people feel it	
III	Slight	Felt by people resting; like a truck rumbling by	
IV	Moderate	Felt by people walking	<4.2
V	Slightly Strong	Sleepers awake; church bells ring	<4.8
VI	Strong	Trees sway; suspended objectives swing; objects fall of shelves	<5.4
VII	Very Strong	Mild Alarm; wall crack; plaster falls	<6.1
VIII	Destructive	Moving cars uncontrollable; masonry fractures; poorly constructed buildings damaged	
IX	Ruinous	Some houses collapse; ground cracks; pipes break open	<6.9
X	Disastrous	Ground cracks profusely; many building destroyed; liquefaction and landslides widespread	<7.3
XI	Very Disastrous	Most buildings and bridges collapse; I roads, railways, pipes and cables destroyed; general triggering of other hazards	<8.1
XII	Catastrophic	Total destruction; trees fall; ground rises and falls in waves	

Definition of Masonry A, B, C, D:

Masonry A: Good workmanship, mortar, and design; reinforced, especially laterally, and bound together by using steel, concrete, etc.; designed to resist lateral forces.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally.

FIGURE 20 - SANTA BARBARA COUNTY GROUND SHAKING POTENTIAL

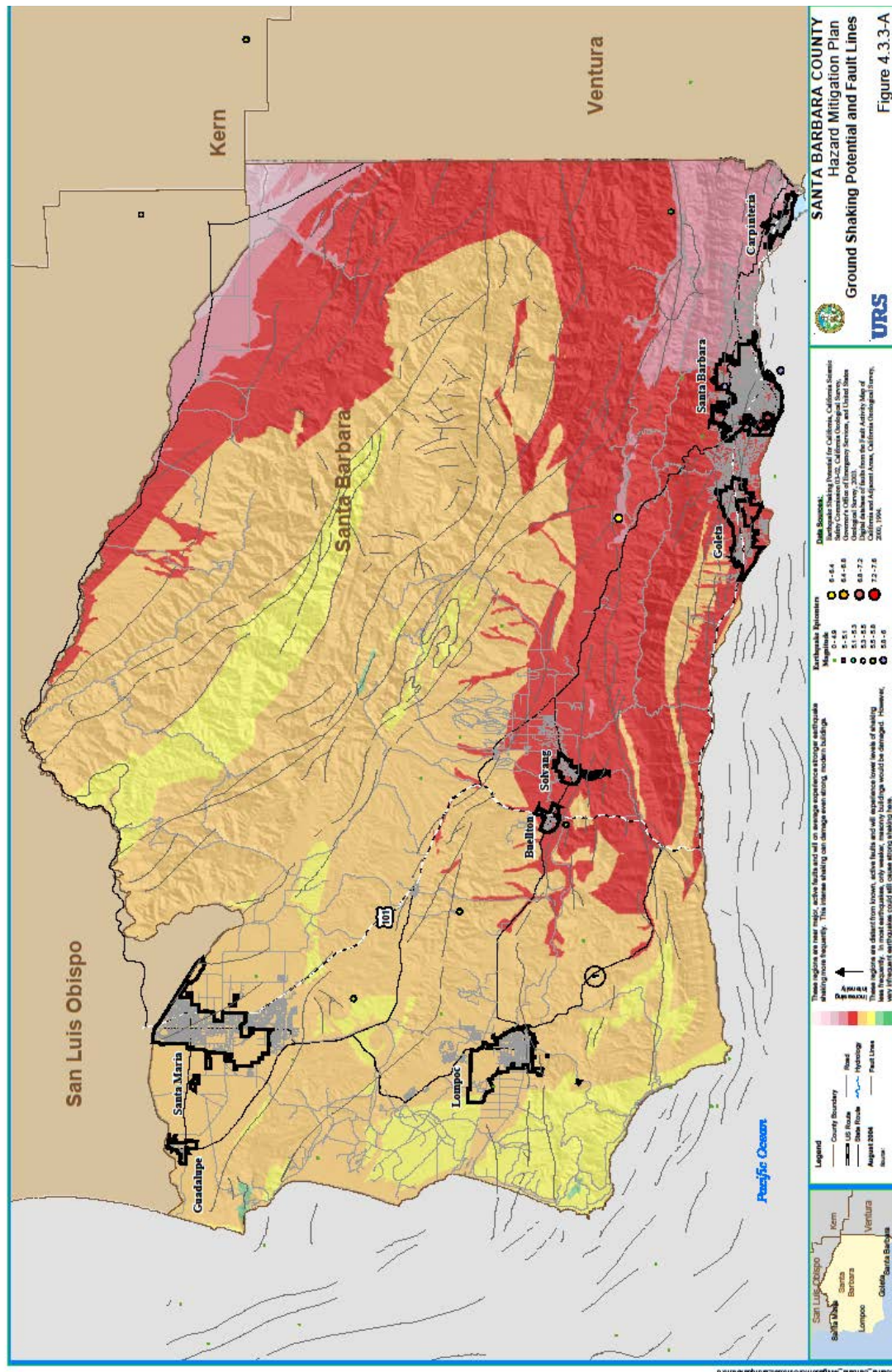
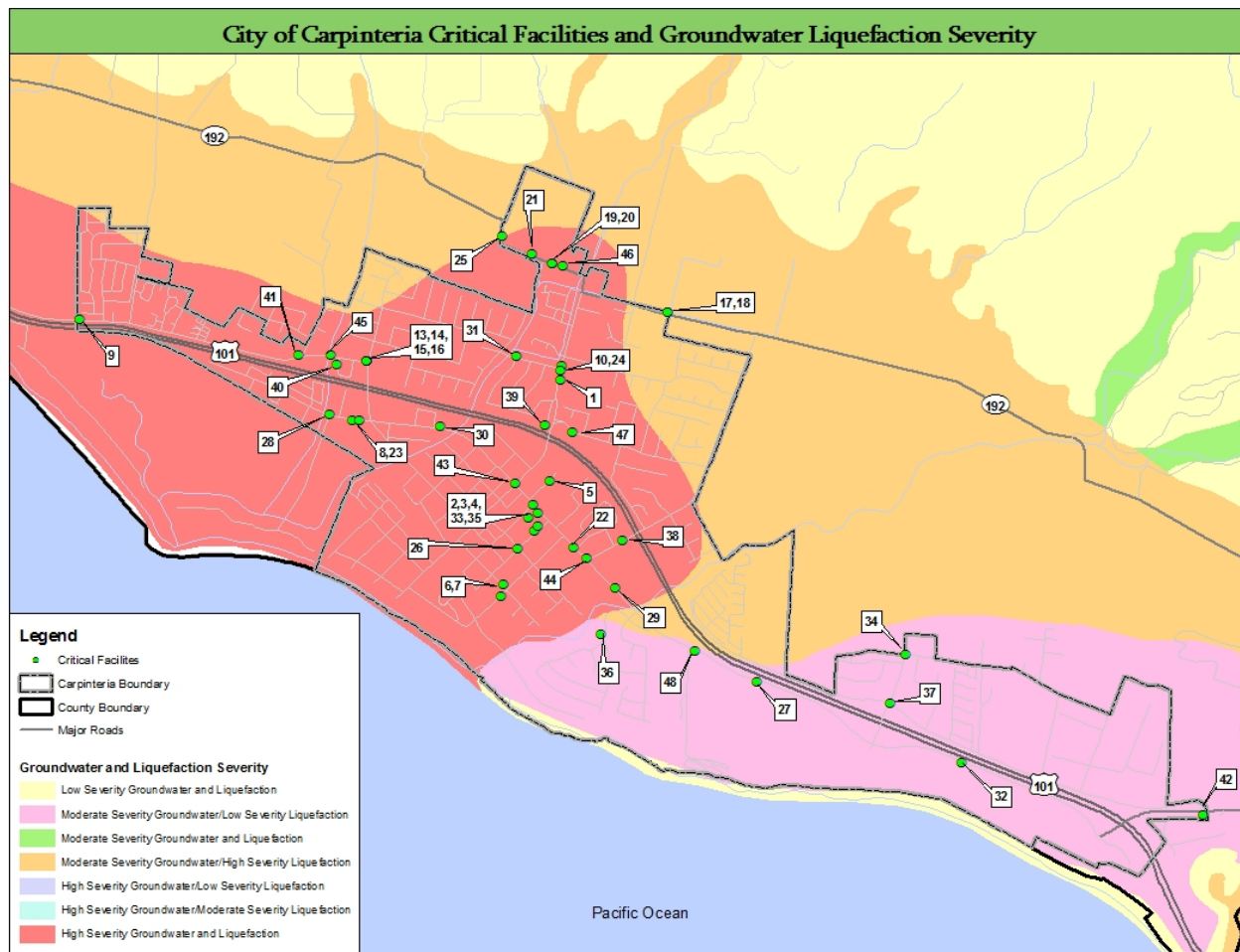


FIGURE 21 – GROUNDWATER LIQUEFACTION SEVERITY

Threat Assessment: Hazardous Materials

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

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

The increasing volume and variety of hazardous materials that are generated, stored, or transported within the City of Carpinteria is a problem of great concern to public officials and the community. A major hazmat accident and/or spill could endanger the health and safety of a significant portion of the population who may be exposed. Several fixed site industrial firms require potentially hazardous materials to operate their businesses. In addition there are numerous underground pipelines which carry flammable and hazardous liquids and gasses.

SPECIFIC SITUATION

The Carpinteria-Summerland Fire Protection District (CSFPD) responds to all hazardous materials calls within the City of Carpinteria. CSFPD is a member of the South Coast Hazardous Materials Response Team through a Joint Powers agreement. The South Coast Hazardous Materials Response Team is specially trained and equipped to respond to emergencies involving potentially hazardous materials. As partners to a region-wide Hazardous Materials Response Plan, additional fire protection equipment and staffing specifically designed for hazardous materials incidents is available from the Santa Barbara County Fire Department.

The threat of a major hazardous material incident in Carpinteria exists from commercial vehicle and rail, fixed facility, and clandestine dumping.

Transportation: The greatest probability of a major hazardous materials incident is from a transportation accident. Historically, hazardous material incidents frequently occur on the heaviest traveled streets and at major intersections and freeway interchanges. Highway 101 traverses Carpinteria and serves as the primary truck route from Los Angeles to San Francisco.

The city is traversed by a single track railroad line. Although the odds of occurrence are less for a railroad hazardous materials incident, the severity is greater because of the numerous rail tanker cars involved and the potential for chemicals and explosive substances being mixed together. According to the State of California's Interagency Rail Safety Working Group, from 2012 to 2013, crude oil transport by rail increased 506% in California and marked increases are expected to continue in future years.

Hazardous materials are also transported by sea going vessel. Vessels transporting hazardous materials are confined to the Santa Barbara Channel.

Fixed Facility

The second most likely serious hazardous materials threat exists from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to city boundaries.

Although there are numerous facilities involved with hazardous materials throughout the city, they are less of a threat due to required emergency response plans. The Santa Barbara County Certified Unified Program Agency (CUPA) verifies that these facilities have a plan and that the emergency contact numbers are accurate.

Natural Gas, Crude Oil, Refined Petroleum Product Pipelines

There are major petroleum pipelines in the city. Natural gas, crude oil, and refined petroleum products are transported in these lines. The failure of these pipelines can expose the adjacent population to the dangers of potential fire and explosion from the ignition of materials release.

Illegal Clandestine Dumping

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. Illegal dumping potentially exposes the population to unknown hazards and endangers the environment, while creating costly clean-up activities.

EMERGENCY RESPONSE ACTIONS

Emergency response coordination is mandated by California Health & Safety Code General Provisions (Division 20, Chapter 6.95, Article 1, Section 25503). These Standards include provisions for pre-emergency planning and coordination among emergency responders within the jurisdiction of the CUPA.

The Carpinteria-Summerland Fire Protection District has responsibility for emergency planning for hazardous materials incidents and for coordination among hazardous materials emergency response agencies. Santa Barbara County Environmental Health Services serves as the CUPA for Santa Barbara County and is responsible for implementation of the Area Plan through exercises and training. The City is responsible for creating Standard Operating Guidelines that correspond to the Santa Barbara County Hazardous Materials Emergency Response Area Plan.

Threat Assessment: Train Derailment

A major train derailment that occurs in a heavily populated area can result in considerable loss of life and property. Potential hazards could be overturned rail cars, direct impact into buildings, or entering into normal street traffic.

Each of these hazards encompasses many threats, such as a hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of those in either adjacent buildings or vehicles and pedestrians.

SPECIFIC SITUATION

There is an ongoing potential for a railroad disaster and hazardous materials spills or explosions and fires through railroad derailment. The movement of large quantities of hazardous commodities or military ordnance poses a continual threat for a transportation incident that could involve hundreds of people. Rail incidents would occur on or near the Union Pacific rights-of-way. There is record of a derailment that occurred during the 1978 earthquake. Additionally, in 1991, a train derailment caused a major hazardous materials incident known as the Sea Cliff Incident, in Ventura County.

According to the State of California's Interagency Rail Safety Working Group, from 2012 to 2013, crude oil transport by rail increased 506% in California and marked increases are expected to continue in future years.

The Federal Railroad Administration (FRA) (part of the U. S. Department of Transportation) is responsible for the investigation of all railroad accidents and should be notified immediately.

Threat Assessment: Trucking Incident

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. Highway accidents can have an impact on the community beyond those problems caused by the immediate casualties. Commerce and personal business depends on functioning transportation routes. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic.

Each of these hazards encompass many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either the adjacent buildings or vehicles.

SPECIFIC SITUATION

Highway 101 passes through the City of Carpinteria and poses significant risk zones for transportation incidents involving multiple persons and/or vehicles. Additionally, Highways 150 and 192 also pose certain risks.

Current traffic volumes obtained from the Caltrans Website indicate the following 2012 vehicle and truck volumes for the city:

Freeway/Highway Segment	Average Daily Vehicle Volume	Average Daily Truck Volume
Hwy 101, Junction of Route 150	62,500	5,300
Hwy 101, Junction of Casitas Pass Interchange	62,900	5,600

Threat Assessment: Offshore Oil Spill

The potential exists for offshore oil accidents and spills in Santa Barbara County involving petroleum products due to oil and gas development, transportation of liquid bulk products by tanker, and other vessel traffic carrying petroleum products for fuel. The major potential sources of offshore spills are separated into the following categories: oil production platforms, vessel traffic along the coast, offshore pipelines, and marine terminals. Larger spills could result from release at a harbor or industrial site. A potentially massive spill could take place following a release from an oil rig, freighter, tanker, or transfer facility. Additionally, offshore spills can result from a number of natural or manmade causes such as improper navigation, mechanical or steering failure, severe weather, explosions, or uncontrollable fires.

SPECIFIC SITUATION

Carpinteria's coastline is vulnerable to any level of offshore oil spill or toxic release. The community, including environmentally sensitive areas along the coast, would be greatly impacted if such an event occurred. Hazardous conditions could be caused by such events as the release of dirty bilge water or the sinking of a leisure craft or fishing boat.

EMERGENCY RESPONSE ACTIONS

In the event of an oil spill, the Santa Barbara County Operational Area Oil Spill Contingency Plan places the first response priority with the protection of human health and safety. This is followed by the protection of environmental resources and then the protection of economic resources. Response to an offshore oil spill emergency is addressed in the Santa Barbara County Oil Spill Contingency Plan.

Threat Assessment: Flooding

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity, and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence: 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

SPECIFIC SITUATION

Historically, the South Coast Area, east of Santa Barbara, which includes Montecito and Carpinteria, has been subject to severe flash flooding with boulder-laden flows roaring out of the canyons and causing extensive damage. This flooding problem has been reduced with the completion of the Carpinteria Valley Watershed Project. Winter storms also bring high ocean tides which threaten structures adjacent to the City Beach between Linden Avenue and Ash Avenue along Sandyland Avenue. The City has received a permit to annually build a sand berm during the winter months along this stretch of beach.

Approximately three-fourths of the Carpinteria Valley Watershed consists of steeply sloped mountains that can be described as forest and brush land, while one-fourth is on the valley floor, formed by fan and floodplain deposits. The watershed is drained by three principal creeks: Carpinteria, Santa Monica, and Franklin. The Santa Monica and Franklin Creeks have been channelized by the Santa Barbara County Flood Control and Water Conservation District, the U.S. Army Corps of Engineers, and U.S. Soil Conservation Services.

The Federal Emergency Management Agency has identified a localized area that is subject to flooding during a 100-year flood (see FIGURE 22).

EMERGENCY READINESS STAGES

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on four stages of response actions.

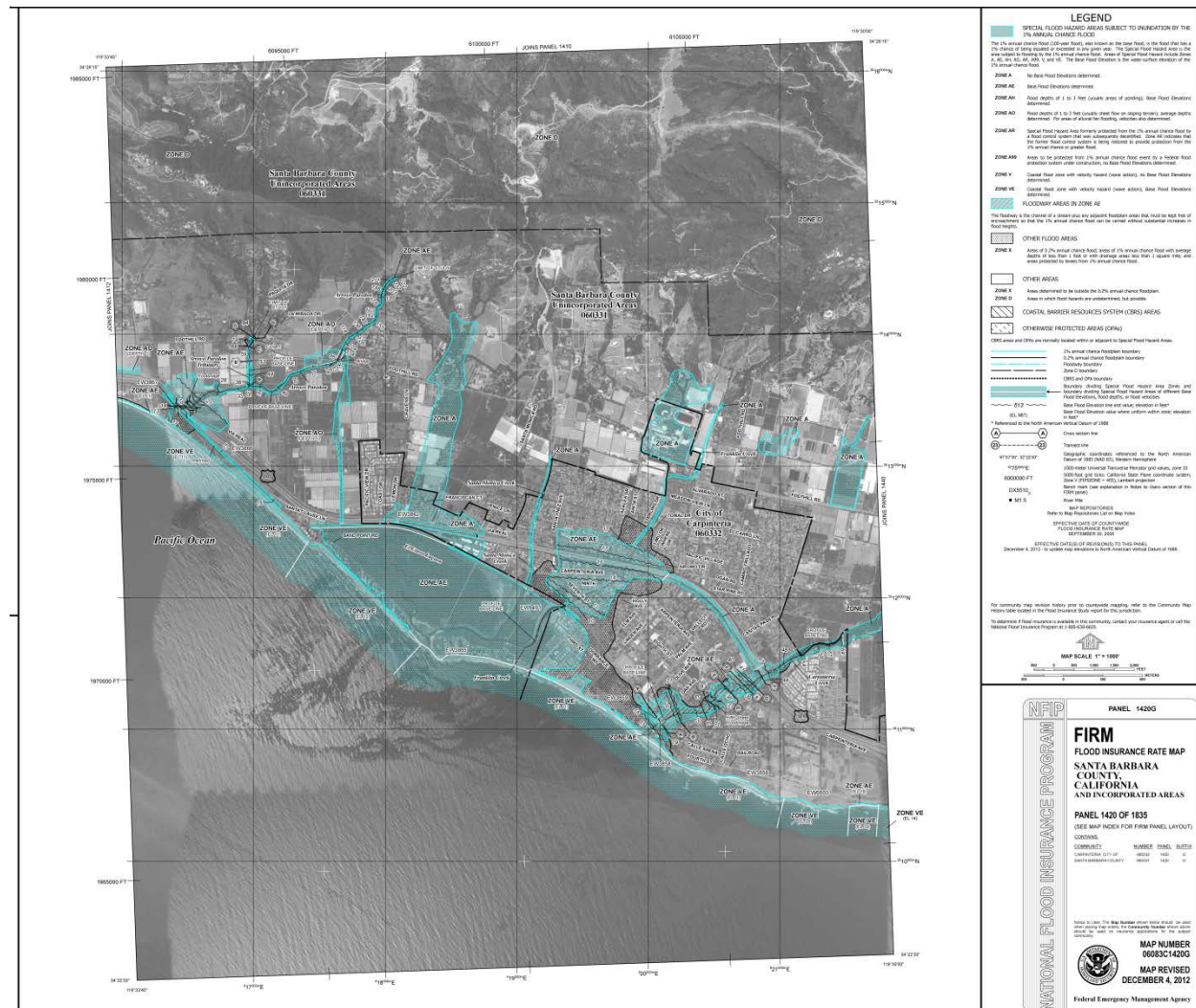
Stage I (Watch Stage): Light to Moderate rain. All field units (Public Works, Police, Fire Departments, etc.) are to review their procedures for flood incidents.

Stage II: Moderate to heavy rain expected for the next four to six hours. Public Information on location of sandbags, sand, and flood clean-up kits to be prepared and distributed to appropriate departments.

Stage III: Continuation of heavy rain over next 6 to 12 hours. Identified risk areas should be closed to traffic. Public information to be distributed to residents and businesses in affected areas by all available field units.

Stage IV: Threat to private property and persons. Areas should be evacuated that pose a safety or health hazard.

FIGURE 22 – FLOOD INSURANCE RATE MAP (100-YEAR FLOOD)



Threat Assessment: Dam Failure

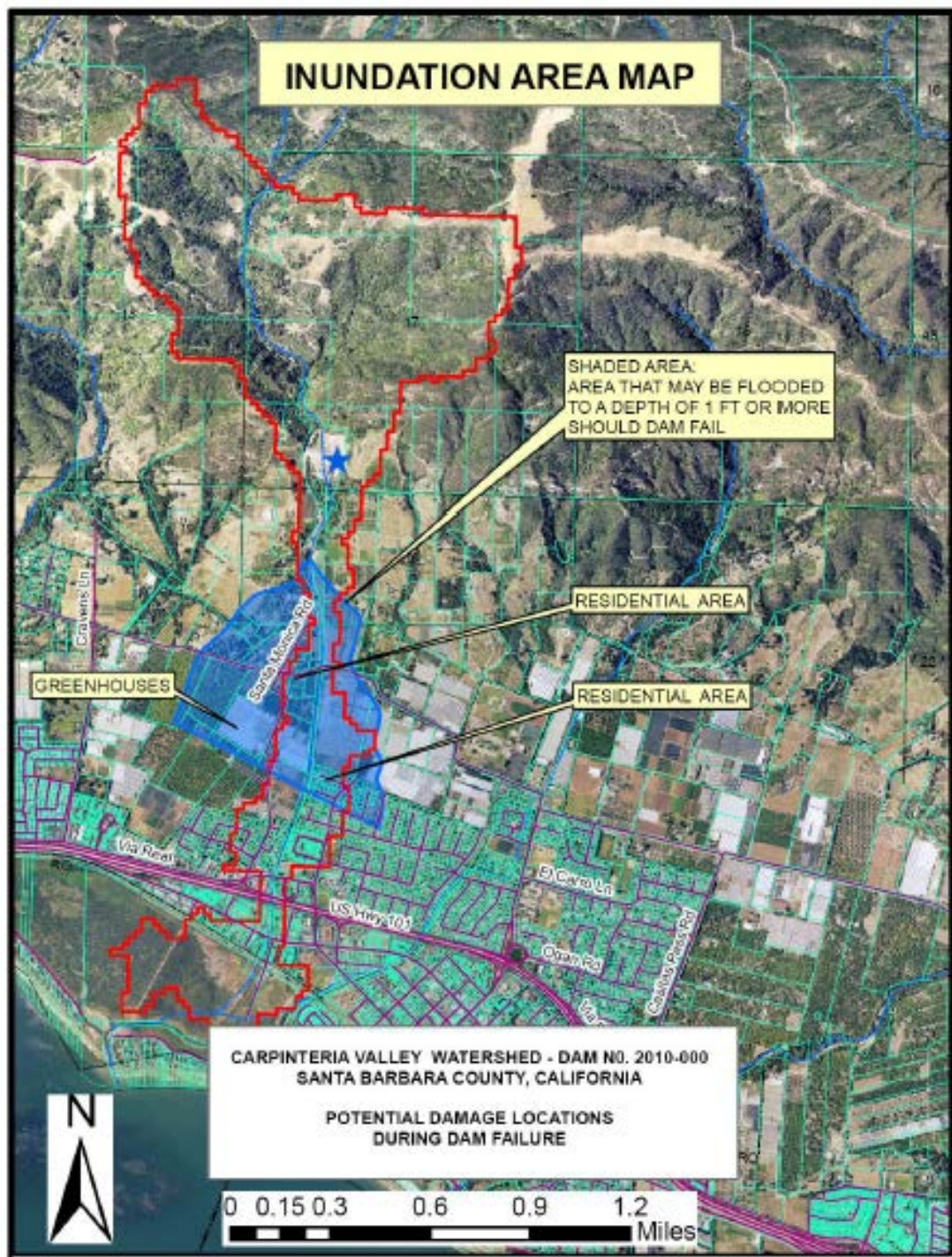
Dam failures can result from a number of natural or intentional causes, such as earthquakes, erosion of the face or foundation, improper siting, rapidly rising flood waters, structural/design flaws, and terrorism. Dam failure can happen in a matter of minutes or it may take several hours. Dam failure time is dependent upon several factors based upon the condition of the dam, the amount of water impounded by the dam, the size of the inflows, and the weather.

Dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric generating facilities and transmission lines could also impact life support systems in communities outside the immediate hazard areas. Warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time, and/or the ability to notify persons downstream and their ability to evacuate.

SPECIAL SITUATION

The City of Carpinteria could be affected by dam failure from the Santa Monica Debris Basin/Dam, located on Santa Monica Creek, 2.3 miles north of the ocean. It is owned and operated by Santa Barbara County Flood Control. Constructed in 1978, it has a capacity of 79 acre-feet. To view the dam failure inundation area, see FIGURE 23.

Debris basins are designed to store large sediment flows. This basin has a history of becoming plugged with debris. While debris is cleaned out regularly, it could pose a problem if storms arrive in rapid succession without time for the required maintenance. An Emergency Action Plan for the Santa Monica Debris Basin is maintained by Santa Barbara County Flood Control.

FIGURE 23 – DAM FAILURE INUNDATION AREA

Threat Assessment: Wildfire

In general, wildfire hazard exists in the vegetated hillsides and canyon areas. The chaparral environment has adapted over millions of years with fire as a natural part of its environment. Current and past fire exclusion and suppression policies have resulted in large accumulations of vegetation on hillsides above the city. When these hillsides do burn, they burn under unnatural conditions. As vegetative growth and development continues in our urban wildland interface, there is increased potential for loss of life, property, and resources, both natural and economic. The number of casualties and extent of damage from a wildfire depends upon several variables: wind, weather, available fuel, terrain, mitigation measures, and fire suppression efforts.

SPECIFIC SITUATION

The high wildfire hazard area encompasses much of the area within one mile of the Wildland/Urban interface (WUI). Numerous residential areas are in and adjacent to the hazardous wildfire area and could be exposed to wildfires and related damage (see FIGURE 24).

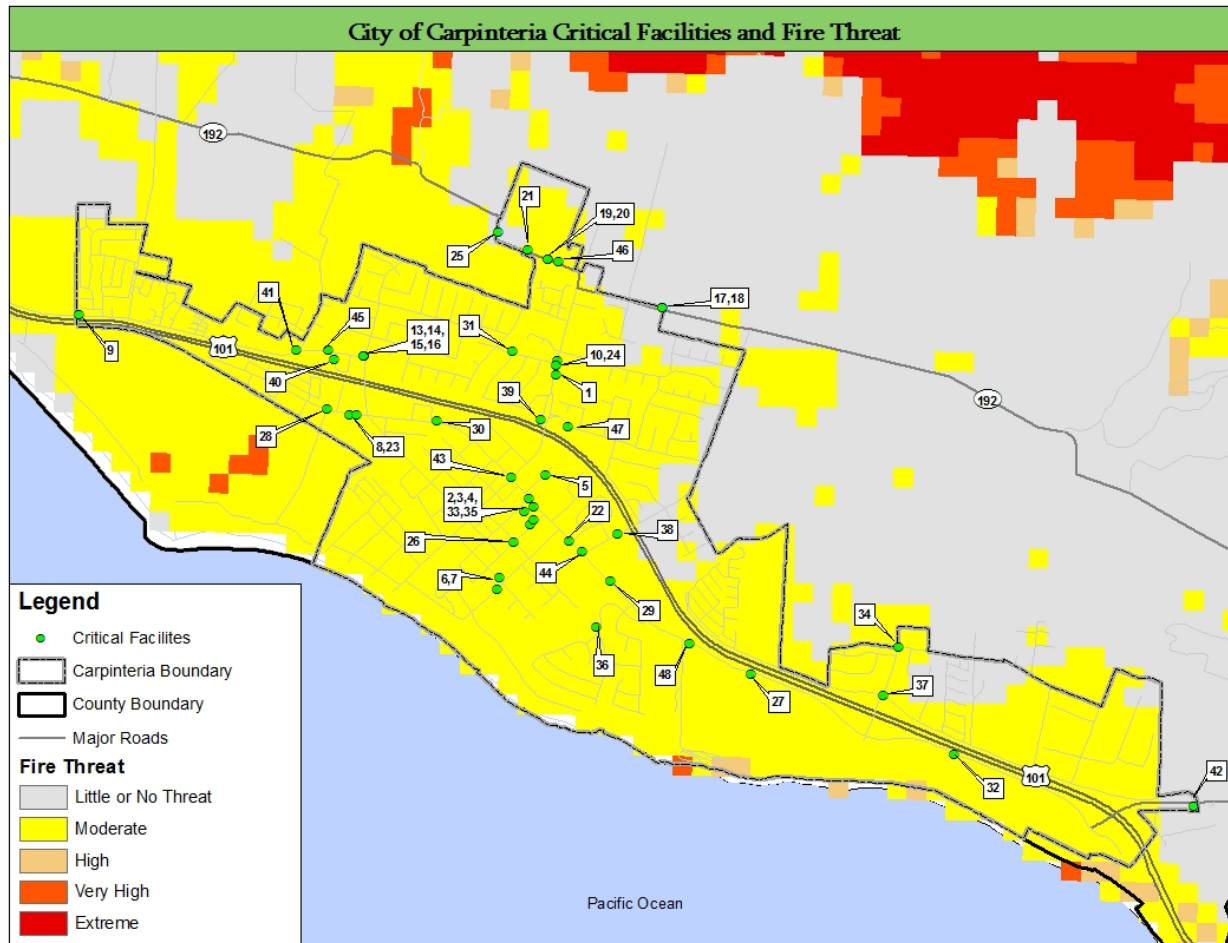
Since 2004, five major wildfires have impacted Santa Barbara County:

- July 4, 2007: Zaca Fire – burned in the wilderness area of Santa Barbara County. 240,207 acres burned, making the Zaca Fire the second largest wildfire in California history.
- July 1, 2008: Gap Fire – burned in the Santa Ynez Mountains, just north of the City of Goleta. 9,443 acres burned in the Los Padres National Forest.
- November 13, 2008: Tea Fire – burned in the Montecito area along Cold Springs Creek and Hot Springs Road. 1,940 acres burned.
- May 5, 2009: Jesusita Fire – burned in the Mission Canyon area and into area of the upper San Roque area in Santa Barbara. 8,700 acres burned in the hills above the City of Santa Barbara.
- August 8, 2009: La Brea Fire – burned in the Los Padres National Forest. 89,000 acres burned.

Wildfire emergency operations can exceed the response capability of local government. The majority of the wildland fires occur in the fall months during the north-east “Santa Ana” wind storms.

EMERGENCY RESPONSE ACTIONS

Fire protection services are provided by the Carpinteria-Summerland Fire Protection District (CSFPD). CSFPD maintains two fire stations: one in Carpinteria and one in Summerland. Additional fire protection equipment and staffing is available from the Santa Barbara County Fire Department. The utilization of local mutual aid and Cal OES assistance may be required. CSFPD maintains a Wildfire Protection Plan that was approved in 2012.

FIGURE 24 – FIRE HAZARD MAP

Threat Assessment: Landslides/Coastal Erosion

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil. The primary effects of a landslide or mudslide can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundred feet.
- Disruption of surface drainage.
- Blockage of flood control channels and roadways.
- Displacement or destruction of improvements, such as roadways, buildings, water lines, waste water lines, oil and water wells.

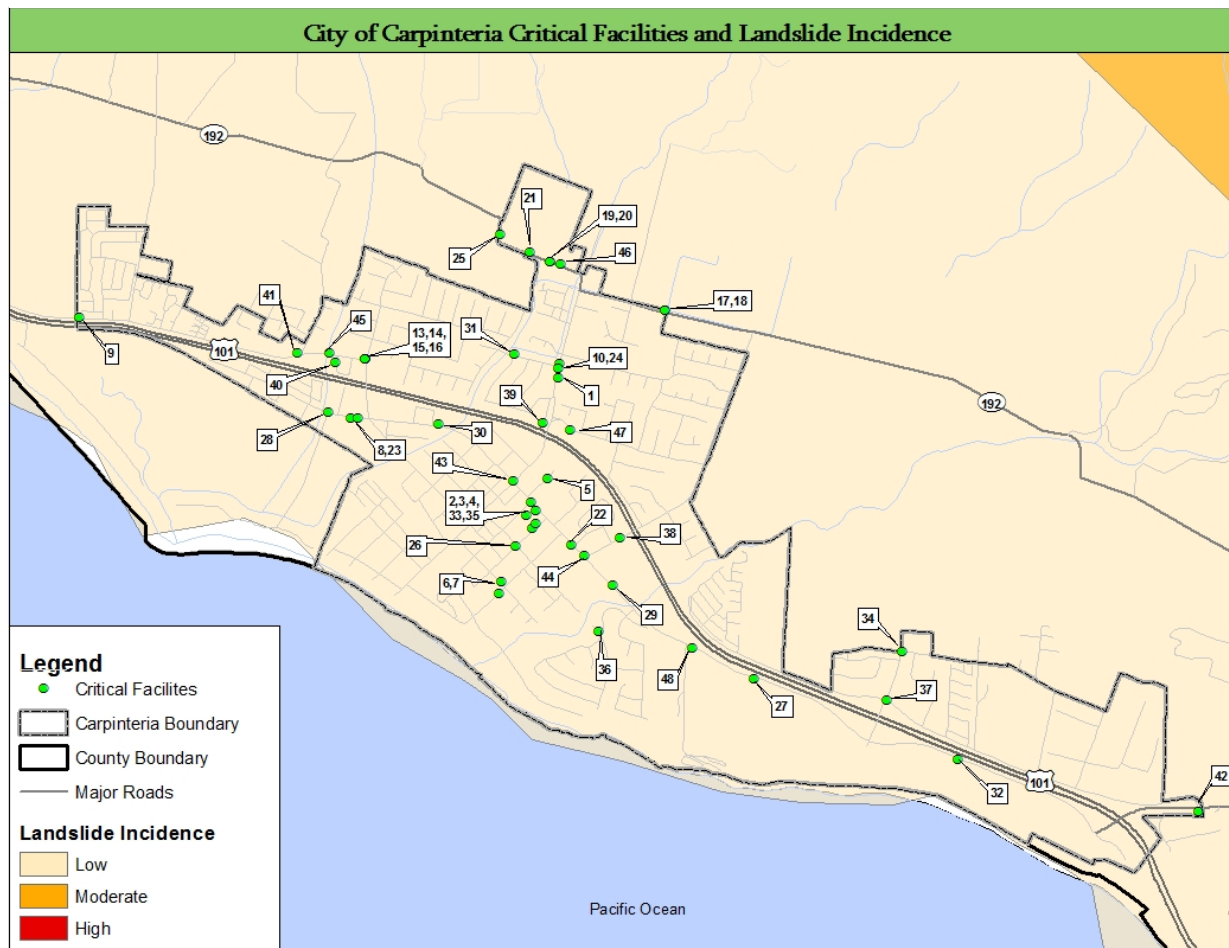
The speed with which landslides can occur vary considerably from rapid rock falls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

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

SPECIFIC SITUATION

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

Overall, the probability of a significant landslide occurring in Carpinteria is very low. Small landslides and cave-ins may occur along sandy or gravel banks, sand dunes, and creek and river banks. Additionally, cliffs along the Carpinteria and Summerland beaches are prone to sliding (see FIGURE 25).

FIGURE 25 – LANDSLIDE HAZARD MAP

Threat Assessment: Tsunami

A tsunami is a traveling series of ocean waves of extremely long length and period, generated by disturbances associated with earthquakes, volcanoes, or major sub-marine landslides. Tsunamis are a threat, not because they are so extensive or frequent, but because the destruction they cause can be devastating. The danger is compounded by the fact that the intensity of the wave is unpredictable and the threat is intermittent over many hours.

Warnings of impending tsunamis are generated by the USCGS (US Coast and Geodetic Survey) Seismic Sea Wave Warning System (SSWS) and the West Coast and Alaska Tsunami Warning Center. They issue both seismic sea wave advisories, when an earthquake of significant magnitude has occurred in an area susceptible to tsunami generation, and seismic sea wave warnings, when tide stations confirm the generation of a tsunami. These advisories are transmitted by National Oceanic and Atmospheric Administration (NOAA) Satellite to Cal OES. These warnings are evaluated by the Warning Control Officer and Secretary of Cal OES and, if necessary, statewide warning is issued to the local Sheriff, along with the estimated time of arrival of the wave.

The relative threat for local tsunamis in California can be considered low due to low recurrence frequencies. Large, locally-generated tsunamis in California are estimated to occur once every 100 years. Thirteen possible tsunamis have been observed or record from local earthquakes between 1812 and 1988. Earthquake occurring in the Santa Barbara area could generate large, destructive local tsunamis and/or trigger underwater landslides capable of tsunami generation.

SPECIFIC SITUATION

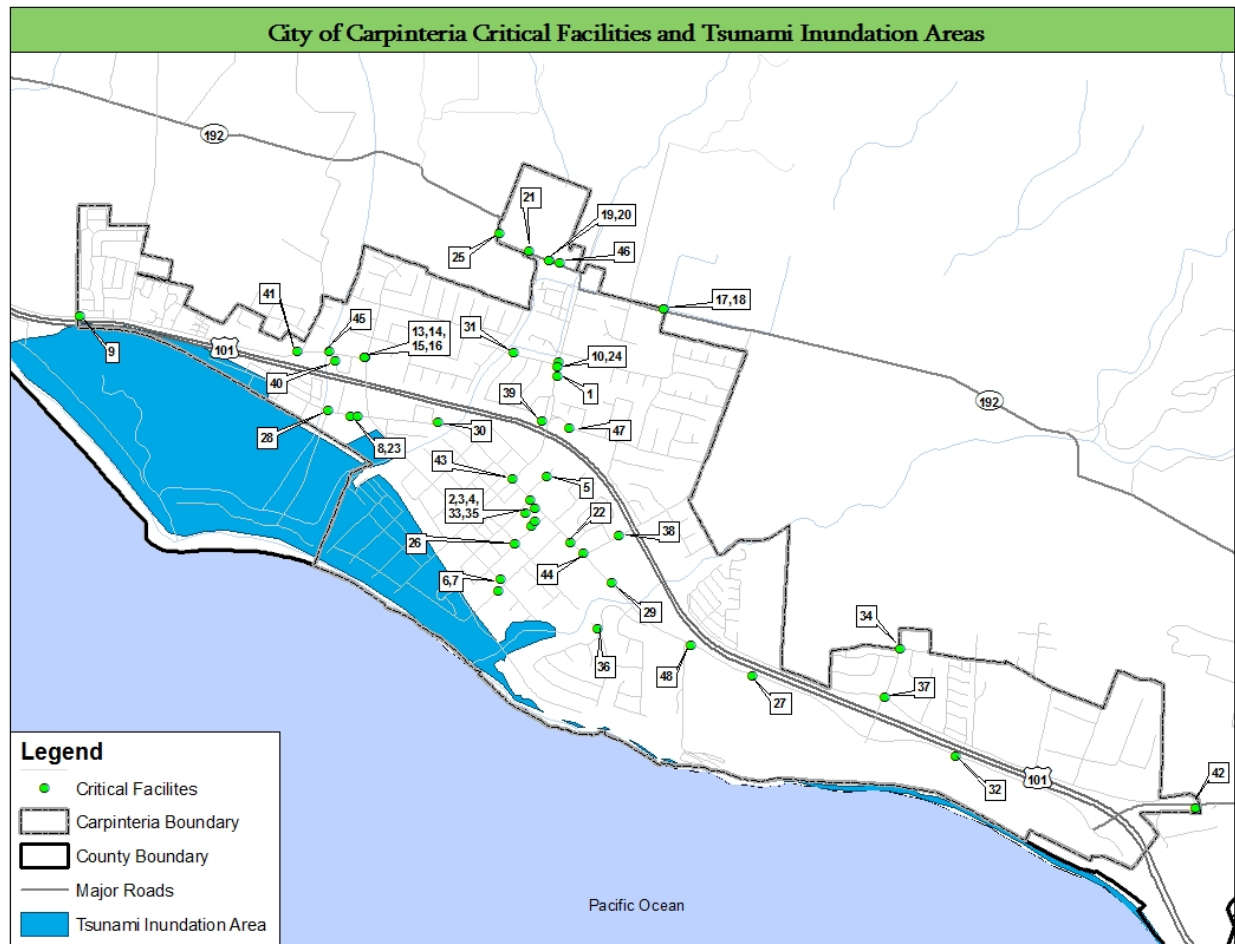
The City of Carpinteria is located on or near several offshore geological faults, which have been active in the past, and can subject the entire area to seismic action. Additionally, the city is also open to tsunami action from the Pacific Ocean, particularly the vicinity of the Aleutian Islands and Kurile Islands. As such, all of the coastal areas in Carpinteria are susceptible to tsunamis. The Channel Islands do not provide adequate protection.

The worst recorded tsunami to hit California was in 1812. An earthquake occurred in the Santa Barbara Channel and the resulting waves are reported by some disputed sources to have been up to 35 feet above sea level in Santa Barbara, although it was probably no greater than 15 feet. Widespread damage and some loss of life occurred in 1964 following the Alaskan earthquake. Tsunamis from the earthquake also destroyed a number of towns in Alaska and damaged the Los Angeles-Long Beach harbors as well as harbors in Ventura County. The historic record indicates that there is a small probability of occurrence of a major tsunami in Santa Barbara County.

The uncertainty of local effects makes the definition of the hazard zone difficult, but the east-west trending faults in the Santa Barbara Channel area seem to intensify the hazard parallel to them, thus increasing the possibility of high waves in the north and south areas. The tsunami hazard zone in the City of Carpinteria includes the Salt Marsh and the neighborhoods southeast

of the marsh from Ash Avenue to Carpinteria Creek and north to Fifth Street. The tsunami inundation zone is estimated based on the 15 foot high wave of 1812 and other factors (see FIGURE 26).

FIGURE 26 – TSUNAMI INUNDATION AREAS



Threat Assessment: Civil Unrest

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the time period when civil unrest can grow to large proportions.

Threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived, or actual, non-intervention by authorities.

SPECIFIC SITUATION

The entire city, consisting of residential, industrial, and commercial properties, is vulnerable to the effects of civil unrest, including government facilities.

Transportation routes used for normal traffic movements (streets, freeways, rail, etc.) are vulnerable and can also facilitate the movement of potential rioters.

Threat Assessment: Terrorism

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

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

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as chemical, biological, radiological, nuclear, or explosive agents (CBRNE), WMD incidents may involve mass casualties and damage to buildings or other types of property.

TERRORISM HAZARDS

Terrorism hazards may be WMDs (including conventional explosives, secondary devices, and combined hazards) or other means of attack, such as cyber terrorism.

WMD Hazard Agents

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire.

Chemical

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials teams, emergency medical services, and emergency room staff—who will need adequate training and equipment.

Biological

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g. smallpox, plague).

Nuclear/Radiological

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.

Conventional Explosives and Secondary Devices

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents.

Cyber Terrorism

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning.

Management Consideration

Unlike natural disasters, a disaster resulting from a terrorist incident is also a crime scene. Therefore, two response operations need to be managed simultaneously in the event of this type of incident. Homeland Security Presidential Directive-5 (HSPD-5) says to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

SPECIFIC SITUATION

There is currently no indication that the City of Carpinteria is a terrorist target, however, the City does take potential acts of terrorism into consideration when developing emergency response plans.

Following is a general overview of potential terrorist targets in Santa Barbara County and specifically the City:

- Facilities that store, manufacture or transport hazardous materials
- Highways and freeways
- Telecommunications facilities
- Federal, state, county, and city offices
- Schools, churches, and religious centers
- Research facilities
- Electrical facilities
- Water and wastewater facilities, dams
- Bridges and overpasses
- Oil and gas facilities

Threat Assessment: Public Health Emergency

Public health emergencies can take many forms: disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. There can also be harmful exposure to chemical, biological, radiological, nuclear or explosive agents and large-scale infestations of disease carrying insects or rodents.

Public health emergencies can occur as primary events by themselves or they may be secondary to another disaster or emergency, such as a flood or hazardous material incident. For more information on those particular incidents, see Threat Assessment: Hazardous Materials and Threat Assessment: Flooding. The common characteristic of most public health emergencies is that they adversely impact, or have the potential to adversely impact, a large number of people. Public health emergencies can be worldwide or localized in scope and magnitude.

In particular, two public health hazards have recently emerged as issues of great concern with far reaching consequences. One pertains to the intentional release of a CBRNE agent (chemical, biological, radioactive, nuclear, or explosive), as a terrorist act of sabotage to adversely impact a large number of people. For more information on terrorism see Threat Assessment: Terrorism. The second hazard concerns a deadly outbreak of disease (other than one caused by an act of terrorism) that could kill or sicken thousands of people across the county or around the globe, as in the case of the Spanish Flu pandemic of 1918-1919.

PANDEMIC

A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, potentially causing serious illness, and can sweep across the country and around the world in very short time. A pandemic occurs when a new virus emerges for which people have no immunity. A pandemic could be any virus, such as measles or Ebola.

SPECIFIC SITUATION

Compared to other natural infectious health threats, a pandemic has great potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide. Because of the county's large, multicultural and diverse population, the potential consequences of pandemic flu in Santa Barbara County requires special actions for public health preparedness.

Should Santa Barbara County be impacted by a public health emergency, the Santa Barbara County Public Health Department, along with the County's other response and supporting agencies, area hospitals and health care providers, schools, and businesses will partner in the implementation of the Santa Barbara County Pandemic Influenza Response Plan.

Threat Assessment: Severe Weather

Southern California is known for its mild weather and abundant sunshine. At times, the region receives weather outside of its norm and the results can be devastating. Examples of severe weather include, but are not limited to, temperature extremes, drought, heavy precipitation, severe windstorms, severe thunderstorms, lightning, and tornadoes. At one time or another, the region has suffered from these types of events.

Some of the conditions that could affect the City of Carpinteria are listed here for general reference. Knowing the likely weather events for the area and the hazards and risks involved will protect lives and property.

SPECIFIC SITUATION

The following weather events are possible in the City of Carpinteria:

Fog

Coastal fog is a way of life for communities on the coast. At best, it is a nuisance, but it is occasionally a hazard to land and sea navigation. This fog occurs when moist air is passed over coastal waters by winds, cooling and then condensing the moisture. While it is most prevalent in the summertime, it is possible all year long. Most fog conditions occur in the late night or early morning hours and are typically of a reasonably short duration (one to four hours).

The areas of the city near the coast would be affected by decreased visibility due to fog. City facilities and equipment could also be affected by the effects of moisture exposure over an extended time period.

Drought

Drought is a deficiency of moisture over a season or more that results in adverse impacts on people, animals, or vegetation over a sizeable area. Southern California is prone to droughts, as the majority of the area is semi-arid, meaning that precipitation is moderately deficient in quantity as to require irrigation. For this area, drought has become synonymous with “high fire danger,” but it also has other ramifications, such as water rationing, lower crop yields, and higher potential for dust storms.

According to the National Oceanic & Atmospheric Administration (NOAA), every two to seven years, a weather pattern called, “La Niña” has the exact opposite effect of the famous “El Niño” with cooler than normal water temperatures near the South American western coast resulting in decreased rainfall for California and the warmer and drier conditions that can also bring drought (see Heavy Precipitation section below). Not every year is a La Niña weather year.

Heavy Precipitation

Typically, Southern California winters are mild, but do include periods of rainfall. Since the region is considered semi-arid and does not receive regular rainfall, the roads tend to be slick

with oil deposited by traffic. Also, watershed drainage can back up with debris causing localized flooding.

Every two to seven years, opposite the La Niña cycle, Southern California experiences an “El Niño/Southern Oscillation episode” or simply, “El Niño.” This refers to a weather pattern brought on by abnormally warm sea surface temperatures near the South American western coast resulting in changes in tropical rainfall distributions and increased rainfall for California from October through March with cooler temperatures and more rain, extending from southern California eastward across Arizona, Southern Nevada and Utah, New Mexico, and into Texas.

The wetter than normal cycle can bring two to three times more precipitation than La Niña winters in this region. This occasionally lends itself to major flooding episodes that have not been seen in La Niña cycles.

Further, recent geologic and historic studies indicate that California experiences what is known as an ARK-Storm episode every 150 to 200 years. In this cycle, what is known as an “atmospheric river” stretching across the Pacific may bring a series of storms over several weeks resulting in precipitation that may exceed engineered flood control capacity (see Threat Assessment: Flooding).

Lightning & Thunder Storms

Lightning strikes without a rain event can start fires in areas with low humidity. Lightning with or without rain that strikes electric power infrastructure can cause power surges and failures.

From time to time Southern California does experience thunderstorms with accompanying high winds and lightning. Occasionally these storms also produce hail. These storms are normally a nuisance but have brought down power lines and large trees, scattered debris enough to close major roads, and caused localized and flash flooding (see Threat Assessment: Flooding).

Extreme Temperatures

Summers in Santa Barbara County tend to be cooler than the interior of the state, but occasionally become very warm. The winters tend to be cold and damp, but not extreme. But, occasionally, the temperature norms are exceeded.

Nearly every summer, there are a few days of extreme heat. These events put a strain on the power system due to high use of air conditioners or fans. Extreme heat is a problem for those who work outside and for the elderly or infirm due to the risk of heat related illnesses.

In Carpinteria, high temperatures are typically associated with offshore wind events and normally occur in the late summer and fall.

Extreme cold, while not as prevalent, will also put a strain on the electrical system. Fires from improper use of space heaters have also occurred. Those who work outside will require additional protection from the cold to prevent hypothermia.

Tornadoes

Though not common, tornadoes have occurred in Southern California. Like any destructive wind event, tornadoes can scatter debris, damage trees and buildings, and disrupt power.

Severe Windstorms

Southern California has a unique weather pattern known as the Santa Ana winds. These are warm to hot and very dry winds originating in the Great Basin desert area and flowing through the interior valleys to the coast. According to the National Oceanic & Atmospheric Administration, these events typically occur during the fall and early winter. These hot and very dry winds, tend to dry out vegetation, increasing the fuel available for fires.

In September of 2009, as in other recent years, multiple fires across the Southern California area were exacerbated by Santa Ana conditions, resulting in widespread property damage and the loss of a number of lives. In Santa Barbara County, the Jesusita Fire burned in foothills above Santa Barbara, threatening the communities of Montecito, Santa Barbara, and Goleta. Total evacuations were estimated to be more than 30,000 people. A Major Disaster was declared for Ventura, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Santa Barbara Counties.

Windstorms are not always caused by the Santa Ana condition and have been a part of tropical or northern winter storms. Debris carried by strong winds can contribute directly to loss of life, and indirectly to the failure of protective building envelopes, siding, or walls. When severe windstorms strike, resulting downed trees, power lines, pushed over high-profile vehicles, such as tractor trailers and recreational vehicles, and damaged property are major hindrances to emergency response.

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CITY OF CARPINTERIA ADMINISTRATIVE POLICY REGARDING CALL BACK AND STANDBY RESPONSES

The following policy is approved for Call Back and Standby responses

Call Back 'Call Back' shall be defined as an employee being called out to work after normal working hours by the Sheriff's Department, City Manager or Supervisor on an unscheduled basis.

Continued work beyond the regular scheduled work day, if notified prior to dismissal time, does not constitute a call-out, but is considered overtime.

Standby Only the City Manager or Acting City Manager may order a standby status. When on standby status, an employee is required to be on-call during normal time off, accessible by telephone and available to report to work immediately. This does not include informal alerts or requests for an employee to keep the City Manager or Acting City Manager advised of whereabouts during specific times of a possible impending emergency.

It is the City policy that employees shall not use or be under the influence of alcohol, narcotics and/or dangerous or habit-forming drugs while on duty or subject to being called to duty.

An assigned City vehicle must be used in responding to Call Backs or Call Outs. Non-employees are not authorized to ride in the City vehicle.

Your badge and appropriate apparel identifying you as a City employee must be worn when responding to a Call Back. Your City Identification Card should be carried with you at all times.

Dates, times and purpose of all Standby responses and Call-Backs shall be accurately documented.

Management shall assign overtime work, Call Back and Standby assignments as equitably as possible among qualified employees in the same classification. A list will be established for the purpose of providing a rotating system.

CALL BACK

An employee in off-duty status (including approved leave time) will not be required to respond to a Call Back. The exception being when a state of emergency has been declared by the City Manager.

Any affected employee called out to work after normal working hours shall be compensated at the base overtime rate for a minimum of two (2) hours. Call out hours in excess of the two hour minimum will be compensated to the nearest quarter hour.

If unable to respond to a Call Back within thirty (30) minutes, the supervisor should be contacted.

An employee responding to a Call Back must be in physical condition to adequately perform his duties and must not have consumed any alcoholic beverage or taken medication that might impair his/her ability to perform the duties required.

If unable to respond to a call back, the caller should be notified immediately so the next person on the list can be contacted.

AUTHORIZED MEETINGS OUTSIDE NORMAL WORKING HOURS

Employees who are required and/or authorized to attend an authorized meeting which starts after the established work day shall be credited for a minimum of two (2) hours overtime. For all time in excess of two (2) hours, normal overtime policies shall be in effect.

STANDBY RESPONSE

The City agrees to pay \$24.00 per twenty-four (24) hour period or portion thereof in excess of four (4) hours if, in the event of an emergency situation, the employee is required to be on call on a standby status at his/her home during normal time off. Only the City Manager or Acting City Manager may order an employee to standby status. Standby status does not include responding to 911 pager calls requiring telephone response or Call-Backs, informal alerts or requests to keep the City Manager or Acting City Manager advised of whereabouts during possible emergencies.

Standby response should be immediate. An employee on Standby status must be in physical condition to adequately perform his/her duties and must not have consumed any alcoholic beverage or taken medication that might, in any way, hinder performance of his/her duties.

TELEPHONE CALLS

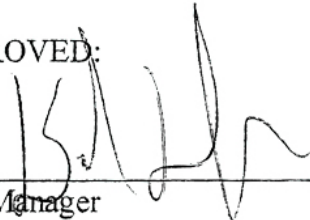
Telephone calls made in response to 911 pager calls shall be compensated at the base overtime rate for a maximum of one-quarter hour per call.

Call-out time and response to 911 pager calls should be so designated and accurately recorded on the appropriate bi-weekly time sheet.

Before responding to telephone service requests, the employee should first determine if the call is an emergency situation that results in immediate attention, or if the situation can be taken care of during normal work hours.

Amended February, 2005. This policy supersedes any previously adopted administrative policy regarding Call Back and Standby responses.

APPROVED:



City Manager

2/23/05

Date

Resolution 1865 -Alcohol and Drug Abuse Policy, Section II, Policy; Section IV Employee Responsibility
Resolution 1359, Personnel Rules, Section 4-f
Memorandum of Understanding 2001-2006, Section B, Article 27, Section D, Article 59

EMPLOYEE EMERGENCY NOTIFICATION PHONE TREE



EMPLOYEE NOTIFICATION PROCEDURES

The following employee notification procedures can be found in the City of Carpinteria Employee Emergency Notification & Reporting Guide.

Employee Is On-Duty

City employees are required to remain at work and be available to support emergency functions as directed.

1. Take immediate action to protect your safety and the safety of your co-workers. Follow your training and use common sense.
2. Contact your supervisor or alternate contact for instructions.
3. If you are unable to contact your supervisor, then report to your primary reporting area. If your primary reporting location is unavailable, report to your secondary reporting location.

All employees must attempt to notify their supervisor of their location and situation. Everyone must be accounted for! Employees must maintain situational awareness at all times and keep their supervisor informed and up-to-date regarding their status.

Every effort will be made to help employees make contact with their family if they are unable to reach them.

In the event of a disaster, no supervisor is authorized to release any employee from work without the approval of their Department Head or City Manager. The direction to release all non-essential City employees during an emergency will come from the City Manager.

Each Department Head is responsible for making sure their employees are informed of their disaster response responsibilities.

Employee Is Off-Duty

1. Make sure your family is in a safe and secure location.
2. Contact your supervisor to determine if your assistance is needed. In the event you are called in, you will be directed where to report.
3. If, after repeated attempts, you are unable to reach your supervisor or alternate contact, essential employees should respond to their designated reporting location / non-essential employees should wait for direction.

Essential Employees = PW/P&R Maintenance Workers & Technicians; Building Inspector; EOC Primary & Secondary Command & General Staff

4. Listen to radio and television news broadcasts for updates on the situation. Suggested stations include, but are not limited to KEYT, KCOY, KTMS 990, KZ1290 or KSBL 101.7 FM.

Remember, not everyone is needed immediately. Employees may be needed the next day or on subsequent shifts. Additionally, there are only so many resources that can be used at one time. This is why it is critical that all employees attempt to contact their supervisor before reporting for duty, unless directed otherwise.

In general, City employees are expected to report to work at their normally scheduled time, unless they are directed otherwise.

ORDERS AND REGULATIONS

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 food stocks, 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.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

CALIFORNIA EMERGENCY SERVICES ACT

California Government Code Title 2 of Division 1 of Chapter 7 of Article 9.5 of Section 8607.

8607.

- (a) The Office of Emergency Services, in coordination with all interested state agencies with designated response roles in the state emergency plan and interested local emergency management agencies shall jointly establish by regulation a standardized emergency management system for use by all emergency response agencies. The public water systems identified in Section 8607.2 may review and comment on these regulations prior to adoption. This system shall be applicable, but not limited to, those emergencies or disasters referenced in the state emergency plan. The standardized emergency management system shall include all of the following systems as a framework for responding to and managing emergencies and disasters involving multiple jurisdictions or multiple agency responses:
 - (1) The Incident Command Systems adapted from the systems originally developed by the FIRESCOPE Program, including those currently in use by state agencies.
 - (2) The multiagency coordination system as developed by the FIRESCOPE Program.
 - (3) The mutual aid agreement, as defined in Section 8561, and related mutual aid systems such as those used in law enforcement, fire service, and coroners operations.
 - (4) The operational area concept, as defined in Section 8559.
- (b) Individual agencies' roles and responsibilities agreed upon and contained in existing laws or the state emergency plan are not superseded by this article.
- (c) The Office of Emergency Services, in coordination with the State Fire Marshal's office, the Department of the California Highway Patrol, the Commission on Peace Officer Standards and Training, the Emergency Medical Services Authority, and all other interested state agencies with designated response roles in the state emergency plan, shall jointly develop an approved course of instruction for use in training all emergency response personnel, consisting of the concepts and procedures associated with the standardized emergency management system described in subdivision (a).
- (d) All state agencies shall use the standardized emergency management system as adopted pursuant to subdivision (a), to coordinate multiple jurisdiction or multiple agency emergency and disaster operations.
- (e) (1) Each local agency, in order to be eligible for any funding of response-related costs under disaster assistance programs, shall use the standardized emergency management system as adopted pursuant to subdivision (a) to coordinate multiple jurisdiction or multiple agency operations. (2) Notwithstanding paragraph (1), local agencies shall be eligible for repair, renovation, or any other nonpersonnel costs resulting from an emergency.
- (f) The Office of Emergency Services shall, in cooperation with involved state and local agencies, complete an after-action report within 120 days after each declared disaster. This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.

CALIFORNIA CODE OF REGULATIONS

California Code of Regulations Title 19 of Division 2 of Chapter 1 of Article 4

Section 2403. SEMS Organizational Levels and Functions

- (a) All emergency response agencies shall use the Standardized Emergency Management System in responding to, managing, and coordinating multiple agency or multiple jurisdiction incidents, whether single or multiple discipline.
- (b) There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.
 - (1) "Field response level" commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
 - (2) "Local government level" manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
 - (3) "Operational area level" manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the coordination and communication link between the local government level and the regional level.
 - (4) "Regional level" manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code §8600 and between the operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
 - (5) "State level" manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.
- (c) Local government, operational area, regional, and state levels shall provide for all of the following functions within SEMS: management, operations, planning/intelligence, logistics, and finance/administration.
 - (1) Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
 - (2) Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.
 - (3) Planning/Intelligence is responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation.
 - (4) Logistics is responsible for providing facilities, services, personnel, equipment, and materials.
 - (5) Finance/Administration is responsible for financial activities and administrative aspects not assigned to the other functions.

Section 2405. Field Response Level

- (a) Emergency response agencies operating at the field response level of an incident shall utilize the Incident Command System, incorporating the functions, principles and components of ICS.
- (1) The functions of ICS are command, operations, planning, logistics and finance.
 - (A) Command is the directing, ordering, and/or controlling of resources by virtue of explicit legal, agency, or delegated authority.
 - (B) Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.
 - (C) Planning (may be referred to as planning/intelligence) is responsible for the collection, evaluation, documentation, and use of information about the development of the incident, and the status of resources.
 - (D) Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
 - (E) Finance (may be referred to as finance/administration) is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.
 - (2) The principles of ICS are that:
 - (A) The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple-jurisdictional responsibility with multiple-agency involvement.
 - (B) The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.
 - (C) The system shall be applicable and acceptable to all user agencies.
 - (D) The system is readily adaptable to new technology.
 - (E) The system expands in a rapid and logical manner from an initial response into a major incident and contracts just as rapidly as organizational needs of the situation decreases.
 - (F) The system has basic common elements in organization, terminology and procedures.
 - (3) The components of ICS are common terminology, modular organization, unified command structure, consolidated action plans, manageable span-of-control, predesignated incident facilities, comprehensive resource management, and integrated communications.
 - (A) Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.
 - (B) Modular organization is the method by which the ICS organizational structure develops based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance may be organized as separate sections, each with several units.
 - (C) Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to

manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

- (D) Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the jurisdiction. In the case of a unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The action plan for the incident covers the tactical and support activities required for the operational period.
 - (E) Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response or task, distance and safety will influence the span of control range. The ordinary span-of-control range is between three and seven personnel.
 - (F) Predesignated incident facilities are identified within ICS. The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.
 - (G) Comprehensive resource management is the identification, grouping, assignment and tracking of resources.
 - (H) Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.
- (b) Where an agency has jurisdiction over multiple-agency incidents, it shall organize the field response using ICS to provide for coordinated decision-making with emergency response agencies.

Section 2407. Local Government Level

- (a) The Standardized Emergency Management System as described under SEMS Organizational Levels and Functions (§2403) shall be utilized:
 - (1) when the local government emergency operations center is activated.
 - (2) when a local emergency, as defined in Government Code §8558(c), is declared or proclaimed.
- (b) When a local government EOC is activated, communications and coordination shall be established between the Incident Commander(s) and the department operations center(s) to the EOC or between the Incident Commander(s) and the EOC. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (c) Communications and coordination shall be established between a local government EOC, when activated, and any state or local emergency response agency having jurisdiction at an incident occurring within that local government's boundaries.
- (d) Local government shall use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

Section 2409. Operational Area Level

- (a) "Operational Area Level" means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated as an operational area. An operational area is used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the operational area, as defined in Government Code s8559(b) & s8605. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system.
- (b) All local governments within the county geographic area shall be organized into a single operational area by December 1, 1995, and the county board of supervisors shall be responsible for its establishment.
- (c) The operational area authority and responsibility under SEMS shall not be affected by non-participation of any local government(s) within the operational area.
- (d) The county government shall serve as the lead agency of the operational area unless another member agency of the operational area assumes that responsibility by written agreement with county government.
- (e) The lead agency of the operational area shall:
 - (1) Coordinate information, resources and priorities among the local governments within the operational area.
 - (2) Coordinate information, resources and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
 - (3) Use multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.
- (f) The operational area EOC shall be activated and SEMS used as described in the SEMS Organizational Levels and Functions (s2403) when any of the following conditions exists:
 - (1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
 - (2) Two or more cities within the operational area have declared or proclaimed a local emergency.
 - (3) The county and one or more cities have declared or proclaimed a local emergency.
 - (4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code s8558(b).
 - (5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
 - (6) The operational area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.
 - (7) The operational area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain

types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Section 2411. Regional Level

- (a) The regional level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any operational area EOC within the mutual aid region is activated.
- (b) The lead agency for establishment of the regional level EOC shall be Cal EMA.
- (c) The location of the regional level EOC shall be identified by Cal EMA to accommodate the needs of the operational area(s) served.
- (d) When the regional level EOC is activated, communications and coordination shall be established with the operational area(s), the state level EOC, and regional level department operations centers. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (e) The regional level shall use multi-agency or inter-agency coordination to facilitate decisions for overall regional level emergency response activities.

Section 2413. State Level

- (a) The state level EOC shall be activated and SEMS used as described in SEMS Organizational Levels and Functions (§2403) when any of the following conditions exists:
 - (1) A regional level EOC is activated.
 - (2) Upon the governor's proclamation of a state of emergency.
 - (3) Upon the governor's proclamation of an earthquake or volcanic prediction.
- (b) The lead agency for establishment of the state level EOC shall be Cal EMA.
- (c) When the state level EOC is activated, communications and coordination shall be established with the regional level EOC(s), state level department operations centers, and federal emergency response agencies. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
- (d) The state level shall use multi-agency or inter-agency coordination to facilitate decisions for overall state level emergency response activities.

Section 2415. Mutual Aid

- (a) "Mutual Aid" means voluntary aid and assistance by the provision of services and facilities, including but not limited to: fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.
- (b) "Mutual Aid System" means the system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions, and the state with the intent of providing adequate responses to requesting agencies. The California mutual aid system includes several discipline-specific mutual aid systems (e.g. fire and rescue, law enforcement, medical and public works) which are consistent with the Master Mutual Aid Agreement.

- (c) All mutual aid systems and agreements shall be consistent with SEMS and the Master Mutual Aid Agreement.
- (d) Unless otherwise provided by agreement, the responsible local official in whose jurisdiction(s) an incident requiring mutual aid has occurred remains in charge and retains overall direction of personnel and equipment provided through mutual aid (as provided for in Government Code §8618).

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-5

Purpose

1. To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

2. In this directive:
 - a. the term "Secretary" means the Secretary of Homeland Security.
 - b. the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.
 - c. the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy

3. To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.
4. The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.
5. Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.
6. The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to

ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

7. The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.
8. The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.
9. Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.
10. The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.
11. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the

President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

12. The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.
13. Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking

14. The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.
15. The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.
16. The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.
 - a. The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.
 - b. The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or

- annexes, as appropriate, including public affairs and intergovernmental communications.
- c. The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.
 - d. The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.
17. The Secretary shall:
- a. By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.
 - b. By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.
 - c. By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.
18. The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.
19. The head of each Federal department and agency shall:
- a. By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.
 - b. By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.
20. Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

21. NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of

Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8).

22. NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof. Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)
23. HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:
 - a. striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof ;
 - b. striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;
 - c. inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;
 - d. inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;
 - e. striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
 - f. striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
 - g. striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
 - h. striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;
 - i. inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;
 - j. inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;
 - k. inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;
 - l. striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;
 - m. striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;
 - n. inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and
 - o. inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

24. The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

- a. replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."
- b. inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."
- c. inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".
- d. striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and
- e. striking the section entitled "Comment and Review Periods."

GOOD SAMARITAN LAW

California Health and Safety Code Section 1799.102

1799.102. (a) No person who in good faith, and not for compensation, renders emergency medical or nonmedical care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered. This subdivision applies only to the medical, law enforcement, and emergency personnel specified in this chapter.

(b) (1) It is the intent of the Legislature to encourage other individuals to volunteer, without compensation, to assist others in need during an emergency, while ensuring that those volunteers who provide care or assistance act responsibly. (2) Except for those persons specified in subdivision (a), no person who in good faith, and not for compensation, renders emergency medical or nonmedical care or assistance at the scene of an emergency shall be liable for civil damages resulting from any act or omission other than an act or omission constituting gross negligence or willful or wanton misconduct. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered. This subdivision shall not be construed to alter existing protections from liability for licensed medical or other personnel specified in subdivision (a) or any other law.

(c) Nothing in this section shall be construed to change any existing legal duties or obligations, nor does anything in this section in any way affect the provisions in Section 1714.5 of the Civil Code, as proposed to be amended by Senate Bill 39 of the 2009-10 Regular Session of the Legislature.

(d) The amendments to this section made by the act adding subdivisions (b) and (c) shall apply exclusively to any legal action filed on or after the effective date of that act.

CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, it is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, it is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, it is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, countywide, regional, statewide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

1. Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Section 1564, Military and Veterans Code.)
6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government, the parties to this agreement shall abide by such mutual aid agreements in accordance with the law.
7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
 - a. Countywide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties thereto in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - b. Statewide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - c. The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - d. Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
 - e. The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon

- behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
- f. The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, the County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
9. Approval or execution of this agreement shall be as follows:
- a. The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
 - b. Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
 - c. The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
10. Termination of participation in this agreement may be effected by any party as follows:
- a. The Governor on behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
 - b. Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of

participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

Signed by: EARL WARREN (On behalf of the State of California and all its Departments and Agencies)
GOVERNOR

Signed by: FRANK M. JORDAN
SECRETARY OF STATE
November 15, 1950

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

MEDIA ACCESS REGULATIONS

The following are extracts from the California Penal Code Section 409.5 relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code Section 409.5

- (a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, 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 the lifeguard or officer to enter or remain within the enclosed area. If the 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 set forth in this section.
- (b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 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 set forth in this section whether or not the 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.

FEDERAL AVIATION REGULATIONS

Title 14 of Chapter 1 of Subchapter F of Part 91 of Section 91.137 – Temporary flight restrictions in the vicinity of disaster/hazard areas.

- (a) The Administrator will issue a Notice to Airmen (NOTAM) designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever he determines it is necessary in order to—
 - (1) Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface;
 - (2) Provide a safe environment for the operation of disaster relief aircraft; or
 - (3) Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event which may generate a high degree of public interest.

The Notice to Airmen will specify the hazard or condition that requires the imposition of temporary flight restrictions.

- (b) When a NOTAM has been issued under paragraph (a)(1) of this section, no person may operate an aircraft within the designated area unless that aircraft is participating in the hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.
- (c) When a NOTAM has been issued under paragraph (a)(2) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions are met:
 - (1) The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.
 - (2) The aircraft is carrying law enforcement officials.
 - (3) The aircraft is operating under the ATC approved IFR flight plan.
 - (4) The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather, or terrain; notification is given to the Flight Service Station (FSS) or ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations; and the operation does not hamper or endanger relief activities and is not conducted for the purpose of observing the disaster.
 - (5) The aircraft is carrying properly accredited news representatives, and, prior to entering the area, a flight plan is filed with the appropriate FAA or ATC facility specified in the Notice to Airmen and the operation is conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the official in charge of on scene emergency response activities.
- (d) When a NOTAM has been issued under paragraph (a)(3) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions is met:
 - (1) The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to

weather or terrain, and the operation is not conducted for the purpose of observing the incident or event.

- (2) The aircraft is operating under an ATC approved IFR flight plan.
 - (3) The aircraft is carrying incident or event personnel, or law enforcement officials.
 - (4) The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed with the appropriate FSS or ATC facility specified in the NOTAM.
- (e) Flight plans filed and notifications made with an FSS or ATC facility under this section shall include the following information:
- (1) Aircraft identification, type and color.
 - (2) Radio communications frequencies to be used.
 - (3) Proposed times of entry of, and exit from, the designated area.
 - (4) Name of news media or organization and purpose of flight.
 - (5) Any other information requested by ATC.

MANAGEMENT SECTION

LOCAL AND STATE EMERGENCY PROCLAMATIONS

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 Carpinteria for transmission to the California Office of Emergency Services (Cal OES).
- To qualify for assistance under the California Disaster Assistance Act (CDAA), 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 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 (see EXHIBIT 6: RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY).

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 CDAA.
- 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 California 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 California 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

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 Cal OES Director to concur in their proclamation of a local emergency and to provide assistance under the CDAA. 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 Cal OES through the Santa Barbara Operational Area (see EXHIBIT 5: LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES *).

To assist the Cal OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of local emergency proclamation (see 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 EXHIBIT 3: RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY *).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the CDAA. Financial assistance available under the CDAA is administered by Cal OES.

State of Emergency/Presidential Declaration - 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: RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY).

To support its request for a gubernatorial proclamation, it is essential that the local jurisdiction forward an estimate of damage and financial loss to Cal OES through the Operational Area as rapidly as possible. Estimates of loss are an important part of the criteria that Cal OES considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, and may be faxed, to the Santa Barbara Operational Area Office of Emergency Management for transmission to the Cal OES Director:

- Copy of the local emergency proclamation (see 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 EXHIBIT 3: RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY *).
- 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).

Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, Cal OES prepares the proclamation.

Presidential Declaration

Following the proclamation of a state of emergency, the Cal OES Director may recommend that the Governor request a Presidential declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate.

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."

California Disaster Assistance Act (CDAA)

In order to receive CDAA funds, the local emergency has to be proclaimed within 10 days of the incident period. CDAA does not make reference to reviewing the proclamation every 14 days;

although, locals are required to do this under the California 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 CDAA.

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 California Emergency Services Act, California Disaster Assistance Act, and the FEMA'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 Cal OES to carry out the authority granted in Chapter 2.40 of Title 2 of the City of Carpinteria Municipal Code. 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.

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 Carpinteria, State of California. *

AYES: _____

Mayor

City of Carpinteria

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CITY CLERK

By _____

Deputy

APPROVED AS TO FORM:
CITY COUNCIL

By_____

** Section 8630 of the California 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 Carpinteria 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 City Council of the City of Carpinteria 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 Carpinteria Emergency Operations Plan, as approved by the City Council on _____, 20____.

Dated: _____

By: _____
Director of Emergency Services
City of Carpinteria

** Section 8630 of the California 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 City Council of the City of Carpinteria 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 Carpinteria 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 Carpinteria, State of California.

AYES: _____

Mayor
City of Carpinteria

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CITY CLERK

By _____
Deputy

APPROVED AS TO FORM:
CITY COUNCIL

By _____
Deputy

** This form may be used by a City Council 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 City of Carpinteria proclaimed an emergency did
exist throughout said city; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of
said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be
forwarded to the Governor of California with the request that he proclaim the City of Carpinteria;

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 City of Carpinteria for the purpose of receipt, processing, and
coordination of all inquiries and requirements necessary to obtain available state and federal
assistance.

AYES: _____

Mayor

City of Carpinteria

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CITY CLERK

By _____
Deputy

APPROVED AS TO FORM:
CITY COUNCIL

By _____
Deputy

EXHIBIT 5: LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES *

WHEREAS, on _____, 20____, the City Council of the City of Carpinteria 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 city;

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 California Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____, (Title) _____, is hereby designated as the authorized representative of the City of Carpinteria for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

AYES: _____

Mayor

City of Carpinteria

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

CITY CLERK

By _____
Deputy

APPROVED AS TO FORM:

CITY COUNCIL

By _____
Deputy

** Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.*

EXHIBIT 6: RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

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

NOW, THEREFORE, the City Council of the City of Carpinteria, does hereby proclaim the termination of said local emergency.

AYES: _____

Mayor
City of Carpinteria

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:
CITY CLERK

By _____
Deputy

APPROVED AS TO FORM:
CITY COUNCIL

By _____
Deputy

OPERATIONS SECTION

CALIFORNIA EDUCATION CODE

Title 1 of Division 1 of Part 19 of Chapter 2.5 of Article 5 of Section 32282

32282.

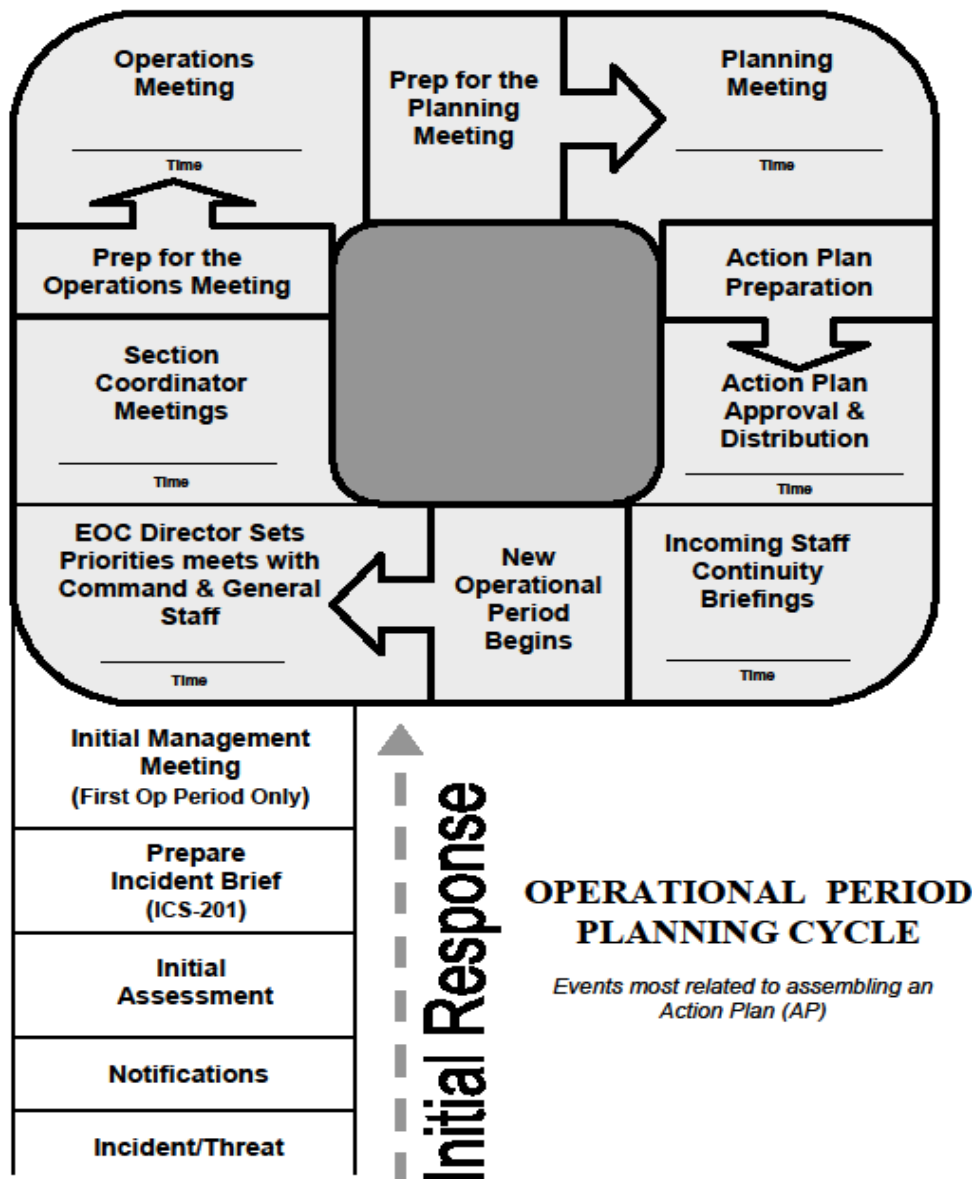
- (a) The comprehensive school safety plan shall include, but not be limited to, both of the following:
- (1) Assessing the current status of school crime committed on school campuses and at school-related functions.
 - (2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:
 - (B) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.
 - (C) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:
 - (i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:
 - (I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.
 - (II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
 - (III) Protective measures to be taken before, during, and following an earthquake.
 - (IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
 - (ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelter during disaster or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.
 - (D) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.

- (E) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.
 - (F) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.
 - (G) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing “gang-related apparel,” if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define “gang-related apparel.” The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, “gang-related apparel” shall not be considered a protected form of speech pursuant to Section 48950.
 - (H) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.
 - (I) A safe and orderly environment conducive to learning at the school.
 - (J) The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.
- (b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action” in conjunction with developing their plan for school safety.
 - (c) Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.
 - (d) Each schoolsite council or school safety planning committee in developing and updating a comprehensive school safety plan shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning committees.
 - (e) The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.
 - (f) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.
 - (g) The comprehensive school safety plan, as written and updated by the school site council or school safety planning committee, shall be submitted for approval under subdivision (a) of Section 32288.

PLANNING & INTELLIGENCE SECTION

ACTION PLANNING PROCESS

City of Carpinteria
Revised 01/2013



The following sequence of events captures the process of the Planning “P”. The times are not exact, but the process should be adhered to in order to maintain continuity throughout each operational period.

FIRST OPERATIONAL PERIOD ONLY

- **(I – 1 hour)** Incident happens and the EOC is activated. EOC Director initiates phone notifications.
- **(I + 30 min.)** EOC staff begin to assemble. Start to populate the Initial Incident Briefing Form (AP- 201).
- **(I + 45 min.)** Initial EOC Director meeting with Management Team and Section Coordinators to finalize the Initial Incident Briefing Form (AP-201)
- **(I + 60 min.)** EOC up and running. Functional Sections are in place.

ALL OTHER OPERATIONAL PERIODS – ACTION PLANNING PROCESS

- **(OP + 10 min.)** EOC Director meets with Management Team and Section Coordinators to set priorities for the EOC (using Initial Incident Briefing Form) *(5 minute meeting)*
- **(OP + 15 min.)** Management Team and Section Coordinators return to Sections to brief staff, explain priorities, set Section objectives and track activities using AP-202b. *(5-10 minute meeting)*
- **(OP + 3 hours)** Management Team and Section Coordinators prepare for Operations Meeting – discuss what is currently happening.
- **(OP + 4 hours)** Operations Meeting held – Planning/Intelligence Coordinator leads *(15-20 minutes)* **Note: At this time, begin working on the Personnel Roster and EOC Org Chart for the next Action Plan**
- **(OP + 8 hours)** Management Team and Section Coordinators prepare for Planning Meeting – review draft Section Objectives (AP-202b) and discuss what needs to be done next.
- **(OP + 9 hours)** Planning Meeting held – Planning/Intelligence Coordinator leads and drafts Incident Objectives (AP-202) *(15-20 minutes)* **Note: Sections forward completed AP-202b to Planning/Intelligence Coordinator**
- **(OP + 11 hours)** Incident Action Plan is finalized and approved by EOC Director.
- **(OP + 11.5 hrs)** Incoming staff continuity briefings – incoming staff briefed by outgoing staff.
- **(OP + 12 hours)** New Operational Period begins. Outgoing staff depart. EOC Director sets priorities for next operational period. The Action Planning Cycle begins again.

FINANCE & ADMINISTRATION SECTION

RECOVERY PROCESS

The recovery effort usually follows these steps after a disaster event occurs:

- Local Government responds to the local emergency, supplemented by neighboring communities and volunteer agencies. If the local government is unable to adequately respond to the emergency, they turn to the state for assistance.
- The Local Government declares an ***Emergency Proclamation***, which allows the state to respond with aid to the emergency.
- The State responds with state resources, such as the National Guard and state agencies.
- A ***Preliminary Damage Assessment*** is made by local, state, federal, and volunteer organizations to determine losses and recovery needs.
- If necessary, a ***State Disaster Declaration*** is declared by the governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery. The ***California Disaster Assistance Act (CDAA)*** funding may be made available to eligible applicants.
- If the disaster is large enough, the Governor will request ***federal assistance***. FEMA evaluates the request and recommends an action to the White House based on the disaster, the local community and the state's ability to recover.
- The President approves the request for federal disaster funding or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.
- Recovery efforts begin in conjunction with federal, state and local agencies.
- Applicants are encouraged to apply for either state (CDAA) or federal disaster recovery funding by submitting an application to Cal EMA within 30 days of the date of the declaration.

PUBLIC ASSISTANCE PROGRAM

The Public Assistance Program provides assistance to state agencies, local governments, special districts and eligible private non-profit organizations that have been impacted by a disaster in order to achieve a safer future for all California communities. The Public Assistance Division ensures that state and federal support are provided to applicants in an efficient and timely manner to assist in recovery from a major disaster or emergency.

Application Forms:

- **Cal EMA 89 - Grant Assurances** – This is a required document for all federal disaster assistance grants.
- **Cal EMA 95 - List of Projects** – This Excel form used to submit an applicant's List of Projects for federal disaster assistance.
- **Cal EMA 126 - CDAA Application** – Project Application and Assurances for California Disaster Assistance Act (CDAA) Program. This is a required document for all state only disaster assistance.
- **Cal EMA 130 - Designation of Applicant's Agent Resolution** – This is a required document for all applicants *except* state agencies, for all state and federal disaster assistance.
- **Cal EMA 130 SA - Signature Authority Form** – This is a required document for all *state agencies* requesting state and federal disaster assistance.
- **Cal EMA 132 - Large Project Reimbursement Request Form (.pdf)** – Used for all disasters from DR-1498 and onward.
- **California Disaster Assistance Act (CDAA) 4a** – This is a required document for all applicants receiving state disaster assistance.

Cost Accounting Forms:

- **Contract Work Summary Record (FEMA Form 90-126)** – This form is used to summarize work completed by contract.
- **Force Account Equipment Summary Record (FEMA Form 90-127)** – This form is used to summarize applicant owned equipment expenses.
- **Force Account Labor Summary (FEMA Form 90-123)** – This form is used to summarize applicant employee labor expenses.
- **Materials Summary Record (FEMA Form 90-124)** – This form is used to summarize expenses for materials (purchased or from stock).
- **Rented Equipment Summary Record (FEMA Form 90-125)** – This form is used to summarize rented equipment expenses.

Information Sheets:

- **DUNS Number Information Sheet** – Information on how to obtain a Dun and Bradstreet Number (DUNS); required from all applicants receiving federal grant funding.
- **Federal Assistance Requirement Information** – Information sheet listing all documents required to receive federal PA funding.

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PART FIVE – ACRONYMS & GLOSSARY

ACRONYMS & ABBREVIATIONS

Below are some commonly used acronyms and abbreviations related to emergency management:

A	
A&E	Architecture and Engineering
AAR	After-Action Report
AC	Area Command
ADA	Americans with Disabilities Act
APCD	Air Pollution Control District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
B	
BLM	Bureau of Land Management
BOEM	Bureau of Ocean Energy Management
BOR	Bureau of Reclamation
C	
CAA	Clean Air Act
Cal OES	California Office of Emergency Services
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAN	Community Alert Network
CAP	Common Alerting Protocols
CAT	Crisis Action Team
CAV	Community Assistance Visit
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCA	Comprehensive Cooperative Agreement
CCC	California Conservation Corps
CCR	California Code of Regulations
CDAA	California Disaster Assistance Act
CDBG	Community Development Block Grant
CDC	Centers for Disease Control
CDF	California Department of Forestry
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System

CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CMS	Consumable Medical Supplies
COG	Continuity of Government
CPCS	Common Program Control Station
CPUC	California Public Utilities Commission
CUPA	Certified Unified Program Agency
CSFPD	Carpinteria-Summerland Fire Protection District
CWA	Clean Water Act

D

DA	Damage Assessment
DAC	Disaster Application Center
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DLS	Disaster Legal Services
DME	Durable Medical Equipment
DOB	Duplication of Benefits
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOL	Department of Labor
DOJ	Department of Justice
DOT	Department of Transportation
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DRC	Disaster Recovery Center
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Inquiry
DWR	California Department of Water Resources

E

EAS	Emergency Alert System
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EEO	Equal Employment Opportunity

EIR	Environmental Impact Review
EMAC	Emergency Management Assistance Compact
EMA	Emergency Management Assistance
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
ESA	California Emergency Services Act

F

FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Functional Assessment Service Team
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
FMAG	Fire Management Assistance Grant
FMA	Flood Mitigation Assistance
FmHA	Farmers Home Administration
FPM	Flood Plain Management
FRA	Federal Railroad Administration
FRERP	Federal Radiological Emergency Response Plan
FTB	Franchise Tax board (State of California)

G

GATV	Government Access Television
GIS	Geographic Information System
GSA	General Services Administration

H

HazMat	Hazardous Materials
HazMit	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team

HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program

I

IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICC	Interstate Commerce Commission
ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual and Family Grant Program
IPAWS	Integrated Public Alert Warning System
IRS	U.S. Internal Revenue Service

J

JIC	Joint Information Center
JPA	Joint Powers Agreement
JIS	Joint Information System

L

LAC	Local Assistance Center
LGAC	Local Government Advisory Committee
LOSC	Local On-Scene Coordinator

M

MACS	Multi-Agency Coordination System
MCR	Military Communications Representative
MMAA	Master Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Mortgage and Rental Assistance Program
MRE	Meals Ready to Eat
MSA	Multi-Purpose Staging Area
MTD	Metropolitan Transit District

N

NAWAS	National Warning System
NCS	National Communications System
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program

NGO	Non-Governmental Agency
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NIFCC	National Interagency Fire Coordination Center, U.S. Forest Service
NIMS	National Incident Management System
NLETS	National Law Enforcement Telecommunications System
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service

O

OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OFA	Other Federal Agencies
OPA	Oil Pollution Act
OSA	California Office of the State Architect
OSCP	Oil Spill Contingency Plan
OSHA	Occupational Safety and Health Administration

P

PA	Public Assistance
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
PIO	Public Information Officer
PIS	Public Information System
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PSR	Personal Service Radio

R

RACES	Radio Amateur Civil Emergency Services
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
REACT	Radio Emergency Associated Communication Team
REOC	Regional Emergency Operations Center
RRT	Regional Response Team

S

SA	Salvation Army
SAP	State Assistance Program
SAR	Search and Rescue

SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SOC	State Operations Center
SOP	Standard Operating Procedure
SSWS	Seismic Sea Wave Warning System
STO	State Training Officer

T

TSCA	Toxic Substances Control Act
-------------	-------------------------------------

U

UC	Unified Command
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USCGS	U.S. Coast and Geodetic Survey
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey

V

VA	Veterans Administration
VOAD	Voluntary Organizations Active in Disaster
VSAT	Very Small Aperture Terminal

W

WMD	Weapons of Mass Destruction
WUI	Wildland Urban Interface

GLOSSARY OF TERMS

"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 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.

"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.

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RESOURCE LIST

City of Carpinteria

QUANTITY	DESCRIPTION
1	10,000 LB FORK LIFT
1	20 FOOT INFLATABLE SPORT BOAT WITH 90 HP MOTOR
1	40' BOOM TRUCK
1	4X4 SKIP LOADER
1	500 GALLON WATER TANK
1	500 GALLON WATER TANK TRAILER
	500 GALLONS DIESEL FUEL
2	8 FOOT INFLATABLE BOATS
1	AIR COMPRESSOR
2	CHAIN SAW
1	CONCRETE CORE DRILLER
1	CONCRETE SAW
1	DEMOLITION HAMMER
2	ELECTRIC CARS (2)
2	EMERGENCY LIGHTS
4	EXTENSION LADDERS
2	FLATBED TRUCKS LIGHT DUTY
1	GAS TORCH SET
2	JD 4X4 BEACH TRACTORS W LOADER
1	JD SMALL LOADER WITH BACKHOE
2	HAND-HELD RADIOS
4	MISCELLANEOUS VEHICLES
4	PICK UP TRUCKS
2	POLE SAW
2	PORTABLE GENERATORS
6	PORTABLE WORK LIGHTS
2	POWER BLOWERS
2	POWER BLOWERS
2	POWER FANS
1	POWER WASHER
500	SAND BAGS
2	SHOP VACUUM
1	TABLE SAW
8	Truck COMMUNICATIONS RADIOS
1	WEIDER
2	WHEEL BARROW

Carpinteria Sanitary District

QUANTITY		DESCRIPTION
<i>Miscellaneous Equipment</i>		
E-1		JOHN DEERE TRACTOR 970 SKIP/Drag
E-2		TRIPOD ENTREY HOIST
E-3		GAS POWERED WEED EATER
E-4		GAS POWERED LEAF BLOWER
E-5		PAINT SPRAY RIG
E-6		WIRE FEED WELDER
E-7		ARC WELDER
E-8		20 TON PRESS
E-9		DRILL PRESS
E-10		BENCH GRINDER
E-11		WEED SPRAYER
E-14		220V PORTABLE AIR COMPRESSOR #1
E-15		220V PORTABLE AIR COMPRESSOR #2
E-16		PALLET JACK
E-17		RIP CORD VENTALATOR DOWN DRAFT
E-18		RIP CORD VENTALATOR UP DRAFT
E-19		ALLEGRO PORTABLE 110V VENTALATOR
E-20		PRESSURE WASHER 3500 PSI
E-21		GAS POWERED AIR COMPRESSOR
E-22		PORTABLE 12V VENTALATOR
E-23		SUPER VAC PORTABLE 110V VENTALATOR
E-24		CHAIN SAW
E-25		CATERPILLER PROPANE POWERED FORK LIFT
E-26		WET AND DRY SHOP VAC
E-27		LATERAL CLEANER
E-28		JOHN DEERE LAWN MOWER
E-29		120 VOLT HATACHI JACKHAMMER
<i>Portable Generators</i>		
G-1		1994 125 KW WISPERWATT TRAILER GENSET PERP# 127606
G-2		1991 125 KW WISPERWATT TRAILER GENSET PERP# 127607
G-3		1980 25 KW TRAILER MOUNTED GENSET SULLAIR
G-4		3000 WATT GENERAC DISPOSED/OBSOLETE
G-5		2000 WATT HONDA PORTABLE GENERATOR
G-6		6250 WATT GENERAC GENERATOR
G-8		2007 25 KW TRAILER MOUNTED GENSET CUMMINS
G-9		2008 25 KW TRAILER MOUNTED GENSET WISPERWATT
<i>Portable Pumps</i>		
P-1		6" TRASH PUMP DISPOSED/OBSOLETE
P-2		3" PORTABLE TRASH PUMP
P-3		3" PORTABLE DIAPHRAGM PUMP
P-4		1-1/2" PORTABLE HIGH PRESSURE PUMP
P-5		6" TRAILER MOUNTED TRASH PUMP PERP# 125700

P-6	6" TRAILER MOUNTED SILENCED TRASH PUMP PERP# 14341
Vehicles	
A-1	2007 TOYOTA PRIUS
A-2	2007 FORD FOCUS
T-9	2004 DODGE 3/4 TON 4 DOOR TRUCK
T-11	2007 FORD F-350 1 TON UTILITY TRUCK
T-12	2007 CHEVY COLORADO
T-14	2009 FORD TV INSPECTION TRUCK
	2013 VACTOR COMBINATION SEWER CLEANING TRUCK
	2013 FORD F-150 TRUCK

Carpinteria State Beach

QUANTITY	DESCRIPTION
1	2.4KW PORTABLE GENERATOR
1	28 FT EXTENSION LADDER
1	4KW PORTABLE GENERATOR
1	5 TON FLOOR JACKS
4	50 10G EXTENSION CORD
1	50FT 12G EXTENSION CORD
8	CHAIN SAWS
4	COME-A-LONGS
1	CORDLESS RECIPROCATING SAW
1	DEMOLITION HAMMER
1	GAS TORCH SET
1	JD FRONT END LOADER
1	PORTABLE WATER PUMP GAS POWERED
6	PORTABLE WORK LIGHTS
2	SLEDGE HAMMERS
3	VARIOUS BOTTLE JACKS

Carpinteria Valley Water District

QUANTITY	DESCRIPTION
1	5 YARD DUMP TRUCK
1	200 GALLON PLASTIC TANKS
1	300KW DIESEL GENERATOR ON TRAILER
1	AIR COMPRESSOR (Diesel)
1	CATEPILLER 420D BACKHOE
1	CONFINED SPACE EQUIPMENT
1	DEMOLITION HAMMER
1	EMERGENCY SUPPLY TRAILER
500	GALLONS OF DIESEL
1	GAS WELDING SET
1	GROUND BORING TOOL
1	LIFTING BOOM , 1,000LBS
10	PICK UP TRUCKS
1	PORTABLE GENERATORS
1	PORTABLE WORK SITE LIGHTING.
1	SKID STEER BOBCAT TRACTOR
1	SKIL CUT OFF SAW (GAS)
72	TRAFFIC CONTROL EQUIPMENT (CONES ETC.)
1	TRUCK WITH 100 GALLON DIESEL TANK
1	VACUUM TRAILER

SANTA BARBARA OPERATIONAL AREA

Santa Barbara County Operational Area Fire Service and Rescue Mutual Aid Plan lists Specialized Equipment inventoried throughout Santa Barbara County. Also included in this plan are lists of equipment each Mutual Aid Strike Team has available.

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CONTACT LIST

AGENCY	CONTACT	PHONE NUMBER
American Red Cross	Ryan McMahon	[REDACTED]
		[REDACTED]
Cal OES Southern Region Duty Officer		[REDACTED]
Carpinteria Sanitary District	Craig Murray	[REDACTED]
		[REDACTED]
	Mark Bennett	[REDACTED]
Carpinteria State Beach	Rich Rozzelle	[REDACTED]
Carpinteria-Summerland Fire Protection District Headquarters	Chief Michael Mingee	[REDACTED]
Carpinteria Valley Water District	Charles Hamilton	[REDACTED]
Santa Barbara County Sheriff Dispatch		[REDACTED]
Santa Barbara Operational Area Duty Officer		[REDACTED]
South Coast Dispatch (<i>operated by Montecito Fire – for Carp-Summerland Fire</i>)		[REDACTED]
Southern California Edison	Rondi Guthrie	[REDACTED]
		[REDACTED]
Southern California Gas Company	Tim Mahoney	[REDACTED]
		[REDACTED]

Current Key Personnel for OES Region 1 and Public Safety Agencies' Mobile Telephones are listed in the **Santa Barbara County Operational Area Fire Service and Rescue Mutual Aid Plan**.

For City employee contact information, please consult the **Emergency Notification & Reporting Procedures Guide** or the **City Emergency Notification Phone Tree**.

For additional contact information, including the following, see the Section Kits in the EOC.

- Santa Barbara Operational Area Satellite Phone List
- American Red Cross Shelter List
- Santa Barbara Operational Area Conference Call Numbers
- Santa Barbara Operational Area EOC Phone Numbers List
- Cal OES Southern Region Contact List
- Local Goods & Services Contact List



CROSSWALK FOR PLAN REVIEW

Jurisdiction Name: City of Carpinteria

Name of Submitter: Julie Jeakle, Emergency Services Coordinator **Phone:** (805) 684-5405

Reviewing Agency: _____ **Review Date:** _____

Name of Reviewer: _____ **Phone:** _____

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 Element	Where Located	Reviewer Comment or Initials
FOREWORD SECTION		
1. Foreword/Preface/Introduction: 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>	11	
2. Plan Concurrence: 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).	15-16	
3. Letter of Approval: Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	13	
PART I: BASIC PLAN		
4. Table of Contents: Listing of where significant parts of the plan are located by Pg. number and subsection of the plan (SEMS EOP Element).	3-8, 79, 181, 217-218, 281	
5. Purpose: <i>Describes the EOP purpose (NIMS EOP Element).</i>	23	
6. Scope: <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>	23-27	
7. Authorities and References: <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).	46-48	
8. Situation and Assumptions: <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).	23 56-59	
9. Organization, Roles and Responsibilities: <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>	33-50	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
10. Standardized Emergency Management System (SEMS) based Emergency Organization: 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).	36-42 80-179	
11. Emergency Operations Center Organization: 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).	64-71	
12. Involvement of special districts, private and non-profit agencies. 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).	55 64-65	
13. Essential Facilities-Primary and Alternate EOC. Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	58-59 64 69-71	
14. Essential Facilities-Activation/Deactivation of EOC. Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	69-71	
15. Essential Facilities-Alternate Government Facilities. 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).	35	
16. Essential Facilities-Americans with Disabilities Act. Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	29-33 97-99 115-118 156-158	
17. Continuity of Government. 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).	33-36	
18. Vital Record Retention. 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).	36	
19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element). Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	24 60-63	
20. Notification and Mobilization. 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).	29-33 219-224	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
21. SEMS Coordination Levels. 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).	36-41 46 67	
22. Incident Command System (ICS). 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 EOP Element).</i>	45-46	
23. Field/EOC Communications and Coordination. 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).	60-61 67	
24. Field/EOC Direction and Control Interface. 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).	60-61	
25. Field coordination with Department Operations Centers (DOCs) and EOCs. Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	67	
26. Mutual Aid. Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	51-54	
27. Emergency Declarations. Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	48-50	
28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element). (Gov. Code Sec. 8560)	25, 28, 30-31, 87-89	
29. Recovery Overview. Includes a general recovery concept of operations (SEMS EOP Element).	72-73	
30. Recovery Organization. Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	73-74	
31. Recovery Damage Assessment. Describes the damage assessment organization and responsibilities (SEMS EOP Element).	74	
32. Recovery Documentation. Describes the documentation process (SEMS EOP Element).	74-75	
33. Recovery After-action Reports. Includes the OES After-Action Questionnaire (SEMS EOP Element).	75-76	
34. Recovery Disaster Assistance. Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	76-77	
35. Administration and Logistics. Describes the administration and logistics of the EOP (NIMS EOP Element).	22-24	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
36. Emergency Plan Maintenance and Distribution. 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).	17 19 22	
37. Standard Operating Procedures (SOP) Development. Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	22 25 28-31 63	
38. Training and Exercises. 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).	22 28-29	
PART II: FUNCTIONAL ANNEXES		
39. Functional Annexes. Contains functional annexes (NIMS EOP Element). 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.	79-179	
40. Management Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • Overall EOC management • Public Information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison • State/federal field activity coordination 	80-101	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
41. Operations Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution 	102-124	
42. Planning/Intelligence Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning • Demobilization 	125-146	
43. Logistics Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support 	147-164	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
44. Finance/Administration Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • Fiscal management • Time-keeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, claims 	165-180	
PART III: APPENDICES		
45. Appendices. Contains hazard-specific appendices (NIMS EOP Element).	181-215	
46. Hazardous Materials. Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	193-194	
47. Dams. 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).	200-201	
48. Other Hazards Specific to the Jurisdiction. 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).	181-215	
49. Glossary of Terms. Contains a glossary of terms (NIMS EOP Element). Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	271-279	
50. Resources. Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	281-285	
51. Contact List. Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	287	
52. Supporting Documentation. Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	217-269	