Agenda Report Reviewed by:
City Manager:

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM REPORT

Meeting Date: September 7, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: Don Mort, Former Interim Police Chief
     City Administration
Subject: Review and Discussion of the City of Sebastopol Draft Emergency Operations Plan
Recommendation: Approval of Draft City of Sebastopol Emergency Operations Plan and recommendation for adoption by resolution at the next council meeting.
Funding: Currently Budgeted: _____ Yes _____ No __*X__ N/A
          Net General Fund Cost:
          Amount: $_____

Account Code/Costs authorized in City Approved Budget (if applicable) __*AK*_____ (verified by Administrative Services Department)

PURPOSE/INTRODUCTION: This item requests that the City Council Review and Discuss the City of Sebastopol Draft Emergency Operations Plan and Direct Staff to Return to the Next City Council Meeting for adoption of Resolution to approve the Plan as Final.

BACKGROUND:
Chapter 2.36 of the Municipal Code is the City's Emergency Management Ordinance which includes the following,

- 2.36.020 definition of an Emergency
- 2.36.030 establishes a Disaster Council (DC)
- 2.36.040 DC Powers and Duties
- 2.36.050 a Director of Emergency Services for the City (DOES)
- 2.36.060 the Powers and Duties of the DOES
- 2.36.080 Emergency Plan

The City's Emergency Operations Plan (EOP) is a foundational document for emergency management systems, practices, and procedures for City staff, key partners, and the community and shall be based on and consistent with the Standardized Emergency Management System (SEMS) as adopted by the State of California and the National Incident Management System (NIMS) as adopted by the Federal government.

The Director of Emergency Services, the Fire Chief, shall, with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the City Council. The current emergency operations plan (EOP) was last revised in 1996.

DISCUSSION:
The primary City Emergency Operations Center (EOC) is located at the Sebastopol Police Department and is typically activated for local emergencies or to support regional events. Although the City has not had the need to activate fully the Emergency Operations Center (EOC) in recent past events (wildfires, floods, pandemic), the City felt it was necessary to review and revise the EOP to ensure it meets current law and best practices for our community.

Within the past year, City Administration directed staff to begin the process of updating the City of Sebastopol's EOP which was last updated in 1996. Staff included Former Interim Police Chief Don Mort, City Manager McLaughlin, Assistant City Manager Gourley, Fire Chief Braga and Police Chief Kilgore. Although the outdated plan includes the functions and principles of the California Standardized Emergency Management System (EMS), National Emergency Management System (NIMS), and Incident Command Structure (ICS), it lacked a comprehensive approach to identifying strategic goals and objectives necessary to address significant emergencies the community has experienced within the past five years. The City of Sebastopol has experienced threats of wildland fires, floods, Public Safety Power Shutoffs, and a pandemic thus, increasing the need for an updated emergency operations plan that includes the tools necessary in responding to these specific extraordinary events.

The revised draft Emergency Operations Plan (EOP) is designed to identify the City's emergency planning, organization, policies, procedures, and response to extraordinary emergencies associated with natural disasters, technological incidents, and national security emergencies. The plan also addresses integration and coordination with other governmental levels when required. The EOP establishes a framework for emergency management planning and response to prevent emergency situations; reduce vulnerability during disasters; establish capabilities to protect residents from effects of crisis; respond effectively and efficiently to actual emergencies; and provide for rapid recovery from any emergency or disaster affecting the local jurisdiction. The revised EOP will be used as a guiding document in the event of an emergency to ensure compliance with State and Federal law.

Key elements of the EOP includes.

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Sebastopol
- Identifies the responsibilities, policies, and procedures required to protect the health and safety of the City of Sebastopol population, public and private property, and the environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts and procedures associated with field response to emergencies, and City Emergency Operations Center (EOC) activities.

As part of the City's goals and objectives and General Plan Actions, the updated emergency operations plan incorporates Wildfire, Earthquake, Flood and Power Safety Shutoff designed to ensure a coordinated response for city departments, community groups, and allied stakeholders and provides direction per the California Emergency Service Act, and the Standardized Emergency Management System (SEMS). Additionally, the plan provided an overview of the threat's emergencies pose to the City and addresses how the City will respond when looming disasters are imminent and evacuations are necessary.

A significant challenge in the development of the emergency operations plan update was the COVID 19 pandemic and the need for identifying a plan for mass sheltering during evacuations where large gatherings pose a substantial risk. This plan incorporates Sonoma County's Department of Emergency Management Mass Sheltering Annex which addresses actions taken in response to red flag warnings, flood warnings, and notices of potential public power safety shutoffs during the pandemic.

The annex provides prevention measures needed to protect individuals from infection and provides direction for Operational Area stakeholder organizations including, the City of Sebastopol, and ensuring interagency coordination. The updated emergency operations plan also addresses how the city will respond when looming disasters are imminent and evacuations are necessary. Before the update, the city did not have an evacuation plan identifying zone boundaries or evacuation routes that are critical for traffic safety and emergency response.

Through a coordinated effort with Sonoma County, the plan provides for an evacuation zone map outlining four evacuation zones within the incorporated city and identifies a primary and secondary evacuation route for each zone to ensure efficient traffic flow.

The updated emergency operations plan addresses how the city will respond to extraordinary events or disasters: from preparation through recovery. A hazard analysis is also included in the plan. The responsibilities of each department are identified in matrixes, which are based on each identified hazard or emergency.

The structure and format of the new EOP includes the most current and best emergency management practices. This includes keeping the basic plan concise to maximize utilization and accessibility and to conform to the Federal Emergency Management Agency (FEMA) comprehensive preparedness guidance. Additionally, the new EOP follows the State of California Office of Emergency Services EOP "crosswalk," which 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).

The intent of the EOP is to provide supporting documentation to emergency response personnel that is detailed enough to provide for an effective response yet is flexible enough to be used in any emergency response situation that supports movement of first responders or evacuation of affected populations.   To assist Staff assigned to the City's Emergency Operations Center (EOC), the EOP includes appendices comprising necessary forms, checklists, and other supplemental information to be used in the preparation for, and during, an emergency.

Once approved, the plan will be distributed to City staff, Emergency Services Volunteers and posted on the City's website.

Additionally, the 2020-2021 Sonoma County Grand Jury Final Report included a report on Emergency Alerts and Communications in Sonoma County. Two of the recommendations made by the Grand Jury have been addressed and included in the EOP.

Recommendation RI - All nine cities include within their EOP action steps to reach all subpopulations within the county who may not receive an alert. The action steps have been addressed and included as part of the Operations Section Chiefs responsibility (See checklist of responsibilities page 39).

Recommendation R4 - All nine cities and the county work together to ensure consistent naming for all evacuations maps used by the public and first responders. Before the update, the city did not have an evacuation plan identifying zone boundaries or evacuation routes that are critical for traffic safety and emergency response. Through a coordinated effort with Sonoma County and the Sebastopol Fire Department, the plan provides for an evacuation zone map outlining four evacuation zones within the incorporated city and identifies a primary and secondary evacuation route for each zone to ensure efficient traffic flow. Maps have been included in the plan Appendix E.

Staff is recommending the EOP should be reviewed and revised annually. Training needs should be addressed by the D.O.E.S along with annual mock training drills/exercises held to ensure staff is prepared for emergency situations.

A review of the Emergency Management Ordinance should also be conducted by the D.O.E.S and brought forth at a later date for further discussion and changes.

CITY COUNCIL AND/OR GENERAL PLAN GOALS:
Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Action CSF 5g: Continue to support and implement community education and training regarding fire prevention and emergency preparedness.

Action SA 3a: Regularly review and update the City's Multihazard Emergency Plan to ensure consistency with the County's plan and regional plans and to address changing conditions.

Action SA 3b: Ensure that the City's Multihazard Emergency Plan or other disaster planning and emergency response plan: 1) identifies specific facilities and lifelines critical to effective emergency/disaster response and evaluate their abilities to survive and operate efficiently immediately after a disaster, 2) designates alternative facilities for post-disaster assistance in the event that the primary facilities have become unusable, and 3) identifies evacuation routes.

Action SA 3c: Continue to publicize and regularly update information at City Hall, other public locations, and via the City website related to emergency and disaster preparedness including evacuation routes and specific steps to take in the event of a flood, fire, earthquake, or other emergency. Improve the visibility and accessibility of emergency and disaster preparedness information on the City's website by making information more prominent, more detailed, and by providing critical information in Spanish.

Action SA 3e: Adopt an emergency evacuation system and periodically review, maintain, and repair City roadways and emergency access routes, and provide signage, where necessary, to clearly identify emergency access routes.

PUBLIC COMMENT:
As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

PUBLIC NOTICE:
This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:
*There is no direct fiscal impact associated with recommended action tonight (Recommendation for Approval of the EOP). Next steps should include an assessment of the Emergency Operations Center, identification of equipment needs, updated training of staff for emergency situations, and mock training exercises. Continued emergency preparedness will require financial resources to support through the normal budgeting process as needs are identified.

RECOMMENDATION:
Staff is requesting Council Review and Discuss the City of Sebastopol Draft Emergency Operations Plan and Direct Staff to Return to the Next City Council Meeting for adoption of Resolution to approve the Plan as Final.

Attachment:
Emergency Operations Plan (EOP)

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STATEMENT FROM THE CITY OF SEBASTOPOL CITY COUNCIL

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The City of Sebastopol has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

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

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

This emergency operations plan is an extension of the California Emergency Plan. It will be reviewed, exercised periodically and revised as necessary to meet changing conditions.

The 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 Sebastopol. Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System by the City of Sebastopol. This emergency operations plan will become effective on approval by the City Council.

IN COUNCIL DULY PASSED, APPROVED, and ADOPTED this _____ by Resolution Number _____.

INTRODUCTION

The Emergency Operations Plan (EOP) for the City of Sebastopol outlines authorities, organizational structures, and procedures used to coordinate activities related to local and regional emergencies or disasters.

The City and surrounding region are susceptible to a number of hazards such as natural disasters and human caused events, as well as technological failures and pandemics. While the risk profiles for these hazards are quantified and assessed in related documents, the EOP utilizes an "all-hazards" approach to ensure the City is able to prepare for, respond to, recover from, and mitigate against all potential hazards and critical incidents.

PURPOSE

The primary purpose of the EOP is to:

1) Outline the City's framework for managing preparedness, response, recovery, and mitigation activities inclusive of City departments, personnel, and elected officials.

2) Serve as a foundational document under which additional operational and tactical annexes, appendices, and plans can be attached 3) Codify the City's understanding and adoption of state and federal response constructs through which operational coordination, mutual aid, and other requests for support will be integrated

4) Demonstrate compliance with state and federal laws and regulations such as the California Emergency Services Act

SCOPE

The EOP serves as the foundational element of the City's approach to emergency management. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the City is adequately prepared, all City departments are required to actively participate in preparedness and planning activities to include the development of departmental plans, policies, and procedures as necessary to fulfill their assigned roles and obligations.

The EOP embraces the "Whole Community" approach to emergency management and, in addition to City resources, recognizes the roles of special districts, non-governmental organizations (NGOs), community-based organizations (CBOs), faith-based organizations (FBOs), private-sector businesses, educational institutions, and other stakeholders. Additionally, the EOP is intended to reflect the wide variety of support that may be required by residents, visitors, and businesses, including people with disabilities and others with access or functional needs.

LIMITATIONS

While many of the organizational and operational constructs outlined in the EOP are designed for flexibility and can be utilized as-needed to address a number of emergency and non-emergency events, some activities require special activation or a formal disaster declaration by the City Manager or City Council.

Similarly, the EOP is not meant to outline procedures for routine incidents or minor emergencies which are adequately addressed through existing processes. The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. As such, City assets, resources, and departments are potentially vulnerable and may become overwhelmed. Deviations from the organizational and response structures outlined in the EOP may be required based upon evolving needs and available resources. With this in mind, the EOP was designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense in matters not foreseen or adequately addressed by elements of the EOP and its associated annexes, appendices, or plans.

SITUATION

The City of Sebastopol is 56 miles north of San Francisco in California, on Gravenstein Highway (CA-116) and Luther Burbank Memorial Highway (CA-12), 7 miles west of Santa Rosa and the Sonoma County Administration Center. It lies 13 miles east of Bodega Bay and the Pacific coastline, 10 miles from the Russian River recreation region. It is 102 miles from the State Capitol of Sacramento and 405 miles north of Los Angeles. Elevation ranges from 65 to 250 feet in the rolling hills. The City is most vulnerable to earthquake, drought, wildfire, flood, and disease outbreak.

PLANNING ASSUMPTIONS

The following assumptions were used during the development of the EOP:

• The City of Sebastopol is susceptible to a number of hazards that may result in critical incidents

• Critical incidents include a variety of natural, technological, or man-made emergencies and disasters

• Some critical incidents will provide advanced warning while others will occur suddenly

• All departments will participate in planning and preparedness activities as required

• Personnel will be adequately trained to perform the roles in which they are assigned

• The EOC will be partially or fully activated to support operations during critical incidents

• City personnel may be unable or unavailable to report to work or as assigned

• Non-essential operations may be reduced or cancelled in order to prioritize resources for other needs

• Mutual aid and other assistance will be requested when City resources are inadequate

• Outside assistance and support may be unavailable for extended periods of time

• Communications equipment and infrastructure may be damaged or disrupted

• Transportation infrastructure may be damaged or disrupted and access to critical facilities may be blocked

• Critical infrastructure and utilities such as natural gas, water, and electricity may be severely impacted

• Residents may need to be self-sufficient for one week or more

• Additional planning, resources, and support will be needed to support people with disabilities and others with access and functional needs

DOCUMENT MANAGEMENT AND DISTRIBUTION:

The Emergency Operations Plan (EOP) will be reviewed on an annual basis, or as necessary. The EOP may be modified as a result of a post-incident or post-exercise evaluation, and/or changes in responsibilities, procedures, laws, or regulations. The City's Director of Emergency Services (Fire Chief) is responsible for the review, revisions, management, and distribution of the City of Sebastopol EOP. The EOP will be distributed to the following departments/agencies:

- City Council
- City Manager
- City Attorney
- Assistant City Manager
- City Clerk
- Administrative Services Department
- Building Department
- Engineering Department
- Fire Department
- Planning Department
- Police Department
- Public Works Department

A. GENERAL

This document prescribes procedures to be followed in activating, staffing, operating, documentation, financial accounting, phase-down and closing the Emergency Operations Center (EOC) in response to an emergency within the jurisdictional limits of the City of Sebastopol. This Emergency Operations Plan (EOP) outlines how the City of Sebastopol complies with and implements the requirement of the California Emergency Services Act (ESA) to protect the lives and property of the community.

B. OBJECTIVES

The overall objective in managing emergency operations is to ensure the effective direction, control and support of emergency forces involved in preparing for and responding to situations associated with natural disasters, technological incidents, or national defense emergencies. The specific purpose of the Emergency Operations Center (EOC) is to facilitate:

- Overall management and coordination of emergency operations
- Collection, evaluation, and dissemination of damage information and other essential data
- Coordination and liaison with appropriate federal, state, other local governmental and private sector agencies and organizations
- Management of mutual aid
- Establishment of priorities
- Allocation of resources

C. EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION AND STAFFING

1.   Activation of the Emergency Operations Center (Located in the Police Department)

The Emergency Operations Center (EOC) will be activated in situations wherein an emergency has occurred or is considered imminent. The EOC can be activated by the following persons, in the following order based on availability.

a.   Director of Emergency Services and/or City Manager
b.   EOC Coordinator/Safety Officer; then
c.   Department director, then
d.   Other duly constituted authority

The primary City Emergency Operations Center (EOC) is located at the Sebastopol Police Department, 6850 Laguna Parkway. If the primary EOC site is threatened, inoperable, or inaccessible, an alternate EOC can be designated. The alternate EOC is located at the Sebastopol Fire Department, 7425 Bodega Avenue.

Generally, emergency management operations will be conducted from the primary EOC, however situations may arise which dictate EOC operations be conducted from alternate sites, i.e., the primary EOC is either non-operational due to damage or inaccessible, or the situation resulting from the event may dictate that both facilities be activated. All City departments and personnel should be prepared for the possibility of sudden relocation to an alternate EOC or similar facility.

The EOC may be activated incrementally, i.e., reduced staffing to monitor a situation and augmented as the situation deteriorates mandating escalating the operations into a full blown EOC operation. Any city department may activate the EOC for emergency operations wherein the response involves less than the full city emergency management complement.

In all cases in which the activation of the EOC is considered, the City Manager should be consulted as well as the Police Chief. The EOC may be activated for planned exercises or simulations. The County must be notified of any partial or full EOC activations. The City Manager must be notified as soon as feasible if unable to notify prior to activation of the EOC.

Configuration of the EOC is normally the responsibility of the Police Department. First individuals arriving at the EOC (probably police personnel) with the assistance from personnel of other departments, will configure the facility in accordance with the diagrams contained in **TAB A.** Personnel will also be required to follow the checklist contained in **TAB B** to ensure that all necessary actions have been addressed.

Upon determination that the EOC will be activated, the Emergency Operations Coordinator/Safety Officer will initiate the call out of the Emergency Operations Center (EOC) staff. EOC staff and support personnel will report to the EOC to set up the facility, establish telephone and/or radio communications with field elements, Incident Commanders, and the Sonoma County Operational Area EOC (if activated). EOC Section and Unit Leaders will determine the required staffing for their respective operations and ensure that appropriate personnel have been notified. In situations wherein the emergency is generally known, e.g., a major earthquake, large explosion or fire, all EOC staff personnel must report to the EOC immediately after ensuring the safety of their respective staff and family members. Reporting instructions are provided on the EOC ID cards carried by all staff not at work at the time of the emergency.

2.   **<u>Declaration of Emergency</u>**

The Director of Emergency Services will determine, based on conditions which exist or are likely to exist, if the proclamation of a Local Emergency is appropriate. *(NOTE: If Sonoma County Operational Area declares a Local Emergency, and specifically includes the City of Sebastopol in the area involved, a separate city declaration is not required but may be proclaimed if the city so desires. [Attorney General Opinion No. 79-710, November 16, 1979.]* If the Operational Area (County) declares, cities will be notified immediately from the Operational Area EOC. If the proclamation is made by the Director of Emergency Services, the City Council must convene within seven days and validate the proclamation and must review the need to continue the local emergency every _____ days until a local emergency is terminated. A copy of the resolution must be provided to the State through the Sonoma County Office of Emergency Services.

(SCMC 2.36.060.1) Sample Local Emergency declaration forms are located at TAB E.

The proclamation of a local emergency provides the City with the legal authority to:
• Request the Governor to proclaim a state of emergency when, in the opinion of the director, the

locally available resources are inadequate to cope with the emergency
• Promulgate or suspend orders and regulations to provide for the protection of life and property
• Exercise full power to request 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 City officer or employee
• Requisition necessary personnel and materials from any City department or agency
• Obtain vital supplies, equipment, and if required, commandeer the same for public use
• Conduct emergency operations without incurring legal liability for performance, or failure of performance

3.   **Alerting**

The senior city employee or official aware of an actual or impending emergency situation is responsible for alerting the EOC Director or EOC Coordinator/Safety Officer or if unavailable the senior Law Enforcement official available, (generally the Police Chief or ranking supervisor) advising of the situation, area involved, and, if possible, providing an initial analysis of the damage.

4.   **Staffing**

Staffing decisions will be driven by the nature and scope of the emergency. Branch Leaders/Department heads shall be responsible for the provision of sufficient EOC trained personnel to facilitate staffing of the facility for 24-hour operations, with 2, 12 hour shifts over prolonged periods.

5.   **Security and Sign-in**

Depending on the nature of the emergency, the Director of Emergency Services may decide to establish special security measures for the EOC. The Police Department is responsible for physical security of the EOC and its critical systems. An EOC Access List will be prepared by the EOC Coordinator/Safety Officer in advance and provided to the Police representative assigned to EOC security. A Sign-In Sheet will be maintained and all EOC staff members will be required to present identification upon demand to gain access to the EOC and shall be required to sign in and out. These sign-in sheets will be used to validate the personnel accounting documentation required to justify and support claims for State and/or Federal reimbursement.

6.   **Shift Scheduling**

As soon as possible following the activation of the EOC, but in no case later than 4 hours following activation, shift schedules normally 12 hours in duration will be prepared by each EOC Section and/or Unit operating within, or in support of the EOC, and furnished to the Human Resources Unit for posting on the EOC bulletin board. Relief shifts should arrive at least 30 minutes prior to the start of their shift in order to facilitate Shift Change briefings. Shift-change briefing should include, but not necessarily be limited to, current situation, location of major incident sites, major decisions that have been made, actions pending, actions completed, and problems which have not been resolved or addressed.

7.   **Organizational Chart**

Director of Emergency Services

Alt. City Manager

EOC Coordinator/Safety Officer
Chief of Police
Alt. Director Emer. Svs.

Public Information/Liaison Officer
City Clerk
Alt. Police Chief

Legal
City Attorney
Alt.

Operations
Lieutenant
Alt. Sergeant

Planning/Logistics
Planning Director
Alt. Engineering Manager

Finance
Admin. Svcs. Director
Alt. Accounting Supervisor

Law Enforcement
Sergeant
Alt. FTO

Situation Analysis/Damage Assessment
Building Offical
Alt. City Engineer

Time Unit/Human Resources
Acct. Supervisor
Alt. Admin. Svs. Director

Communications
Records/Disp Mgr.
Alt. Senior Dispatcher

Documentation/ Resource Status
Associate Planner
Alt. PW Admin. Analyst

Compensation/Claims
Admin. Svs. Director
Alt. Accounting Supervisor

Public Works/Utilities
PW Superintendent
Alt. PW Asst. Super.

Staff Care/Shelter
Planning SR. Admin. Asst.
Alt. FD Senior Admin. Asst.

Transportation/Supply/Cost/Records
PW Admin Analyst
Alt. FD Senior Admin. Asst.

Fire/Rescue
Asst. Fire Chief
Alt. Senior Firefighter

Recovery
Director Emer. Svs.
Alt. City Manager

8.   Emergency Operations Activation Checklist

In situations where a disaster appears imminent and the EOC is to be activated on a reduced staffing basis to monitor the situation – and **a Local Emergency has not been declared**.

ALL EOC ACTIVATIONS

☐   Consult with City Manager and in his/her absence the EOC Coordinator or the senior law enforcement official.

☐   Open EOC in the Sebastopol Police Facility, if activation determination is made.

☐   Determine EOC Sections to be activated.

☐   Notify applicable EOC Section Chiefs directing immediate response of applicable EOC staff.

☐   Establish security of EOC. Set - up EOC sign-in procedure.

☐   Set up equipment and arrange furnishings as depicted in the EOC diagram (Tab A). Distribute tote cases to each designated section, i.e., planning, logistics, etc.

☐   Set up and install a minimum of one phone per Section. Floor plugs are utilized for these connection points. The plugs are tan in color and are depicted by the assigned phone number.

☐   Install one laptop computer for each Section.

☐   Alert ACS personnel by contacting the Sonoma County Sheriff's Department.

☐   Install dry erase white boards onto window connection points.

☐   Position status boards/maps.

☐   Notify Director of Emergency Services when EOC is operational.

☐   Notify Operational Area EOC when EOC is operational.

When disaster impacts the City of Sebastopol without warning, or there is an imminent or impending emergency requiring the full activation of the Emergency Operations Center or when so directed by the Director of Emergency Services (Fire Chief) perform all steps.

LOCAL EMERGENCY DECLARED: PERFORM STEPS 1-15 ABOVE AND BELOW

☐   Branch Leaders/Department Heads to notify all EOC staff personnel, directing immediate response. (Phased response if so, directed by the responsible EOC Section Chiefs)

☐   Make recommendation to City Manager regarding proclamation of a "Local Emergency".

☐   City Manager prepare Declaration and Resolution for the City Council.

☐   Declare "Local Emergency"

☐   Ensure the Operational Area (Sonoma County EOC has been notified of EOC activation and declaration of Local Emergency)

☐   Determine status of emergency generator, other utilities, availability of support services for EOC staff, i.e., sanitation, food, water, janitorial services, etc.

☐   Establish and post shift schedules.

D. BRIEFINGS AND CONFERENCES

Briefings for the Director of Emergency Services, the City Council, and the Public Information Officer shall be scheduled as follows:

- During the initial operational response period (first 12 hours), briefings will be held every 4 hours unless designated for another time. After the initial operational period, briefings will normally be scheduled every 6 hours, or twice during each shift. Emergency or major significant events which occur will be reported to the EOC staff immediately in an Emergency Briefing.
- The EOC Coordinator/Safety Officer will post a briefing schedule on the bulletin board.
- The Planning/Logistics Chief is responsible for coordinating all briefings. EOC section chiefs must attend these briefing and be prepared to present a short summary of their activities and progress.
- Briefings by each section should include Major accomplishments since last briefing; Unresolved problems; Major new problems since last briefing; Assistance needed from other agencies and status of mutual aid information developed by the section that should be passed to other EOC sections or to the public.

Once a day, the Operations Section Chief will chair a meeting at which the Action Plan for the previous 24-hour period is reviewed and a new 24 Hour or 7 Day Action Plan will be disseminated. [TAB E: SAMPLE 24-HOUR ACTION PLAN, TAB F: SAMPLE SEVEN DAY ACTION PLAN] Additional briefings may be scheduled at the request of the Director of Emergency Services or the EOC Coordinator/Safety Officer. These may include briefings for VIPs, news media, and situation reports for officials of other local jurisdictions, state or federal representatives. Conferences of key EOC personnel may be invoked at any time by the Director of Emergency Services to discuss and /or resolve major issues. These conferences will be held in an isolated location outside the EOC to preclude interference with the ongoing operations. The EOC Coordinator/Safety Officer is responsible for ensuring that all decisions reached at conferences are recorded and quickly relayed to EOC staff and affected agencies.

1. Liaison with Federal Response Units

In situations wherein the emergency is of sufficient magnitude as to warrant a Gubernatorial Declaration of a State of Emergency and a subsequent Presidentially Declared Disaster, the City EOC staff must be prepared to receive, support logistically, and provide coordination in the establishment of priorities for Federal Emergency Response Teams (ERTs). Under PL 93-288 (as amended) Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, the Federal Emergency Management

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Agency (FEMA) will coordinate the activation and dispatch of ERTs to Disaster Areas. These ERTs have primary responsibility to **support** local government response activities. The EOC staff must be prepared to provide liaison and support to these ERTs and most importantly, establish and/or coordinate priorities for their response activities. **Emergency Support Functions** (ESFs) generally associated with major disasters include:

- ESF#1 - Transportation
- ESF#2 - Communications
- ESF#3 - Public Works/Engineering
- ESF#4 - Firefighting
- ESF#S - Information/Planning
- ESF#6 - Mass Care
- ESF# 7- Resource & Support
- ESF# 8- Health & Medical
- ESF# 9- Urban Search & Rescue
- ESF#10- Hazardous Materials
- ESF#11- Food
- ESF#12- Energy

E. **EMERGENCY OPERATIONS CENTER ORGANIZATION**

The Emergency Operations Center (EOC) will be organized and function in accordance with the Standardized Emergency Management System (SEMS) using basic Incident Command System (ICS) structure. The ICS basic organizational structure consists of four principal sections, which normally would be activated for a major incident. These sections are:

1. **Management Section**

This section is headed by the Director of Emergency Services or designee who, as Director of Emergency Services, has overall management responsibility for the incident. A Management Staff element is provided for handling such matters as legal advice, public information, emergency services coordination, safety, and interagency liaison. The EOC Management Staff will normally consist of:

- Director of Emergency Services –has overall responsibility for the City's emergency response operations.
- EOC Manager/ Safety Coordinator – has responsibility and authority for the operation of the EOC. The EOC Coordinator will ensure that the EOC is adequately staffed and operates at a level appropriate for the emergency.

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- Public Information Officer (PIO) – is responsible for interfacing with the public and media or with other agencies with incident-related information requirements. They serve as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.
- Liaison Officer – is the point of contact for all agency representatives and oversees all liaison activities within the EOC. The Liaison Officer ensures external agency representatives are provided appropriate situation information and maintains records of all agency representatives.
- Legal Officer – provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal officer also assists the Director of Emergency Services in declaring a local emergency and implementation of emergency powers.

2.   **Operations Section**

This section is headed by an Operations Section Chief, designated by the Director of Emergency Services, who shall be responsible for the coordination and management of all Operations Units. In multi-discipline incidents, the Operations Section Chief may designate representatives from other disciplines to assist with operations. The Operations Section answers and coordinates requests for tactical support made by the individual DOCs or IC. The need to expand the Operations Section is generally dictated by the number of tactical resources involved in the incident response and is influenced by span-of-control considerations. Assets from City departments and jurisdictional entities/authorities, such as police, fire, public works, etc. performing field emergency response operations may request assistance from the operations section through the field operations authorized agent (i.e. Logistics Section or IC). The Operations Section contains the Law Enforcement (Police), Communication (Dispatch), Public Works/Utilities and Rescue/Fire Unit. Units may be further divided into divisions and smaller elements at field locations. The EOC Operations Staff will normally consist of:

- Operations Section Chief
- Law Enforcement Unit
- Communications Unit
- Public Works/Utilities Unit
- Rescue/Fire Unit

3.   **Planning/Logistics Section**

This section is headed by the Planning/Logistics Section Chief, designated by the Director of Emergency Services, and is structured into several units, depending upon the needs of the incident. The Planning Section conducts planning activities for the EOC and oversees all incident-related data gathering and analysis regarding incident operations and assigned resources. Under the direction of the

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Planning Section Chief, the Planning Section collects, evaluates, and processes situation and resource status information for use in developing EOC action plans. Dissemination of information can be accomplished through an EOC action plan, a situation report (SITREP), formal briefings, or through map and status board displays.

The Planning/Logistics Section may be subdivided into several units with staff augmentation from city departments as deemed necessary by the Planning Section Chief and in coordination with City Department Heads.

The Logistics Section fulfills support requests both from the field and internally from other City agencies, DOCs, and support partners. The Logistics Section also supports the operational needs of the EOC and requests may include:

• Facilities
• Communications
• Supplies
• Equipment maintenance and fueling
• Food services (for EOC staff and on-scene staff, if requested)
• Medical services (for EOC staff and on-scene staff, if requested)
• Other services as appropriate

The need for logistics considerations and planning exists at multiple levels. The City EOC must account for emergency power, food, water, communications, and other needs of the EOC. The DOCs and/or on-scene incident command posts must account for staffing to ensure the rotation of personnel through safe rest/work cycles; shelter, feeding, and restroom facilities for personnel; acquisition of proper equipment for performing operations during the day and at night; etc. The coordination of resource requests must be funneled through a singular process to eliminate duplicative asset requests and account for payment of the resources requested.

The Logistics Section may be augmented by representatives of other city departments when deemed appropriate. The Planning/Logistics Staff will normally consist of:

• Planning Section Chief
• Situation Analysis/Damage Assessment Unit
• Documentation/Resource Status Unit
• Recovery Unit
• Care/Shelter Unit

4.   **Finance Section**

This section is headed by the Finance Section Manager and is responsible for meeting the financial needs of the emergency response elements and supporting organizations and agencies. This activity includes purchasing and billing, personnel accountability, time-keeping functions, and claims management. The Finance/Administration Section manages the financial elements of a response or activation including daily recording of personnel time, all financial matters pertaining to vendor contracts, and cost analyses and estimates as requested. Not all incidents will require the activation of a Finance/Administration Section during response operations; however, appropriate documentation and payment to resource vendors will still be required. It is imperative that local ICs, the DOCs, and City EOC personnel are familiar with the resource request process and follow the proper procedures for requesting a resource.

The Finance Section is normally divided into several smaller units as shown below:

- Finance Section Chief
- Time/Human Resources Unit
- Compensation/Claims Unit
- Transportation/Supply/Cost/Records Unit

F. **EOC ADMINISTRATIVE SUPPORT**

1.   **Administrative Supplies**

Section Chiefs shall be responsible for the provision of administrative and clerical supplies required for the operation of his/her respective section. These supplies shall be procured in advance and pre-positioned in the EOC, in containers appropriately marked with the section designation. The EOC Coordinator shall be responsible for providing containers and storage space for these supplies.

2.   **Communications**

a. **Telephones**

Telephone lines have been installed in the primary and alternate EOCs. Telephone numbers assigned to the respective operating elements are listed in **Tab A.** Telephone are stored in the EOC storage facility

and must be positioned and connected to the appropriate lines when the EOC is activated. Cellular phones may be used in the EOC to supplement communications when land line telephones are insufficient to meet the needs of the respective section. Telephone numbers of City cellular phones must be provided to the EOC Coordinator to facilitate the development of an EOC Telephone Directory. Any personal cellular telephones used during an incident must be registered with the EOC Director as soon as possible at the onset of an incident.

b. Radio

Radio communications are also available in the EOCs. To utilize these connection points, remote radio devices will need to be removed from internal police department offices and attached. Normally the functionality of portable radios will be preferred. To reduce the noise level in the EOC, always a disturbing element, all radios used should be equipped with headsets.

Radio communications in the EOC will be augmented by the Auxiliary Communications System (ACS), formerly RACES (Ham Radio Operators). Sufficient ACS personnel will be available to provide radio communications between the EOC and the Sonoma County Operational Area EOC, all incident sites, all operational shelters, all fire stations, and any other locations wherein radio communications are deemed essential. Additionally, the ACS element will operate a Packet System, a computer supported communications system to facilitate the transmission of large volumes of information over the amateur radio frequencies and reducing the transmitted data to hard copy on the receiving end. An Amateur Television System (ATV) may be available and will be operated by the Auxiliary Communications System (ACS) personnel.

c. Message Control Procedures

One of the primary functions of the Emergency Operations Center (EOC) in any emergency is to collect, evaluate and disseminate information. Information will reach the EOC through many different channels, e.g., telephone, government radio, amateur radio, citizens band radio, e-mail, commercial broadcasts, runners, and walk-in sources, etc. It is essential that incoming information be analyzed to determine validity, significance, and all-important data disseminated to appropriate sections/units within the EOC for information and/or necessary action. Likewise, information emanating from within the EOC directing actions to be taken, establishing priorities, requesting, and allocating resources, etc. must be recorded. Significant information must be documented to provide a record of problems encountered, courses of action available, and actions taken. The EOC message form **(Tab C)** or other comparable form will be used to capture this essential information. This message form will be filled out for all important information emanating from outside the EOC that is to be acted upon by members

of the EOC staff and for information to be sent from the EOC to outside agencies/individuals that will be transmitted by a third party, i.e., ACS or Dispatch.

3.   Reports, Charts, Maps and Documentation

Documentation, posting of status charts and maps and tracking of events during the emergency is essential not only to provide a comprehensive overview of the situation on which the EOC staff may make informed decisions, but also to provide the essential documentation to support claims for financial assistance following the disaster. The various reports, charts, and other tracking documentation are depicted in **TAB G:** SAMPLE FORMS/CHARTS/REPORTS.

4.   Computer Supported Operations

The Emergency Operating Centers, both primary and alternate, must be wired to provide computer supported operations to the emergency management staff. These computer lines shall tie into the city's network computer system thus providing the EOC operating staff access to all services provided in day-to-day operations. Each Section and Unit chief shall be responsible for the identification and provision of computer terminals to be used during emergency operations. These terminals should be identified in advance to facilitate relocation at such time the EOC is ordered activated.

5.   Support of EOC Operations

The Logistics Section shall be responsible for the logistic support of the EOC, to include, but not necessarily limited to, feeding of the EOC staff; provision of rest or sleeping arrangements for the staff; maintenance of the EOC facility, to include janitorial services, acquisition and provision of additional supplies and equipment, etc.

6.   Clerical Support/Runners

Generally, each unit in the EOC will be responsible to provide its own clerical support and personnel to serve as runners. The individual assigned clerical duties should NOT be a supervisor, but rather an individual normally tasked with clerical duties. Special clerical support and advice will be the responsibility of the Documentation Unit. The Documentation Unit will be responsible for the preparation of any official documents, resupply of office supplies, photocopying, etc. In addition, the Documentation Unit will oversee the work product of all Unit and Section scribes to ensure conformity with established procedures.

7. __Status/Incident Boards__

Status/Incident Boards shall be maintained by the Situation Status Unit, Police, Fire, Public Works and Utilities. These boards shall be posted, and the situation map properly annotated as information is received. **Only currently active incidents will be maintained on the Incident Board.** A permanent record of all incidents will be kept on the "Record" form.

8. __Personnel Accountability__

It is the responsibility of each Unit Leader to maintain accountabilities for all personnel assigned, both in the field and in the EOC. Work schedules, time sheets and casualty reports will be submitted to the Human Resources Unit on a timely basis, but in no case less than once each shift. Personnel will be accounted for by name and location. Within the EOC, Unit Leaders will prepare an EOC Personnel Assignments report which reflects the personnel currently on-duty and the schedule for the next shift. This form will be used to track the number of hours worked by each individual and will also document breaks and meals provided.

9. __Plans and Formats__

There are a number of formats for reports and plans included in this section. The "24 Hour" and the "7 Day" plans use the format recommended by the Sonoma County Operational Area Office of Emergency Services. Should the format not contain adequate topics or space, the format may be expanded. The format is intended as a guide for the MINIMUM information. **TABS E and F.**

10. __Records Maintenance__

Each Unit is responsible for the maintenance of all pertinent records. Adequate supplies are on hand to facilitate the process. It is recommended that each unit establish individual folders for messages, staff logs, Incident Board sheets and other records. Each folder should be clearly labeled. Each shift is responsible for assuring that all documents generated during its tour of duty are properly filed and cataloged before turning them over to the relief shift. If necessary, members of the out-going shift should remain at the EOC until a complete transition of information and files can be achieved. At the conclusion of the incident or event, each unit will consolidate all files, assure that all forms are completed, and submit them to their respective Section Chief. Each Section Chief will review the documentation for completeness and then submit all unit files, along with the Section Chiefs, files to

the Documentation Unit. The records generated during the course of the incident or event should be used as reference material for the After-Action report; however, **NO ORIGINAL DOCUMENTS SHALL BE REMOVED FROM THE EMERGENCY OPERATIONS CENTER EXCEPT BY THE DOCUMENTATION UNIT.** If the information contained in these forms is needed for writing the After-Action report, copies should be reproduced for that purpose.

PRESERVATION OF VITAL RECORDS City leadership will require certain vital records during a disaster. Protection of, and access to, these records requires planning. Such efforts are coordinated by the Sebastopol City Clerk. Vital Records are the documents required to continue the mission of City departments and agencies during and after a disaster. The records will assist in providing services both to internal City departments and external customers, such as citizens, contractors, other government entities.

Example documents may include:

• Computer system back-ups/servers

• Order of Succession Ordnances or Resolutions

• Plans, policies, and procedures for critical processes

• Payroll information

• Contracts and leases

• Legal and financial records

• Insurance documents

Each City department is responsible for identifying vital records, coordinating with the City Clerk, and assigning internal responsibility for their preservation.

11.   **Staff/Unit Logs**

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Each Unit within the EOC will maintain a "Section/Unit Activity Log". This document shall be used to record all activities, staff coordination, policy changes or requests processed by the unit. This form should be used by staff members to brief in-coming shifts. The form will also be used to log message traffic and memoranda for record. A recommended Section/Unit Activity Log is contained at **Tab H.**

G. EOC ROLES AND RESPONSIBILITIES

1. EOC Management Section

The Management Section is responsible for overall management and administration of the incident. Management includes certain support staff functions required to support the EOC Management function and the field command function. The Management Section in the City of Sebastopol EOC is responsible for activating public warning systems and sets the authority levels required and the responsibility of personnel for activation. City EOCs and Incident Commanders may request activation of various public warning systems in coordination with Sonoma County EOC as needed.

a. EOC Director

The EOC Director is responsible for the City of Sebastopol response to and recovery from any disaster or emergency. The Fire Chief is the primary EOC Director.

b. EOC Coordinator (ESC)/Safety Officer

The EOC Coordinator (ESC) / Safety Officer is responsible for coordination and planning during any emergency; for maintaining liaison with state, federal, private industry, and other disaster response agencies and organizations as needed, and for managing mutual aid (except law, fire, medical, and public works mutual aid). The EOC Coordinator may also serve as the EOC Director as needed. The Safety Officer is responsible for the general safety of City personnel, including volunteers, responding to the emergency.

c. Public Information Officer (PIO)/Liaison Officer

The Public Information Officer (PIO) acts under the direction of the EOC Director and EOC Coordinator and coordinates city and county public information activities. The Public Information Officer ensures that the media and citizens are fully informed on all aspects of the emergency. Direct

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representative of the EOC Director, the <u>Liaison</u> is the conduit for information flow between the City and other jurisdictions. During an emergency, the Liaison must be available to the EOC director at all times. Also serves as the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, public works, Caltrans, Red Cross).

d. Legal Officer

The Legal Officer is the City Attorney or designee. The Legal Officer provides advice to the EOC Director in all legal matters relating to the emergency. The Legal Officer assists the EOC Director in preparing the documentation necessary for declaring a local emergency and in the implementation of emergency powers.

2. EOC Operations Section

The Operations Section is under the supervision of the Operations Section Chief who is in charge of all functions within the Operations Section. The Operations Section directs City of Sebastopol operational resources and coordinates mutual aid resources. The Operations Section is responsible for coordinating with the field incident commanders. The following Units are in the Operations Section. Various Units can be added as needed.

a. Operations Section Chief

The Operations Section Chief is in charge of all Units in the Operations Section and reports directly to the EOC Director. The Operations Chief assists in the development and execution of the Incident Action Plan. The Operations Section Chief shall be advised of all requests for Mutual Aid and other resources. The Operations Chief would usually be the Police or Fire Chief, or their designee. Due to personnel resources, the Operations Chief will be in charge of their respective Section, and a coordinator for the other Section will be made available (i.e., If the Police Chief is the Operations Section Chief, s/he will also be the coordinator for the Law Enforcement Unit, and a designated member of the Fire Department will be assigned as the Fire Branch Coordinator).

b. Law Enforcement Unit

The mission of the Law Enforcement Branch is to provide warning information, evacuate citizens, control traffic and provide security. The Law Enforcement Unit also enforces temporary rules, laws, and controls crime.

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c. **Public Works/Utilities Unit**

The Public Works Branch is responsible for maintaining the City's infrastructure and related services, as well as restoring those damaged or destroyed. This unit will evaluate the safety of roadways, bridges and other public areas. Public Works will also assist other units with traffic control, search and rescue, and transportation as needed. Utilities Unit is managed by representatives designated by the Director of Public Works. The unit is responsible for the maintenance and repair of the City water systems and the wastewater collection systems.

d. **Communications Unit**

The Communications Unit provides emergency dispatch "9-1-1" through the Police Department Dispatch Center and is responsible for the coordination of all communications within the EOC. This system will be utilized for all emergencies unless the system is inoperable. If a total communications failure occurs, Sonoma County Sheriffs Dispatch will assume responsibility until the system is operable. If the Operational Area dispatch center is also inoperable, local communications will be limited to simplex operations between mobile units, the mobile command vehicle and the EOC. These units will be responsible for ALL communication needs to include radio, telephone, and couriers. The Communications Unit will be supported and augmented by the Auxiliary Communications Service (ACS), formerly referred to as RACES. The ACS is comprised of volunteer Ham Radio Operators capable of providing voice, Packet and ATV (Amateur Television) communications in support of emergency operations. ACS operators normally provide radio communications between elements of the emergency organization lacking other means of communications, and/or augment existing systems, e.g., shelters, EOCs, Incident Command Posts, incident sites, hospitals, supporting agencies, etc.

e. **Fire/Rescue Unit**

This unit is staffed by representatives designated by the Fire Chief. They will assume the lead for this unit which is responsible for fire suppression efforts, search and rescue operations, fire safety, and assisting in evacuations. The primary mission of the Fire/Rescue Unit is the prevention, suppression and control of fires and the conduct of light rescue operations. In addition, and as the availability of personnel permits, Fire/Rescue Unit supports medical treatment at fires stations, conducts heavy rescue operations with the assistance of Public Works, Utilities and other outside agencies as required.

3. **EOC Planning/Logistics Section**

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The Planning/Logistics Section is under the supervision of the Planning/Logistics Section Chief. The duties and responsibilities of the Planning/Logistics Section are gathering and analysis of all data regarding the incident and the assigned resources. The Planning Section maintains an incident log, EOC display maps, and charts. The Planning Section is also responsible for preparing situation reports, assessing damage, conducting planning meetings, documenting all EOC activities, and assisting in the preparation of the Action Plan. Depending upon the specific situation, this Section is normally staffed by members of the Planning Department with support staff from other departments as needed. The Logistics Section provides all emergency support needs. The Logistics Section orders all resources, manages volunteer personnel, and provides communications, facilities, personnel, transportation, supplies, equipment, fuel, food, and shelter as required.

a.   Planning/Logistics Section Chief

The Planning/Logistics Section Chief manages the Planning and Logistics Section. The Planning/Logistics Section Chief is responsible to gather and display information about the emergency; brief and update the EOC Management Section on the impact of the emergency on the City of Sebastopol. The Section Chief is responsible for all Planning/Logistic Section functions unless he/she delegates them to Unit Leaders.

b.   Situation Analysis/Damage Assessment Unit

The Situation Analysis Unit's primary role is to collect, collate and process all information and intelligence. Situation Analysis is responsible for maintaining the Master Incident Log and map displays. The Damage Assessment Unit collects damage information from the city, coordinates inspections and prepares a damage assessment report for the EOC Director and other agencies that may need damage information.

c.   Documentation/Resource Status Unit

The Documentation Unit maintains and files all EOC messages, updates and maintains the response Information Management System (RIMS), including transmission of periodic reports as required; files, maintains and stores all documents relating to the emergency; maintains the official history of the emergency; assists in preparation of situation summaries and damage assessment reports; provides duplication services as required. The Resource Status Unit will be responsible for the collection of information concerning resources being utilized to mitigate the emergency situation. This information is collected from all available sources, to include other sections in the EOC.

d. Staff Care/Shelter Unit

The Staff Care/Shelter Unit is responsible for the identification, preparation, staff and administration of shelter operations specifically in support of City employees and their families. If possible, these operations may be carried out in conjunction with the American Red Cross.

e. Recovery Unit

The Recovery Unit coordinates the development of recovery plans and operations with other EOC Sections. The Recovery Plan may include establishment of a Recovery Operations Center (ROC) or Local Assistance Center (LAC) as needed.

4. EOC Finance Section

The Finance Section provides for the tracking of the time worked by all emergency personnel involved in the incident, provides cost analysis and projections, and records any and all injury claims for compensation. The Finance Section is managed by the Administrative Services Director.

a. Finance Section Chief

The Finance Section Chief provides supervision to members of the Finance Section and manages all financial aspects of the emergency. In addition, he/she manages the receipt of claims for compensation against the City, tracks time worked and procurement of all resources and supplies.

b. Time/Human Resources Unit

The Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.
This unit, managed by the Planning/Logistics Chief or designee, coordinates the assignment of all city employees, volunteers, and mutual aid personnel. The Human Resources Unit is responsible for monitoring working hours and conditions, personal safety, and manpower levels during the incident. This unit will also be responsible for notification of personnel not contacted during the original call-up. This unit staffs a volunteer registration function at the Volunteer Collection Point, located at designated locations throughout the city. The location of Volunteer Collection Points will be

determined based on the actual or anticipated requirements. It should work in conjunction with the American Red Cross Volunteer registration program and the Volunteer Center of Sonoma County.

c. Compensation/Claims Unit

The Compensation and Claims Unit manages all legal claims for compensation filed against the City and interfaces with REMIF for claims processing. It advises the EOC Director in areas of claims for bodily injury and property damage compensation presented to the City.

d. Cost/Records/Supply/Transportation Unit

The Cost/Records Unit provides the projected cost of supplies and materials to support the emergency. In addition, it collects all cost data and records, performs cost effectiveness analysis and provides cost estimates and cost savings recommendations. The Supply Unit coordinates the procurement and allocation of essential supplies including food, fuel, health, office, and safety items. The unit is also responsible for negotiating contracts in advance with suppliers, restaurants, rental agencies, and other sources in order to facilitate the timely acquisition of needed supplies, equipment, ·materials and services. The supply unit will also coordinate the continued operation of water, gas, electric and other utilities as required for the operation of city emergency operations through close coordination with the Public Works Unit and the assigned utilities. The Transportation Unit coordinates the acquisition and allocation of transportation resources required to move people, equipment and essential supplies. This includes conducting an on-going maintenance program for all equipment in use and reallocating to other departments; organizing and managing all active staging areas; and preparing jurisdiction movement plans which assist police, fire and county agencies in the mass evacuation of citizens from stricken areas.

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H. **EMERGENCY OPERATION CENTER ACTION CHECKLISTS**

EOC DIRECTOR ACTION CHECKLIST

☐   Review entire checklist.

☐   Ensure Community has been notified.

☐   Obtain a briefing on the extent of the emergency and recommended initial objectives from your Management Staff (Operations, Planning, Logistics and Finance Chiefs.)

☐   Depending on the type of incident and information available, direct partial or full activation of the EOC.

☐   Determine if all key personnel or alternates are in the EOC or have been notified.

☐   Direct call back of personnel, as appropriate.

☐   Assemble Policy Staff, as appropriate.

☐   Brief Section Chiefs; appoint alternates as necessary.

☐   Ensure Section Chiefs and their staff members possess and utilize CHECKLISTS.

☐   Assess the situation, develop an overall strategy with the Management Staff and establish emergency response objectives and priorities.

☐   Determine the need for evacuation. If evacuation is deemed necessary, ensure PIO utilizes news media to pass specific evacuation instructions to appropriate locations.

☐   Consider declaring a local emergency. If declaration is proclaimed, distribute declaration(s) to the Operational Area EOC (if activated), the County Administrator or Office of Emergency Services.

☐   Establish briefing schedule for EOC staff.

☐   Direct activation of the Community Alert Network (CAN) to provide emergency instructions to citizens considered to be at risk, as appropriate (Refer to Community Alert and Warning Annex).

☐   Establish operational work periods for all Emergency Operations Center and field personnel. Advise Section Chiefs to plan for relief personnel.

☐   Direct Section Chiefs to maintain appropriate UNIT INCIDENT CHARTS, REPORTS and MAPS. Copies of unit and section reports should be provided to the Planning Section Documentation Unit at end of each operational period.

☐   Direct Section Chiefs to provide copy of SECTION SITUATION STATUS REPORTS to assist in the preparation of the 24 HOUR and 7 DAY INCIDENT ACTION PLAN. The reports should be completed prior to the end of each operational period or as needed for the completion of the INCIDENT ACTION PLAN by the Planning Section Chief.

☐   Review and approve the INCIDENT ACTION PLAN developed by the Planning Section Chief with the assistance of the Management Staff. Ensure proper distribution of the Action Plan.

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☐   Ensure that proper warning has been given to affected areas, agencies or facilities.

☐   Ensure that assessments are made for mutual aid requirements and that requests for such aid are made promptly to the Operational Area (County).

☐   If there is minimal or no damage to the City, be prepared to provide mutual aid to neighboring cities through the Operational Area.

☐   Complete the EOC MANAGEMENT SECTION SITUATION REPORT at the end of operational period or prior to shift change. Provide copy to your relief and to Planning Section Documentation Unit.

☐   Keep the Mayor and City Council informed of all major problems and decisions.

☐   Maintain a MANAGEMENT SECTION LOG noting messages received; decisions made, and actions taken.

EOC COORDINATOR ACTION CHECKLIST

☐ Review entire checklist.

☐ Ensure Community has been notified.

☐ Monitor progress in activating and establishing the EOC

☐ Assess the overall situation.

☐ Review security posture of EOC.

☐ Review status of call-back notification for EOC staff.

☐ Confirm that all telephones/computers/radios are operational.

☐ Review telephone assignments - publish EOC telephone directory.

☐ Confirm that ACS personnel have ACS net established and contact established with field elements and Operational Area EOC.

☐ Ensure FAX machines operational.

☐ Review CAN procedures. Advise EOC Director of CAN availability.

☐ Establish contact with all EOC Section Chiefs, requesting hasty analysis of situation, personnel staffing problems, major problem areas requiring immediate attention.

☐ Advise EOC Director of any personnel shortages.

☐ Evaluate overall situation - make recommendation to EOC Director regarding requesting City Manager declare Local Emergency.

☐ Establish contact with Operational Area EOC.

☐ Check communications. Advise of any shortfall in communications contact with field units, the Operational Area or other jurisdictions. Advise Logistics Section of needed safety equipment for supporting units, e.g., gloves, hard hats, flashlights, reflective vests, etc.)

☐ Confirm that all sections have mounted Status Boards/Incident Charts and are posting current data.

☐ Maintain a log, noting messages received, decisions made, actions taken and personnel on duty.

☐ Establish Briefing Schedule.

SAFETY OFFICER ACTION CHECKLIST

☐ Review entire checklist.

☐ Ensure Community has been notified.

☐ Obtain a briefing from the MANAGEMENT Staff.

☐ Assess the overall situation.

☐ Establish contact with all EOC sections, requesting personnel; advise of any unsafe working conditions.

☐ Advise Logistics Section of needed safety equipment for field and EOC personnel, e.g., gloves, hard hats, flashlights, reflective vests, etc.)

☐ Conduct periodic safety inspections of all work areas within the EOC and in all off- site support areas.

☐ Establish a Field Safety Officer at major emergency scenes and incident sites.

☐ Establish liaison with existing Field Safety Officers.

☐ Record and advise EOC Director of unsafe working conditions you have been unable to mitigate.

☐ Maintain a log, noting messages received, decisions made, actions taken and personnel on duty.

☐ Communications Care & Shelter Human Resources Supply Transportation

PUBLIC INFORMATION OFFICER ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain a briefing from the Management Staff.

☐   Assess the situation.

☐   Establish and staff Public Information/Rumor Control Unit as quickly as possible.

☐   Prepare an initial information summary as soon as possible.

☐   Observe constraints on the release of all information imposed by the Management Staff.

☐   Establish contacts with the media and provide assistance as required.

☐   Establish an Information Center for the media. Schedule regular briefings. Post briefing schedule.

☐   Establish separate voice mail telephone hotlines for media and public use. Update regularly.

☐   Establish field PIO teams or establish contact with existing Incident Command PIO teams.

☐   Gather and disseminate instructions, warnings, and announcements.

☐   Release news and information. Post the information in the EOC and Media Center. Ensure that field units and Operational Area Public Information Officer receive copies of all releases.

☐   Arrange for escorts, transportation and briefing service for the media and VIPs.

☐   Attend all EOC briefings and Management Staff meetings. Update information releases.

☐   Schedule qualified, knowledgeable speakers for media briefings.

☐   Monitor television and radio transmissions for accuracy. Take immediate steps to correct any misinformation being disseminated to the public.

☐   Issue warnings regarding unsafe areas, structures, and facilities. Issue emergency instructions to the public.

☐   Utilize EDIS, EAS, CAN or other communications systems to issue warnings.

☐   Issue special information releases addressing rumors. Identify them and provide correct information.

☐   Provide information to the public on available transportation routes, closures, medical facilities, etc.

☐   Release an official list of assistance centers and shelter sites.

☐   Ensure that all emergency announcements and information are translated for non-- English-speaking populations.

☐   Maintain a log noting messages received; releases published; interviews granted; and other activities. Maintain record of personnel on duty.

LIAISON OFFICER ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain a briefing from the MANAGEMENT Staff.

☐   Assess the overall situation.

☐   Establish contact with all EOC sections, requesting personnel; advise of any problems arising from the support of mutual aid supporting units.

☐   Advise Logistics Section of needed safety equipment for supporting units, e.g., gloves, hard hats, flashlights, reflective vests, etc.)

☐   Maintain continuous liaison with mutual aid supporting units and all off-site support areas.

☐   Establish a Field Liaison Officer at major emergency scenes and incident sites.

☐   Establish liaison with existing Field Liaison Officers.

☐   Record and advise EOC Director of inappropriate commitment of supporting units or activities and/or any support problems you have been unable to mitigate.

☐   Maintain a log, noting messages received, decisions made, actions taken and personnel on duty.

LEGAL OFFICER ACTION CHECKLIST

☐ Obtain a situation briefing on the extent of the emergency from the EOC Director.

☐ Advise EOC Director on declaring a Local Emergency and/or issuing special orders.

☐ Monitor response effort and advise EOC Director regarding liability exposures and protection against such exposure.

☐ Prepare proclamations, emergency ordinances, and other legal documents as required by the EOC Director.

☐ Develop rules and regulations required for acquisition and/or control of critical resources.

☐ Provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.

☐ Brief relieving staff upon arrival.

☐ Maintain a log noting messages received; decisions made; actions taken; and personnel on duty.

OPERATIONS SECTION CHIEF CHECKLIST

☐ Review entire CHECKLIST.

☐ Ensure Community has been notified. Action Steps taken o reach all subpopulations include.
- o Use of Police/Fire Hi-Lo Sirens
- o Nixel Alerts
- o Local News Media and radio releases
- o Other Social Media Alerts (City Web Pages, Instagram's, Facebook Pages, etc.)
- o As staffing allows personal door to door contact

☐ Obtain briefing from the Management Staff.

☐ Evaluate the field conditions associated with the emergency. Determine the resources committed and coordinate with Situation Analysis Unit. Develop a briefing with the EOC Director.

☐ Direct Operations Section Unit leaders to maintain up-to-date INCIDENT CHARTS, INCIDENT REPORTS and Section specific map. Ensure that only ACTIVE, ESSENTIAL information is depicted on the INCIDENT CHARTS and SECTION MAP. All section related items of interest should be recorded on INCIDENT REPORT. Copies of the daily INCIDENT REPORT should be provided to Planning Section Documentation Branch at the close of each operational period.

☐ Ensure that Unit Leaders complete appropriate SITUATION REPORT at end of each operational period or as necessary for development of 24 HOUR and 7 DAY ACTION PLAN by the Planning Section Chief.

☐ Assist the Planning Section Chief in the development of the 24 HOUR and 7 DAY ACTION PLANS.

☐ Assign and brief Operations Section personnel on the ACTION PLANS.

☐ Supervise Operations related emergency response.

☐ Coordinate the activities of all departments and agencies involved in the operations.

☐ Determine needs and request additional resources when necessary. Make recommendations to EOC Director regarding need for additional resources.

☐ Establish communications with affected areas.

☐ Assign specific work tasks to various units of the Operations Section as required. Ensure Operations Unit Leaders and personnel possess and utilize CHECKLISTS.

☐ Ascertain what resources are committed. Coordinate further needs with the Logistics Section Chief.

☐ Receive, evaluate, and disseminate emergency operational information.

☐ Establish and maintain staging areas for operations related equipment and personnel.

☐ Coordinate resource needs with the Logistics Section Chief.

☐ Receive, evaluate, and disseminate information relative to the operation of the emergency.

☐ Provide all relevant emergency information to the Public Information Officer.

☐   Maintain an OPERATIONS SECTION LOG noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.

LAW ENFORCEMENT UNIT ACTION CHECKLIST

☐   Review entire CHECKLIST.

☐   Ensure Community has been notified.

☐   Obtain a briefing on the extent of the emergency from the Operations Section Chief.

☐   Check telephones and radios. Request repair or augmentation from Logistics Section Services Branch, as required.

☐   Establish Police Unit and staff for extended operations. Mobilize reserves and volunteers, as necessary.

☐   Request all city offices and other facilities be checked for damage and/or disaster related problems.

☐   If appropriate, direct all emergency vehicles be moved to open areas to avoid damage from aftershocks.

☐   Contact Operational Area Law Enforcement Coordinator for status on all city police departments within the county, special problems, and resource availability. Advise Operations Section Chief and Planning Section of major problems and general law enforcement situation.

☐   Contact CHP and other local law enforcement agencies for status, special problems, and availability to respond.

☐   Maintain a LAW ENFORCEMENT INCIDENT CHART and MAP. Record of all MAJOR law enforcement incidents and commitments. Supplement the LAW ENFORCEMENT INCIDENT CHART with a LAW ENFORCEMENT INCIDENT REPORT which includes incidents of lessor importance. A copy of the LAW ENFORCEMENT INCIDENT REPORT should be provided to the Planning Section Documentation Branch at the end of each operational period.

☐   Complete a LAW ENFORCEMENT SITUATION REPORT at the end of each operational period or upon request of the Planning Section Chief. This report will be utilized to brief your relief at the end of the work shift and in preparation of the 24 HOUR and 7 DAY ACTION PLANS.

☐   Check with the other Operations Section Units for a briefing on the status of the emergency.

☐   Check the status, availability, and deployment of other city police departments, volunteer branches and other mutual aid forces.

☐   Report to the Operational Area Law Enforcement Mutual Aid Coordinator on major problems, actions taken, and resources available or needed.

☐   Establish emergency traffic routes in coordination with Public Works, CHP, and County Sheriff. Initiate traffic control, where appropriate.

☐   Provide security for evacuated areas, shelters, casualty collection points, temporary morgues, emergency medical treatment facilities, hospitals, first aid stations, and fire stations.

☐   Keep Operational Area EOC Law Enforcement Branch Directors advised of overall situation.

☐   Keep field forces advised of locations of shelters, first aid facilities, casualty collection points, and other facilities which may be established.

☐   Keep the EOC Director apprised of the current situation.

☐   Assist in the preparation of an INCIDENT ACTION PLAN.

☐   Arrange for feeding and sheltering of mutual aid law personnel as necessary with the Logistics Section.

☐   Maintain a POLICE Branch LOG noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.

COMMUNICATIONS DISPATCHER LEADER ACTION CHECKLIST

☐   Review entire Action Checklist.

☐   Ensure Community has been notified.

☐   Obtain a briefing on the extent of the emergency and required communications capabilities from the Operations Unit Leader.

☐   Determine the following:

- o   Communications Procedures
- o   Frequencies in use
- o   Nets established or to be established
- o   Equipment status
- o   Capabilities, limitations and restrictions
- o   Locations of repeaters
- o   Message center procedures

☐   Insure adequate staffing of Dispatch Section.

☐   Obtain and review Incident Action Plan to determine incident organization and communications plan.

☐   Maintain a record of unusual incident occurrences.

☐   Transmit and receive messages within and external to the incident.

☐   Maintain a COMMUNICATIONS UNIT LOG containing the following types of information:

- o   Communications Plan
- o   Messages received and transmitted
- o   Action Pending
- o   Action Completed
- o   EOC personnel and time on duty
- o   Staff Information Folder

☐   Upon completion of operation, complete a DISPATCH AFTER ACTION REPORT.

☐   The AFTER-ACTION REPORT should include a brief overview of support provided during the operation and recommendations to improve operations. Use the following format:

- o   Item
- o   Discussion
- o   Recommendation

PUBLIC WORKS UNIT CHIEF ACTION CHECKLIST

☐   Review entire CHECKLIST.

☐   Determine if Public Works Director is to be the Operations Section Chief.

☐   Obtain briefing on the extent of the emergency from the Operations Section Chief.

☐   Check the status, availability, work schedule, and deployment of City Public Works personnel and equipment.

☐   Establish Public Works Unit and staff for extended operations. Initiate call back as required.

☐   Coordinate with Logistics Section the use of volunteers.

☐   Identify "division supervisors" by geographic or other criteria, as necessary.

☐   Establish communication link with Public Works dispatch. Request equipment repair or augmentation from Logistics Section.

☐   Inventory the following essential City services and establish priorities for the restoration of all essential services.

       o   Blocked streets.

       o   Damaged bridges, overpasses, and underpasses.

       o   Damaged dams (Coordinate with Sonoma Water and/or private owners.

       o   Damaged storm drain systems and blocked waterways (Coordinate with Sonoma Water and/ or private agencies).

       o   Traffic signals and streetlights

☐   Advise Public Information Officer of road and bridge closures.

☐   Coordinate communication of all City Public Works units for status, special problems and availability to respond. Advise Operations Section Chief and Planning Section of major problems and general situation.

☐   Contact utility districts and local agencies for status, special problems, and availability to respond. Coordinate as appropriate.

☐   Coordinate emergency debris removal and disposal.

☐   Maintain a map record of all major Public Works incidents and commitments.

☐   Establish contact with Operational Area Public Works Coordinator and advise of situation.

☐   Coordinate with Operational Area Public Works Coordinator on all in-county public works mutual aid for priority problems.

☐   Check with other Operations Section Units for a briefing on the status of the emergency.

☐   Assess the situation and determine the following:

       o   Location and nature of major road problems

       o   Approximate number of injuries and/or dead

       o   Response already underway

       o   Best response routes

       o   Staging Area locations

       o   Availability of other resources

If there is little damage to the city, be prepared to provide assistance to other jurisdictions.

☐   Update and brief the Operations Section Chief.

☐   Coordinate the feeding and sheltering of Public Works Unit personnel though the Care and Shelter unit of the Logistics Section.

☐   Document information and keep accurate records to support the history of the emergency.
- o   Messages received
- o   Decisions made
- o   Actions taken
- o   Requests filled
- o   Record of other activities
- o   Maintain record of personnel used within the emergency and time on duty. (Precise information is essential to meet the requirements for reimbursement by state and federal government).

PUBLIC WORKS FIELD OBSERVERS ACTION CHECKLIST

- ☐ Obtain a briefing from Situation Status Unit Leader
- ☐ Review entire checklist.
- ☐ Identify, confirm radio communications means with the Communications Officer or the SitStat Unit Leader.
- ☐ Determine:
    - o Method of communications and a call sign. ·
    - o Location of assignment
    - o Type of information required
    - o Priorities
    - o Time Limits for completion
    - o Methods of transportation
- ☐ Develop log requirements and format for reporting of information.
- ☐ Obtain necessary equipment and supplies (report forms, maps, flashlights, etc.).
- ☐ Perform field observer responsibilities to include but not limited to the following:
    - o Perimeters of incident
    - o Locations of major damage
    - o Locations of minor damage
    - o Any worsening situations
    - o Weather conditions
    - o Hazards including escape routes and safe areas
    - o Progress of Operational resources, including assembly area status
    - o Any situation that warrants attention by emergency operations staff
- ☐ Be prepared to identify all facility locations (staging, shelter and medical care sites).
- ☐ Report information to SitStat Unit Leader by established procedure.
- ☐ Report immediately any condition observed which may be a safety hazard to personnel or critical services.

FIRE/RESCUE UNIT CHIEF ACTION CHECKLIST

☐   Review Entire Checklist

☐   Obtain a briefing on the extent of the emergency from the Operations Section Chief.

☐   Check telephones and radios. Request repair or augmentation from Logistics Section Services Branch, as required.

☐   Establish Fire/Rescue Unit and staff for extended operations.

☐   Contact all fire stations for status, special problems, and availability to respond. Advise Operations Section Chief and Planning section of major problems and general fire/rescue situation.

☐   Maintain a Fire Incident Chart and Map, record of all Major fire/rescue incidents and commitments. Supplement the Fire/Rescue Incident Chart with a Fire/Rescue Incident Report which includes incidents of lesser importance. A copy of the Fire Rescue Incident Report should be provided to the Planning Section Documentation branch at the end of each operational period.

☐   Complete a Fire/Rescue Situation Report at the end of each operational period or upon request of the Planning section Chief. This report will be utilized to brief your relief at the end of the work shift and in preparation of the 24 Hour and 7 Day Action Plans. Maintain a map record of all major fires, hazardous materials spills, rescue operations, and other fire incidents.

☐   Check with the Operations Section Units for a briefing on the status of the emergency.

☐   Check the status, availability, and deployment of strike teams and other mutual aid forces.

☐   Estimate need for fire mutual aid.

☐   Report to Operational Area Fire/Rescue Mutual Aid Coordinator on major problems, actions taken, and resources available or needed.

☐   Advise the EOC Manager of the current situation, as required.

☐   Assist in the preparation of an Incident Action Plan.

☐   If the Medical Branch is activated, coordinate evacuation requirements to include assistance in the evacuation of the injured victims to first aid facilities, casualty collection points, or hospitals.

☐   Arrange for feeding and sheltering of fire personnel, as necessary, with the Logistics Section.

☐   Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents, and/or other potential problems.

☐   Maintain a log noting messages received, decisions, actions take, and other activities. Maintain a record of personnel on duty.

PLANNING SECTION CHIEF ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain a briefing on the extent of the emergency from communications or other members of Management Staff and coordinate any specific requirements from the Director of Emergency Services.

☐   Confirm that all key Planning/Logistics Section personnel or alternates are in the EOC or have been notified. Request additional volunteers from Logistics Section as needed.

☐   Activate, and direct Planning/Logistics Section Units and ensure section journal/log is initiated and maintained.

☐   Designate and assign Message Center Coordinator.

☐   Direct Situation Status Unit Leader to initiate collection and display of significant disaster events to include a weather collection system when necessary.

☐   Direct Resource Status Unit Leader to initiate collection and display of field elements assigned and available for assignment to the Operations Section.

☐   Direct Documentation Unit Leader to initiate collection and display of disaster information and to activate the EOC Message Center.

☐   Ensure internal coordination between unit leaders.

☐   Direct SitStat and ReStat Unit Leaders to prepare a briefing on the disaster, resources applied and resources available, or en route for application.

☐   Insure that situation maps and related charts are available and posted with current information.

☐   Assess the impact of the emergency on the City including the initial damage assessment by the city response teams, building inspectors and other field units.

☐   Assemble information on alternative strategies.

☐   Advise Management Staff of any significant changes in incident status.

☐   Establish information requirements and reporting schedule for all ICS organizational elements for use in preparing the INCIDENT ACTION PLAN.

☐   Direct the coordination of periodic disaster, and strategy plans briefings to the Director of Emergency Services, Director of Emergency Services, and chiefs of other EOC Sections, to include predictions on incident potential.

☐   Prepare periodic predictions on the potential of the emergency.

☐   Confirm that Situation and Resource Status Units are compiling and displaying status and resource summary information.

☐   Prepare summary situation reports of the emergency for distribution as directed by the Director of Emergency Services or at least once during each operational period.

☐   Begin planning for transition from response mode to recovery mode in the impacted area(s).

☐   Identify need for use of specialized resources.

☐   Prepare and provide Incident Traffic Plan.

☐   Prepare and distribute directives and orders of the Director of Emergency Services and/or Director of Emergency Services.

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☐   Prepare recommendations for systematic release of resources as determination is made that they are no longer required.

☐   Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating in the operation and their hours on duty.

☐   Submit documentation to Documentation Unit.

LOGISTICS SECTION CHIEF ACTION CHECKLIST

☐ Review entire Action Checklist.

☐ Obtain a briefing on the extent of the emergency from the Management Staff.

☐ Obtain initial instructions concerning logistics work activities/priorities.

☐ Based on severity of emergency, and guidance on initial work activities, determine Logistics Section personnel requirements. For extended operations consideration should be given to relief personnel. Shifts should not exceed 12-hour periods.

☐ Establish personnel schedule and rosters. The following logistics organization is recommended:
- o Situation Analysis/Damage Assessment
- o Care and Shelter Unit
- o Documentation/Resource Status
- o Recovery

☐ Confirm that all Logistics Section members or alternates are in the EOC or have been notified.

☐ Assemble and brief Logistics Unit Leaders.
- o Provide summary on incident
- o Assign work locations and preliminary work tasks to section personnel
- o Present procedures and limitations on purchasing or expenditures
- o Provide administrative and personnel reporting guidance

☐ Notify the Planning Section Resources Unit of Logistics Section Units activated including names and locations of all assigned personnel.

☐ Review with Unit Leaders existing logistics resources and logistics requirements for planned and expected operations.

☐ Identify and coordinate for the procurement of additional service and support requirements of personnel, supplies and equipment to support planned and expected operations.

☐ Insure provisions for logistical support of the EOC are in place and operational.

☐ Brief and update the Director of Emergency Services of all logistics resources and support concerns caused by the emergency. Information that should be provided includes:
- o Priority logistics requirements filled/completed
- o Logistics shortfalls/unresolved problems
- o Major new problems since previous brief
- o Assistance needed from other agencies and status of mutual aid
- o Information developed by the Logistics Section that should be passed to other EOC sections or to the public

☐ Assist in the initial development and the daily review of an INCIDENT ACTION PLAN.

☐ Prepare 24 hour and 7-day logistics statements for inclusion in the INCIDENT ACTION PLAN.

☐ Ensure that Logistics Unit Leaders have copies of INCIDENT ACTION PLAN.

☐ Continually coordinate with the Operations Section Chief and Planning Section Chief to ensure timely and efficient logistics support.

☐   Ensure that Logistics Unit Leaders open and maintain UNIT LOGS. All documents prepared by the Logistics Section should be passes to the Documentation Unit in the Planning Section at the conclusion of the emergency. At a minimum the following records should be maintained:

- o   Messages received and transmitted
- o   Action Pending
- o   Action Completed
- o   Logistics EOC personnel and time on duty
- o   Active Vendor Records
- o   Non-Expendable Property Records
- o   Expendable Property Purchase Records
- o   Expendable Property Expenditure Record
- o   Facility Records
- o   Facility Rental Contracts/Inspection Reports
- o   Vehicle Records
- o   Vehicle Accident Reports
- o   Staff Information Folder
- o   After Action Report

☐   Maintain accountability of all logistics personnel assigned, both in the EOC and in the field. Work schedules, time sheets and casualty reports will be submitted to the human resources unit on a timely basis, but not less than once a day.

☐   Ensure for the general welfare and safety of all Logistics Section personnel.

☐   Establish turnover procedures and conduct shift change briefs at the end of each shift.

☐   Prior to the end of the operation obtain a Demobilization Plan from Planning Section.

☐   Prepare a LOGISTICS DEMOBILIZATION PLAN to ensure the efficient return of nonexpendable property, the inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

☐   Prior to the end of the operation collect the Logistics Unit documentation and AFTER ACTION REPORTS. Prepare and submit a consolidated LOGISTICS AFTER ACTION REPORT to the Director of Emergency Services and/or the Director of Emergency Services.

☐   The AFTER ACTION REPORT should include a brief overview of support provide during the operation and recommendations to improve operations in the following format:

- o   Item
- o   Discussion
- o   Recommendation

DAMAGE ASSESSMENT UNIT LEADER ACTION CHECKLIST

☐ Review entire checklist.

☐ Obtain a briefing on the extent of the emergency from the Planning/Logistics Section Chief.

☐ Recall Building Inspectors as required.

☐ Prepare to receive information from police, fire, public works and utilities representatives conducting surface and aerial survey of the City.

☐ Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, signaled traffic controlled intersections, and facilities.

☐ Pay particular attention to essential facilities such as government buildings, schools, hospitals, utilities and other special facilities.

☐ Initiate request for mutual aid building inspectors and structural engineers.

☐ Prepare a plan for utilization of Building Inspectors to ensure proper deployment as well as a comprehensive coverage of the damaged area.

☐ Prepare the initial damage estimate for the City.

☐ Collect, record and total the type and estimated value of damage.

☐ Alert and activate structural inspection personnel, as required.

☐ Request volunteer Structural Engineers to assist in the inspection of structures. Provide personnel to act as guides for the engineers.

☐ Provide, as required, damage assessment teams to survey structures and potential shelter sites for disaster victims.

☐ Provide, as required, damage assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by the Operational Area as a basis for emergency declaration and state and federal agencies use these figures as a basis for federal reimbursement of disaster costs.

☐ Coordinate with PG&E, Red Cross, and the Operational Area on the collection and reporting of damage assessment data. Coordinate through the Liaison Officer in the EOC.

☐ Coordinate with all departments for possible information on damage to structures.

☐ Coordinate with the following agencies for field information and Damage Assessment reports:
   o   Radio amateurs
   o   Ca IT rans
   o   Office of Education
   o   Pacific Gas and Electric
   o   Parks & Recreation Department
   o   California Department of Forestry
   o   Sonoma County Sheriff's Office
   o   Media Sources
   o   Private sector engineering firms
   o   Maintain log of all messages received and sent and all significant actions taken.
   o   Maintain record of all personnel participating and their hours on duty.

SITUATION STATUS UNIT LEADER ACTION CHECKLIST

☐ Obtain briefing and special instructions from the Planning/Logistics Section Chief or person in charge of planning activities.

☐ Review entire checklist.

☐ Prepare and maintain the EOC display.

☐ Activate elements of the Situation Status Unit, establish work area, assign duties, and ensure the Unit Journal/Log is initiated and maintained.

☐ Ensure the Display Processor(s) have all required support items for displays.

☐ Direct collection, organization, and display status of disaster events.

☐ Ensure radio communications is established with Field Observer(s), and an activity log maintained.

☐ Based on the Cities' Safety Element Survey or the nature of the emergency, direct Field Observers to report on high priority areas, (densely populated and critical service areas) first.

☐ Ensure "human" communications pathways within the elements of the Planning/Logistics Section are initiated and maintained.

☐ Ensure "human" communications pathways with information sources in other sections are initiated, and direct and maintain individual logs.

☐ Provide for an authentication process in case of conflicting status reports on events.

☐ Prepare and present an overview Situation Report (SitRep), an evaluation of the disaster situation, and predictions on the course of the disaster event(s) before each planning meeting or upon request of the Planning/Logistics Section Chief or Director of Emergency Services.

☐ Assist in strategy planning based on the evaluation of the disaster situation and predictions of the probably course of event(s).

☐ Maintain Situation Status Unit records to include Unit Log.

RESOURCE STATUS UNIT LEADER ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain a briefing and special instructions from the Planning/Logistics Section Chief.

☐   Direct collection, organization, and display status of incident resources to include allocation, deployment and staging areas.

☐   Activate elements of the Resource Status Unit, establish work areas, assign duties, and ensure Unit Journal/Log is maintained.

☐   Establish Situation Map

☐   Obtain necessary equipment, and supplies (status board, marking pens, T-Cards, reporting forms, etc.).

☐   Obtain additional staff from police, fire, and public works, as required.

☐   Establish a check-in procedure of resources at specified incident locations.

☐   Maintain master list of all resources received at the incident.

☐   Ensure "human" communications pathways are identified and established within the Planning/Logistics Section, with other sections, and direct the maintenance of individual logs.

☐   Provide for an authentication system in case of conflicting status reports on resources.

☐   Provide a resources overview and summary information to Situation Unit as requested and written status reports on resources allocations as directed by the Planning/Logistics Section Chief.

☐   Assist in strategy planning based on the evaluation of the resources allocations, resources en route, and projected resources shortfalls.

☐   Make recommendations to Planning/Logistics Chief regarding resources that are not employed and/or should be deactivated.

☐   Maintain a Unit Log.

☐   Ensure posted information is documented for the situation and status records BEFORE clearing the display boards.

☐   Document information and keep accurate records to support historical events/occurrences of the emergency.
- o   Messages received
- o   Action taken
- o   Requests filled
- o   EOC personnel and time on duty

DOCUMENTATION UNIT LEADER ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain a briefing on the extent of the emergency from the Planning/Logistics Section Chief.

☐   Establish incident files relating to the emergency.

☐   Check the accuracy and completeness of records submitted for file.

☐   Maintain a file on all EOC messages.

☐   Establish duplication services and support all EOC staff elements as required (duplicate official forms, etc.)

☐   Correct errors in documentation by checking with the appropriate EOC personnel.

☐   File, store and maintain files for legal, analytical and historical purposes.

☐   Coordinate with each of the Planning/Logistics Section Units.

☐   Maintain log of all messages received and sent and all significant actions taken.

☐   Maintain record of all personnel participating and their hours on duty.

RECOVERY UNIT LEADER ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain a briefing on the extent of the emergency and related damage from the Planning/Logistics Section Chief.

☐   Establish incident files relating to damage in the city.

☐   Activate Recovery Unit and determine staffing requirements.

☐   Notify Operational Area EOC of activation of Recovery Unit.

☐   Obtain required information relative to time/location of State/FEMA orientation briefings for disaster assistance.

☐   If appropriate, develop Letter of Intent and forward to FEMA.

☐   Review Recovery Operations Manual.

STAFF CARE/SHELTER ACTION CHECKLIST

☐   Review entire Action Checklist.

☐   Obtain a briefing on the extent of the emergency from the Planning/Logistics Section Chief.

☐   Based on information provided from the Operations Section determine shelter site requirements for city personnel, their families and civilian victims requiring shelter, food and water. Request necessary food supplies, equipment and other supplies to operate shelter sites in coordination with the Red Cross.

☐   Ensure Shelter Managers establish a shelter registration function, a welfare inquiry system and maintain a message board. Ensure shelters report the health and welfare status of all shelter occupants to Central Registration.

☐   Obtain and maintain an updated list of victims and their locations from the American Red Cross Chapter.

☐   Record and evaluate information regarding requests, activities, expenditures, damage and casualties.

☐   Report all statistical information to Situation Analysis Unit.
- o   Displaced persons
- o   Shelter sites
- o   Type of shelter
- o   Number of people in shelters
- o   Number of people that can be accommodated.

☐   Periodically update shelter related information to the Public Information Officer.

☐   Using available public structures which have been declared safe for occupancy by the City Building Department, provide shelter for mutual aid workers, convergent volunteers and others as required.

☐   Plan and provide for the feeding of Disaster Service Workers, Mutual Aid workers, families of city emergency workers, convergent volunteers, field personnel and others as required.

☐   Consider the special needs as required for the care of unattended children, the aged, and the shelterees with disabilities. Where possible, ensure that all shelter facilities comply with the Americans with Disabilities Act provisions.

☐   Coordinate with the County Health Officer to determine public health hazards and establish standards for control of public health issues.

☐   Coordinate with the Redwood Empire Veterinary Association and the Red Cross to establish facilities for the care and housing of pets belonging to individuals sheltered in city shelters.

☐   Coordinate with Transportation Unit to transport evacuees to and from centers.

☐   Maintain log of all messages received and sent and all significant actions taken.

☐   Maintain record of all Care and Shelter personnel participating and their hours on duty.
- o   Shelter Information
- o   Victim Rosters
- o   Messages received and transmitted

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- o   Action Pending
- o   Action Completed
- o   EOC Care & Shelter personnel and time on duty
- o   Staff Information Folder

☐   Upon completion of operation, complete a CARE AND SHELTER AFTER ACTION REPORT.

☐   Complete an AFTER-ACTION REPORT. It should include a brief overview of support provided during operation and recommendations to improve operations:

- o   Item
- o   Discussion
- o   Recommendation

FINANCE SECTION CHIEF ACTION CHECKLIST

- ☐ Review entire checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Planning/Logistic Section Chief.
- ☐ Obtain initial instructions concerning work activities and priorities.
- ☐ Establish sub-units as required (Cost, Time and Supply Unit, Compensation and Claims Unit).
- ☐ Brief all Finance Section personnel.
- ☐ Obtain input from the various units to determine projected cost of supplies and materials to support the emergency.
- ☐ Collect cost data, complete cost effectiveness analysis and determine cost estimates and make recommendations for cost savings.
- ☐ Ensure that Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.
- ☐ Ensure that Compensation and Claims Unit manages all legal claims for compensation filed against the City.
- ☐ Ensure that a Finance Section log is maintained, noting messages received, decisions made and actions taken, and personnel on duty.

TIME UNIT LEADER ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain a briefing from Finance Section Chief.

☐   Determine personnel requirements for time recording function.

☐   Establish contact with appropriate agency personnel/representatives.

☐   Organize and establish time unit.

☐   Establish unit objectives, make assignments, and evaluate performance.

☐   Establish and maintain a file for employee time records for each person. This file should include:

- o   Correct Identification
- o   Specific pay provisions
- o   Hours worked
- o   Assignment
- o   Travel
- o   Termination of involvement in emergency

☐   Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.

☐   Submit cost estimate data forms to cost unit as required.

☐   Provide for records security.

☐   Ensure that all records are current or complete prior to demobilization.

☐   Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

☐   Brief Finance Section Chief on current problems recommendations, outstanding issues, and follow-up requirements.

☐   Maintain Unit Log.

HUMAN RESOURCES UNIT LEADER ACTION CHECKLIST

- ☐ Review entire Action Checklist.
- ☐ Obtain a briefing from the Finance Section Chief.
- ☐ Canvas the Operations and Planning Section to determine immediate needs for volunteer or other personnel support. Determine what types of skills are needed, where, and for how long.
- ☐ Confirm that volunteers are being properly registered as Disaster Service Workers. If not, establish a Disaster Service Workers Registration function as soon as possible.
- ☐ Determine the number and location of personnel assigned to field activities.
- ☐ Determine the status of personnel in each department and identify employees that can be utilized for more urgent assignments.
- ☐ Develop a relief plan and coordinate with all sections.
- ☐ Fill requests for personnel needs.
- ☐ Identify the number of "On Duty" personnel available for assignment.
- ☐ Maintain a Personnel Resource Pool.
- ☐ Forward all personnel time records and documentation to the Time Unit of the Finance Section. If this unit has not been established, maintain time and assignment records for all city employees and volunteers.
- ☐ Register and assign Disaster Service Volunteer Workers. Coordinate with the Public Information Officer for public release of the location of registration areas. Disaster Service Worker volunteers are coordinated primarily through the Sonoma County Volunteer Bureau.
- ☐ Open and maintain a Unit Log. Insure that all documents prepared by the Logistics Section are forwarded to the Documentation Unit in the Planning Section at the conclusion of the emergency.
  - o Messages received and transmitted
  - o Action Pending
  - o Action Completed
  - o Logistics EOC personnel and time on duty
  - o Staff Information Folder
  - o After Action Report
- ☐ Obtain DEMOBILIZATION PLAN from the Logistics Section Chief.
- ☐ Supervise the demobilization of the Human Resources (Personnel) Unit to include return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- ☐ Upon completion of the emergency operations, compile and prepare the HUMAN RESOURCES AFTER ACTION REPORT.
- ☐ The AFTER-ACTION REPORT should include a brief overview of support provide during the operation and recommendations to improve operations in the following format:
  - o Item
  - o Discussion

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COMPENSATION/CLAIMS UNIT ACTION CHECKLIST

☐ Review entire checklist.

☐ Obtain briefing from Finance Section Chief.

☐ Establish contact with Human Resources and Damage Assessment Units and Liaison Officer or agency representatives if no Liaison Officer is assigned.

☐ Determine the need for compensation for injury and claims specialists, order injury and claims specialists, and order personnel if needed.

☐ Establish compensation for injury work area with the medical unit whenever feasible.

☐ Obtain a copy of the Incident Medical Plan if one is available.

☐ Ensure that compensation for injury and claims specialists have adequate work space and supplies.

☐ Brief compensation/claims specialists on incident activity.

☐ Coordinate with Procurement Unit on procedures for handling claims.

☐ Periodically review all logs and forms produced by compensation/claims specialists to ensure:

☐ Work is complete.

☐ Entries are accurate and timely.

☐ Work is in compliance with agency requirements and policies.

☐ Keep Finance Section Chief briefed on unit status and activity.

☐ Obtain Demobilization Plan and ensure that compensation for injury and claims specialists are adequately briefed on Demobilization Plan.

☐ Ensure that all compensation for injury and claims logs and forms are up-to-date and routed to the proper agency for post-incident processing prior to demobilization.

☐ Document information and keep accurate records to support historical actions and events of the emergency.

☐ Demobilize unit in accordance with Demobilization Plan.

☐ Maintain Unit Log.

TRANSPORTATION UNIT LEADER ACTION CHECKLIST

- ☐ Review entire Action Checklist.
- ☐ Obtain a briefing on the extent of the emergency, existing transportation requirements and priorities from the Finance Section Chief.
- ☐ Analyze existing transportation capabilities of the city and county. Update Emergency Plan Inventory and include maintenance status of all equipment.
- ☐ Prioritize transportation requirements required to support immediate and extended operations. Publish a 24-hour Transportation Schedule which includes courier routes as required to support daily operations.
- ☐ Make a prioritized list of equipment and personnel shortfalls.
- ☐ With the approval of the Finance Section Chief, place request for additional vehicles, drivers and support personnel, purpose for which they will be used, estimated duration of assignment and locations.
- ☐ Establish procedures to control transportation assets. If possible, assign a full-time dispatcher.
- ☐ Requests for evacuations of schools or other groups of civilians and driver safety are paramount and should receive priority over movement of crews, supplies or material. Special attention shall be given to the provision of transportation for persons with disabilities.
- ☐ Provide transportation for the Director of Emergency Services, VIPs and academic research teams to on-site inspections as required.
- ☐ Coordinate transportation needs with volunteer organizations.
- ☐ Open and maintain following records on vehicles.
  - o Dispatcher Vehicle Status Board
  - o Vehicle Records
  - o Vehicle Accident Reports
  - o Vehicle Maintenance Board
- ☐ Open and maintain a TRANSPORTATION UNIT LOG. Ensure that all documents prepared by the Transportation Unit are released to the Planning Section's Documentation Unit at the conclusion of the emergency.
  - o Document messages received/transmitted
  - o Action taken.
  - o Requests filled.
  - o EOC personnel and time on duty.
  - o Active Vendor Records
  - o Non-Expendable Property Records
  - o Expendable Property Purchase Records
  - o Staff Information Folder
- ☐ Obtain LOGISTICS DEMOBILIZATION PLAN from the Finance Section Chief. Recommend release of unit resources in conformity with demobilization plan.

☐   Prepare a TRANSPORTATION DEACTIVATION PLAN to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

☐   Upon completion of operation complete a TRANSPORTATION AFTER ACTION REPORT. The AFTER-ACTION REPORT should include a brief overview of support provide during the operation and recommendations to improve operations in the following format:

     o   Item
     o   Discussion
     o   Recommendation

SUPPLY UNIT LEADER ACTION CHECKLIST

☐   Review entire Action Checklist.

☐   Obtain a briefing on the extent of the emergency from the Finance Section Chief and priorities to be established for supplies required to support emergency operations.

☐   Participate in the Finance Section planning.

☐   Assign personnel as required to adequately staff the Supply Unit. Be prepared for manual operations.

☐   Provide administrative supplies as required to the Management, Operations, Planning, Logistics and Finance Sections.

☐   Prepare inventory of all warehoused supplies. Research the availability of resources and prepare a report to the Finance Section Chief.

☐   Coordinate with the Finance Branch for the administration of all financial matters pertaining to vendor contracts and open purchase orders.

☐   Stockpile, maintain, deploy and reserve critical supplies and equipment. Maintain an inventory of all supplies expended during the operation.

☐   Coordinate with other jurisdictions/private companies on sources of equipment and supply.

☐   Alert supply personnel, mutual aid providers, contractors and emergency vendors of any possible needs.

☐   Provide a forecast of the City's ability to survive on current inventories and locally procured items.

☐   Process all administrative paperwork associated with equipment rental (copy and FAX machines) and supply contracts. Forward this information to the Finance Section.

      o   Open and maintain a Supply Unit Log. Ensure that all documents prepared by the Supply Unit are given to the Planning Section's Documentation Unit at the conclusion of the emergency.

      o   Document messages received/Transmitted

      o   Action taken.

      o   Requests filled.

      o   EOC personnel and time on duty.

      o   Active Vendor Records

      o   Non-Expendable Property Records

      o   Expendable Property Purchase Records

      o   Staff Information Folder

☐   Obtain FINANCE DEMOBILIZATION PLAN from the Finance Section Chief. Recommend release of unit resources in conformity with demobilization plan.

☐   Prepare a SUPPLY DEACTIVATION PLAN to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

☐   Upon completion of operation complete an SUPPLY AFTER ACTION REPORT.

☐ The AFTER-ACTION REPORT should include a brief overview of support provided during the operation and recommendations for improving future operations. Use the following format:
- o Item
- o Discussion
- o Recommendation

☐ At the conclusion of the emergency operations, identify vendors and service providers who provided extraordinary service to the city and request the City Council recognize these individuals and companies for their support to the emergency operations.

COST UNIT LEADER ACTION CHECKLIST

☐   Review entire checklist.

☐   Obtain briefing from Finance Section Chief.

☐   Coordinate with city payroll section and agency headquarters of supporting units on cost reporting procedures.

☐   Obtain and record all cost data.

☐   Maintain cumulative emergency cost records.

☐   Prepare periodic cost summaries for the Director of Emergency Services and the Director of Emergency Services and maintain fiscal records of all expenditures relative to the emergency.

☐   Prepare resources-use cost estimates for planning.

☐   Make recommendations for cost savings to Finance Section Chief.

☐   Maintain accurate and cumulative incident cost records for the use of all assigned resources.

☐   Ensure all financial obligation documents initiated from the emergency are properly prepared and accurately identified. Ensure that EOC Sections maintain proper supporting documentation and records to support any claims emanating from the EOC.

☐   Complete all records prior to demobilization.

☐   Provide for records security.

☐   Brief Logistics Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

☐   Maintain Unit Log. Document information and keep accurate records to support the history of the incident.
- o   Messages received
- o   Action taken
- o   Requests filled
- o   EOC personnel and time on duty

CITY OF SEBASTOPOL SITUATION REPORT (SITREP)

EOC COMMAND SECTION SITUATION REPORT (Fire Chief)			
Date:	Time:	Report #	Reporting Period
Prepared By:		Incident:	
Director Shift 1:		Deputy Director Shift 2:	

EOC ACTIVATION/DECLARATIONS/ORDINANCES (LEGAL)		
Activation/Declaration/Ordinance	Subject Matter	Date/Time
EOC Activation		
Local Emergency Declaration		
Gubernatorial Declaration		
Small Business Administration Declaration		
Presidential Declaration		
Resolution or Ordinance No.		
Resolution or Ordinance No.		
Resolution or Ordinance No.		

ACTION PLAN OBJECTIVES FOR TOMORROW:
1.
2.

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3.
4.

SAFETY MESSAGE:

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)			
Organization/Agency	Name	EOC Location	Contact Numbers
ACS (RACES)			
American Red Cross			
Sonoma Water			
Pacific Bell Telephone			
PG&E			
Salvation Army			
National Guard			

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State OES (Coastal Region)			
Sonoma County Transit			
City Transit			
City School District			
FEMA ESFs			

CITY OF SEBASTOPOL LAW ENFORCEMENT SITUATION REPORT (SITREP)

LAW ENFORCEMENT SITUATION REPORT		(POLICE DEPT)	
Date:	Time:	Report#	Reporting Period: 8 12 24
Prepared By:		Incident:	
Section Chief Shift 1:		Section Chief Shift 2:	

RESOURCE STATUS SUMMARY			
Resources	Personnel	Vehicles	Equipment
Losses			
Committed			
Available Now			
Available in 2 Hours			
Mutual Aid Requested			
Staging Area Location			
Remarks/Special Equipment Needs			

PRIORITY PROBLEMS			
Problem/Location (By Priority)	Incident Commander	Personnel On-Scene	Equipment Needed
1.			
2.			
3.			
Remarks:			

Continued on next page

ROAD CONDITIONS (ATTACH MAP ON BACK)

Road Location	Closed	Limited Traffic	Expected Opening
1.			
2.			
3.			
4.			
5.			
Best North/South Route:			
Best East/West Route:			

PIO INFORMATION (Curfew/access restrictions; etc.)

MUTUAL AID UTILIZATION

Agency/Strike Team	ETA or On-Scene Date/Time	Type Equipment	Commander	Assigned To	Status
1.					
2.					
3.					
4.					
5.					
6.					

SPECIAL NOTES/REMARKS

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PIO INFORMATION

CITY OF SEBASTOPOL PUBLIC WORKS SITUATION REPORT

PUBLIC WORKS SITUATION REPORT			
Date:	Time:	Report#	Reporting Period: 8 12 24
Prepared By:		Incident:	
Section Chief Shift 1:		Section Chief Shift 2:	

RESOURCE STATUS SUMMARY			
Resources	Personnel	Vehicles	Equipment
Public Works Resource Losses			
Resources Committed			
Available Now			
Available in 2 hrs			
Mutual Aid Requested			
Remarks/Special Equipment Needs			

YARD AND FACILITY STATUS

Name of Facility	Address Location	Reported Damage	Est. Time for Repairs	Person to Contact	Communications (Phone, Radio)

PRIORITY PROBLEMS					
Problem/Location (By Priority)	Incident Commander	CP Location	Resources on Scene	Dead/Inj	Homes Dmgd/Dest
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
Remarks:					

MUTUAL AID UTILIZATION					
Agency/Strike Team	ETA or On-Scene Date/Time	Type Equipment	Commander	Assigned To	Status
1.					
2.					
3.					
4.					
5.					

SPECIAL NOTES/REMARKS

PIO INFORMATION

CITY OF SEBASTOPOL UTILITIES SITUATION REPORT (SITREP)

UTILITIES SITUATION REPORT			
Date:	Time:	Report#	Reporting Period: 8 12 24
Prepared By:		Incident:	
Section Chief Shift 1:		Section Chief Shift 2:	

RESOURCE STATUS SUMMARY			
Resources	Personnel	Vehicles	Equipment
Utilities Resource Losses			
Resources Committed			
Available Now			
Available in 2 hrs			
Mutual Aid Requested			
Remarks/Special Equipment Needs			

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YARD AND FACILITY STATUS

Name of Facility	Address Location	Reported Damage	Est. Time for Repairs	Person to Contact	Communications (Phone, Radio)

PRIORITY PROBLEMS

Problem/Location (By Priority)	Incident Commander	CP Location	Resources on Scene	Dead/Inj	Homes Dmgd/Dest
1.					
2.					

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3.					
4.					
5.					
6.					
7.					
8.					
9.					

Remarks:

MUTUAL AID UTILIZATION					
Agency/Strike Team	ETA or On-Scene Date/Time	Type Equipment	Commander	Assigned To	Status
1.					

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2.					
3.					
4.					
5.					

SPECIAL NOTES/REMARKS

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PIO INFORMATION

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CITY OF SEBASTOPOL FIRE/RESCUE SITUATION REPORT (SITREP)

FIRE/RESCUE SITUATION REPORT			
Date:	Time:	Report#	Reporting Period: 8 12 24
Prepared By:		Incident:	
Section Chief Shift 1:		Section Chief Shift 2:	

RESOURCE STATUS SUMMARY			
Resources	Personnel	Vehicles	Equipment
Fire Resource Losses			
Resources Committed			
S/T Available Now			
S/T Available in 2 hrs			
Mutual Aid Requested			
Remarks/Special Equipment Needs			

PRIORITY PROBLEMS

Problem/Location (By Priority)	Incident Commander	Personnel On-Scene	Equipment Needed
1.			
2.			
3.			
Remarks:			

Continued on next page

AREAS EVACUATED

AREA	CAUSE OF EVACUATION	NUMBER EVACUATED	EVACUATED TO	EXPECTED RETURN
1.				
2.				
3.				
4.				
5.				

SEARCH AND RESCUE AREAS

Incident Name	Location	Incident Commander	Status

MUTUAL AID UTILIZATION

Agency/Strike Team	ETA or On-Scene Date/Time	Type Equipment	Commander	Assigned To	Status

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1.					
2.					
3.					
4.					
5.					
6.					

SPECIAL NOTES/REMARKS

PIO INFORMATION

CITY OF SEBASTOPOL PLANNING SECTION - SITUATION REPORT (SITREP)

PLANNING SECTION SITUATION REPORT			
Date:	Time:	Report#	Reporting Period: 8 12 24
Prepared By:		Incident:	
Director Shift 1:		Deputy Director Shift 2:	

EOC ACTIVATION/DECLARATIONS/ORDINANCES		
Activation/Declaration/Ordinance	Date/Time	By
EOC Activation		
Local Emergency Declaration		

DAMAGE ASSESSMENT SUMMARY		
Item	Source	Number
1A Deaths		
1B Injuries		

DAMAGE ASSESSMENT SUMMARY - PUBLIC SECTOR (DAMAGE ASSESSMENT)			
Federal Category	**Est. Emerg Costs**	**Estimated Costs**	**Source of Information**
C1 Roads (FAS)			
C2 Roads (Non-Federal)			
D Water Control Systems			

E Public Buildings			
F Public Utilities			
G Facilities Under Construction			
H Private Non-Profits			
I Other			

WEATHER SUMMARY - CURRENT CONDITIONS DATE/TIME (SIT/INTELL)			
Wind Direction/Speed	Precipitation	Humidity	Temperature
Barometric Pressure	Rainfall Last 24 Hrs	Rainfall Next 24 Hrs	Notes

INCIDENT SUMMARY			
Total Incidents:	# Completed	# In Progress	# Waiting

DAMAGE ASSESSMENT CHART
DATE/TIME OF POSTING: POSTED BY:

PRIVATE SECTOR DAMAGE -DEATHS AND INJURIES	
1 A	Number Dead	
1 B	Number Injured	

	PRIVATE SECTOR DAMAGE - PROPERTY		
		NUMBER	**$LOSS**

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2A	Homes Damaged		
2B	Homes Destroyed		
2C	Businesses Damaged		
2D	Businesses Destroyed		
2E	Agricultural Losses		
2F	Damage to Private		
2G	Damage to Private Hospitals		
2H	Damage to Private Utilities		
	TOTAL PRIVATE DAMAGE	$	
3A	Damage to Federal Aid System Roads		
3B	Damage to Elementary and Secondary Schools		
3C	Damage to Federal Facilities		
3D	Damage to Public Facilities (5A-51)		
	TOTAL PUBLIC DAMAGE		

CITY OF SEBASTOPOL LOGISTICS SITUATION REPORT (SITREP)

EOC LOGISTICS SITUATION REPORT			
Date:	Time:	Report#	Reporting Period: 8 12 24
Prepared By:		Incident:	
Section Chief Shift 1:		Section Chief Shift 2:	

TOP 5 CRITICAL ITEMS (SUPPLY UNIT)				
Item Required	Current Qty	Requested By	Forwarded To	Due-In Date/Time

VOLUNTEER DONATION SITES (COORDINATE WITH AREA OES)				
Name	Location	Operated By	Communications	Operating Hours

REQUESTS FOR DONATIONS (RELIEF ORGANIZATIONS)				
Item Needed	Quantity	Needed By	Contact	Deliver To

EXPENDITURE SUMMARY			
Times	Purchase	Rental	Contract
Expended Today			
Expended to Date			

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CITY OF SEBASTOPOL FINANCE SITUATION REPORT (SITREP)

EOC LOGISTICS SITUATION REPORT			
Date:	Time:	Report#	Reporting Period: 8 12 24
Prepared By:		Incident:	
Section Chief Shift 1:		Section Chief Shift 2:	

TOP 5 CRITICAL ITEMS (SUPPLY UNIT)				
Item Required	Current Qty	Requested By	Forwarded To	Due-In Date/Time

VOLUNTEER DONATION SITES (COORDINATE WITH AREA OES)				
Name	Location	Operated By	Communications	Operating Hours

REQUESTS FOR DONATIONS (RELIEF ORGANIZATIONS)

Item Needed	Quantity	Needed By	Contact	Deliver To

EXPENDITURE SUMMARY

Times	Purchase	Rental	Contract
Expended Today			
Expended to Date			

KEY FACILITIES AND STRUCTURES LIST

PRIORITY 1 - CRITICAL EMERGENCY SERVICES FACILITIES

(Critical Emergency Services Facilities List to be developed)

Facility Name	Location	Phone	Thomas Map Page/Coord

PRIORITY 2 - POTENTIALLY HAZARDOUS FACILITIE

(Potential Hazardous Facilities List to be developed)

Facility Name	Location	Phone	Thomas Map Page/Coord

PRIORITY 3 - HIGH OCCUPANCY/DEPENDENT POPULATION FACILITIES

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(High Occupancy/Dependent Population Facilities List to be developed)

Facility Name	Location	Phone	Thomas Map Page/Coord

PRIORITY 4- OTHER PUBLIC FACILITIES

(List of other key or essential public facilities to be developed)

Facility Name	Location	Phone	Thomas Map Page/Coord

I. DEACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

As activity wanes in disaster response operations the tendency is for EOC staff personnel to fade away, especially if the activity within a particular unit begins to diminish or it appears the unit has completed its function. The EOC will be deactivated or the activation level will be lowered upon the recommendation of the EOC Manager/Director based upon the status of the incident and ongoing needs. **Under no circumstances will any Unit or Section cease operations without specific approval of the EOC Director.** The EOC Director is responsible to ensure that the EOC is capable of continued operation even as the activity wanes. Accordingly, the Director of Emergency Services may phase-out specific functions (Units and/or Sections) as the need for their presence no longer exists. As Units or Sections phase-out, selected personnel will be placed on-call to return to the EOC on short notice should the need arise. Section Chiefs will provide the Human Resources Unit with a list of on-call personnel prior to terminating operations within the EOC.

Phase-down and/or deactivation of the EOC shall be accomplished as depicted on Deactivation Checklist located at **Tab I.**

1. **After Action Reports**

After-Action reports are required any time the Emergency Operations Center is activated or any form of the EOC support activity is placed into action. The Emergency Services Director, Incident Commander or EOC Coordinator/Safety Officer will ensure that all responsible persons, Section Chiefs, Unit Leaders and others submit these reports. Initial After-Action reports will be submitted within 48 hours of the closing of the operation. Follow-up reports will be submitted as information is collected, but not later than 30 days after the closing of the incident. A sample After-Action report form is contained at **TAB G.**

2. **Recovery Operations**

Prior to the de-activation of the EOC, at some point during the phase-down of operations, the Director of Emergency Services shall designate a senior city official as the Recovery Officer. In some instances this could be a long-term assignment lasting months or even years. This individual shall be responsible for the development of priorities for both short and long-term recovery activities to be undertaken by city and support agencies; assisting city departments and agencies in the development and submission of claims; submission of a Letter of Intent to file for federal disaster assistance to the federal government (if appropriate); compilation of documentation to support claims for financial reimbursement; and coordinating and scheduling review activities between city agencies and federal inspectors. A recovery staff will be required to conduct these activities and should be identified prior to the termination of the emergency management staff operations.

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GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

A

Action Plan: "Action Plan" is 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. (See EOC Action Plan)

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Aerial Reconnaissance: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potentially hazardous areas for on-site inspections.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) which offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or the EOC.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters and aircraft operating on the incident.

Allocated Resources: Resources dispatched to an incident.

American Red Cross: A nationwide volunteer agency that provides disaster relief to individuals and families.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Asset: A person, structure, facility, information, material or process that has value.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Auxiliary Communications Service (ACS): A communications reserve that provides tactical, logistical and administrative support and communications for all government communications systems.

Available Resources: Incident-based resources that are available for immediate assignment.

B

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-year flood or one-percent chance flood.

Base Flood Elevation (BFE): The elevation for, which there is a one-percent chance in any given year that flood levels, will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches area also used in the same sequences at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is sometimes used.

C

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Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

California Emergency Council: The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness. The Sonoma County Op Area also has an Emergency Council that advises Fire & Emergency Services.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Capability: The means to accomplish a mission, function or objective.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Points (CCP): See Field Treatment Sites

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident, which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Checklist: A pre-determined list of actions to be taken by an element of the emergency organization in response to a particular event or situation.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, and Finance/Administration.

Civil Air Patrol: A civilian auxiliary of the United States Air Force, which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder: Any incident intended to disrupt community affairs that require police intervention to maintain public safety including riots, mass demonstrations and terrorist attacks.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director, but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Community Right-to-Know: Legislation requiring the communication of chemical use and storage to local agencies or the public.

Compact: Formal working agreements among agencies to obtain mutual aid.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

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Complex: Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to a Unified Command.

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

Consequence: effect of an event, incident or occurrence

Continuity of Government: All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers. Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. Continuity of Government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional responsibility to preserve the life and property of their citizens. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Contingency Plan: A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, local utility, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency and jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

D

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center (DOC): A location used by a distinct discipline, such as fire, medical, hazardous materials, or a unit, such as Department of Public Works, Department of Health or local water district to manage and coordinate their departmental response functions in a disaster.

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Department operations centers may be used at all SEMS levels above the field response level, depending upon the impact of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Designated Area: Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

Designation: The action by the Associate Director, State and Local Programs and Support Directorate (SLPSD), to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

Disaster Support Area (DSA): A pre-designated facility anticipated being at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be

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used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft, to adequate medical care facilities.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions area identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, they may be called a Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

E

Earthquake Advisory: A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods.

Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property 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 Alert System (EAS): A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Manager: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Operations Center Director (Director of Emergency Services): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to relevant threats and hazards that defines the emergency management organization, structure and coordination.

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information: Information disseminated to the public by official sources during an emergency, using broadcast and print media. Emergency Public Information includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

Emergency Response Agency: 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: Personnel involved with an agency's response to an emergency.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments and supporting information for the next operational period. (See Action Plan)

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario: Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

F

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Agency (Federal Definition): Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency (FEMA): This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

Field Coordination Center: A temporary facility established by the Governor's Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional coordinator and is supported by mobile communications and personnel provided by OES and other state agencies.

Field Operations Guide (FOG): A pocketsize manual of instructions on the application of the Incident Command System.

Field Responder: Any individual from a government organization who responds to incidents occurring specifically in the field to mitigate their effects. This definition includes all first responders.

Field Treatment Site (FTS): A location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Finance/Administration Section: One of the five primary functions found at all SEMS levels that is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

First Responder: This term refers to individuals whose organizations specific and primary responsibility is to respond to life safety incidents.

Flood Hazard Boundary Map (FHBM): The official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA; using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program (NFIP).

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: The five major activities in ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

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G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Chief

- Planning/Logistics Section Chief

- Finance/Administration Section Chief

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

H

Hazard: Natural or man-made source of danger or difficulty to people or property.

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material: A substance or combination of substances, which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

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Hazardous Material Incident (Stationary): Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety.

Hazard Mitigation: A cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Grant Program (HMGP): Authorized under Section 404 of the Stafford Act. Provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel. May be also referred to as a Landing Zone or LZ.

I

Immediate Need: A logistical request that needs to be filled immediately.

Implementation: Act of putting a procedure or course of action into effect to support goals or achieve objectives.

Incident: 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 the environment.

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Incident Action Plan (IAP): The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

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

Incident Communication Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State, local governments or disaster relief organizations.

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Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Initial Action: The actions taken by resources, which are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

J

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

 Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

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Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

L

Landing Zone (LZ): (See Helispot)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical wellbeing of individuals.

LINES OF SUCCESSION When the role is essential to the City's ability to complete its critical missions, a successor must be named to assume the duties and responsibilities of that role. Lines of Succession outlines the continuity of government lines of succession for essential government positions.

Key Position	Primary Successor	Secondary Successor
Mayor	Mayor Pro Tem (Vice Mayor)	Council Member
City Manager	Chief of Police	Assistant City Manager
Fire Chief	Assistant Fire Chief	Captain

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Police Chief   Police Lieutenant   Sergeant

Local Assistance Center (LAC): A facility established by local government within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA, 2900(y). Also, See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Local Government Advisory Committee (LGAC): Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

Logistics: Providing resources and other services to support incident management.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Long-Term Earthquake Potential: No specific time frame. Can refer to decades, centuries or millennia.

M

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or

other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity that involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Marshaling Area: An area used for the completed mobilization and assemblage of personnel and resources prior to being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement 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 to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: All means of providing information and instructions to the public, including radio, television, and newspapers.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident response personnel.

Medical Reserve Corps: Local volunteers, mostly medically licensed, organized to assist with public health emergencies and preparedness efforts.

Message Center: The Message Center is part of the ICP or EOC is co-located or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation: Pre-event planning and actions that aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

Mobilization: The process and procedures used by all organizations; federal, state and local for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment area temporarily located pending assignment to incidents, release, or reassignment.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the allocation of critical resources.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, agency policies, and provide strategic guidance and direction to support incident management activities. EOCs can often serve in this Multi-Agency Coordination role.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services. Operational Area EOCs can also function as a Multi-Agency Coordination Center.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

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Multi-purpose Staging Area (MSA): A pre-designated location such as a County Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A subdivision of Governor's Office of Emergency Services established to assist in the coordination of mutual aid and other emergency operations within a geographic area of the state, consisting of two or more county (operational) areas. Sonoma County is in Mutual Aid Region II

Mutual Aid Staging Area: A temporary facility established by the Governor's Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state (See also Multi-Purpose Staging Area).

N

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System (NDMS): A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Emergency Training Center (NETC): FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968, which makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations 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, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF): A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Warning System (NWS): The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

Natural Hazard: Source of harm of difficulty created by a meteorological, environmental, or geological phenomena or combination of phenomena.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Incident (Fixed Facility): Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity, which threatens the health, and safety of nearby populations.

O

Office of Emergency Services: The California Governor's Office of Emergency Services (OES).

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One Hundred (100)-Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county's geographic borders. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the Standardized Emergency Management System (SEMS).

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

Operational Area Satellite Information System (OASIS): A statewide emergency communication system based on the operational area concept.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

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Plan: As used by OES, a document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planned Need: A logistical request that can be filled during the next operational period.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence or Plans Section). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may also be added at the EOC level.

Planning Zone: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility, such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Political Subdivision: Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer (PIO): The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and

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distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Q

Qualification and Certification (Quals and Certs): This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R

Radio Amateur Civil Emergency Services (RACES): An emergency services designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support. (See Auxiliary Communications Service)

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and

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public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Recovery Operations Center (ROC): A facility established by the local government within or adjacent to a disaster-impacted area to provide disaster relief agencies and organizations "one-stop" shop for the coordination of their efforts. Representatives from local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector may be present.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Redundancy: Additional or alternative systems, sub-systems, assets, or processes that maintain a degree of overall functionality in case of loss or failure of another system, sub-system, asset or process.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Relocatee: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

Remedial Movement: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

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Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section at the ICS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact additional responding resources will have on the incident, and anticipated resources needs. Some EOC's place the Resources Unit in the Logistics Section

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and the environment, stabilize communities and meet basic human needs following an incident. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected Emergency Support Functions or full activation of all ESF to meet the needs of the situation.

Risk: Potential for an unwanted outcome resulting from an incident, even, or occurrence, as determined by its likelihood and associated consequences.

S

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

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Search: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Seat of Government:
The Primary Seat of Government for the City of Sebastopol City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472. If City Hall is no longer functional, an alternate seat of government is available using the _____

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, and Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics and Administration/Finance. At the EOC level, the position title is sometimes called a Section Coordinator.

Self-Help: A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

Shelter Complex: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, an/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about ½ mile.

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Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also, Camp Manager.)

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations that lends themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operation Area, Region and State.

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State Agency: Any department, division, independent establishment, or agency of the executive branch of the state government.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: 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, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Subgrantee: An eligible applicant in Federally declared disasters.

Subject Matter Expert: An individual with in-depth knowledge in a specific area or field.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophotography mapping, remote automatic weather stations, infrared technology, and communications, among various others.

System: Any combination of facilities, equipment, personnel, procedures, and communications integrated for a specific purpose.

T

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and leaders.

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Team: (See Single Resource.)

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

Threat: An indication of possible violence, harm, or danger.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement

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Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Triage: A process of rapidly classifying patients on the basis of the urgency of treatment that is needed. The prioritizing of medical care based on the nature and severity of illness or complaint, history, signs and symptoms, general appearance, vital signs and a brief physical assessment.

Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shoreline.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Unified Command).

Unified Command: In ICS, Unified Command 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, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one, and only one designated person.

Urban Fire: Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

Urban Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group. (See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101)

Vulnerability: Physical feature or operational attribute that renders and entity open to exploitation or susceptible to a given hazard.

Vulnerability Assessment: Process for identifying physical features or operational attributes that render and entity, asset, system, network or geographic area susceptible or exposed to hazards.

W

Wildfire: Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe): This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

LIST OF ACRONYMS AND ABBREVIATIONS

AAR   After-Action Report

AC   Area Command

ACOE US Army Corps of Engineers

ACS   Auxiliary Communications Service

ADA   Americans with Disabilities Act

ALS   Advanced Life Support

AQMD Air Quality Management District

ARB   Air Resources Board

ARC   American Red Cross

ASCS U.S. Agricultural Stabilization and Conservation Services

ARES Amateur Radio Emergency Services

BLM   Bureau of Land Management

BOR   Bureau of Reclamation

BPA   Blanket Purchasing Agreements

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C of S Chief of Staff

CAA Clean Air Act

CALDAP California Disaster Assistance Program

CAL/EPA California Environmental Protection Agency

CalFire California Department of Forestry & Fire Protection

CalOSHA California Occupational Safety & Health Agency

Caltrans California Department of Transportation

CALWAS California Warning System

CAO County Administrative Office(r)

CAP Civil Air Patrol

CAT Crisis Action Team

CBO Community-Based Organization

CBRNE Chemical, Biological, Radiological, Nuclear, Explosive

CCA Comprehensive Cooperative Agreement

CCC California Conservation Corps

CCP Casualty Collection Points

CCP   Citizen Corps Program

CD   Civil Defense

CDAA California Disaster Assistance Act

CDBG Community Development Block Grant

CDC   Centers for Disease Control, U.S. Public Health Service

CDE   California Department of Education

CDFA California Department of Food & Agriculture

CDMG   California Department of Mines and Geology (see DOC/DMG)

CDRG Catastrophic Disaster Response Group

CDSS California Department of Social Services

CEC   California Energy Commission

CEM   Comprehensive Emergency Management

CEM   Certified Emergency Manager

CEO   Chief Executive Officer

CEP   Comprehensive Emergency Planning

CEPEC   California Earthquake Prediction Evaluation Council

CEPPO   Chemical Emergency Preparedness and Prevention Office

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

CIS   Critical Incident Stress

CIKR Critical Infrastructure and Key Resources

CLEMARS   California Law Enforcement Mutual Aid Radio System

CLERS   California Law Enforcement Radio System

CLETS   California Law Enforcement Telecommunications System

CNG   California National Guard

COG   Continuity of Government

COOP Continuity of Operations

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CPI   Consumer Price Index

CSGNET   California State Government Network

CST   Civil Support Team

CUEA California Utilities Emergency Association

CWA Clean Water Act

CYA California Youth Authority

DA   Damage Assessment

DAE Disaster Assistance Employee

DAP Disaster Assistance Programs

DCS Disaster Communications Service

DFCO Deputy Federal Coordinating Officer

DFO Disaster Field Office

DHA Disaster Housing Assistance

DHHS Department of Health and Human Services

DHS Department of Homeland Security (Federal)

DLS Disaster Legal Services

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DMIS Disaster Management Information System

DOB Duplication of Benefits

DOC Department Operations Center

DoD Department of Defense

DOE Department of Energy

DOL Department of Labor

DOT Department of Transportation

DP Disaster Preparedness

DPIG Disaster Preparedness Improvement Grant

DRM Disaster Recovery Manager

DRO Disaster Recovery Operations

DSA Disaster Support Area

DSA Division of the State Architect (California)

DSR Damage Survey Report

DSW Disaster Services Worker

DUA Disaster Unemployment Assistance

DVCC Disaster Volunteer Coordinating Committee

DWI Disaster Welfare Inquiry

DWR California Department of Water Resources

EAS Emergency Alert System

ED United States Department of Education

EDD Employment Development Department

EDIS Emergency Digital Information System

EEO Equal Employment Opportunity

EIR Environmental Impact Review

EMI Emergency Management Institute

EMAC Emergency Management Assistance Compact

EMP Electromagnetic Pulse

EMPG Emergency Management Performance Grant

EMSA Emergency Medical Services Authority

EMS Emergency Medical Services

EMT Emergency Medical Technician

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EMT   Emergency Management Training

ENN   Emergency News Network

EOC   Emergency Operations Center

EOPs Emergency Operating Procedures

EOP   Emergency Operations Plan

EPA   Environmental Protection Agency

EPIC Emergency Public Information Center

ER   Emergency Relief Program

ERT   Emergency Response Team

ESA   Emergency Services Act

ESA   Endangered Species Act

ESC   Emergency Services Coordinator

ESF   Emergency Support Functions

EST   Emergency Support Team

FA   Fire Administration (office symbol)

FAA   Federal Aviation Administration

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FAS   Federal Aid System Road

FAST Federal Agency Support Team

FBI   Federal Bureau of Investigation

FCC   Federal Communications Commission

FCO   Federal Coordinating Officer

FEMA Federal Emergency Management Agency

FFY   Federal Fiscal Year

FHWA   Federal Highway Administration

FIA   Federal Insurance Administration

FIPS Number Same as Project Application Number

FIRESCOPE Firefighting Resources of Calif. Organized for Potential Emergencies

FmHA Farmers Home Administration

FONSI   Finding of No Significant Number

FOG   Field Operations Guide

FPM   Flood Plain Management

FRA   Federal Railroad Administration

FRC   Federal Response Center

FRERP   Federal Radiological Emergency Response Plan

FTB   Franchise Tax board (State of California)

FTS   Field Treatment Site

GAR   Governor's Authorized Representative

GETS Government Emergency Telecommunications System

GIS   Geographic Information System

GSA   General Services Administration

Haz Mit   Hazard Mitigation (Safety measures taken in advance to lessen future damage)

HAZMAT   Hazardous Materials

HAZUS   Hazards, United States

HEW U.S. Department of Health, Education and Welfare

HM   Hazard Mitigation

HMDA   Hazard Mitigation and Disaster Assistance

HMGP   Hazard Mitigation Grant Program

HSGP Homeland Security Grant Program

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HSPD-5 Homeland Security Presidential Directive-5

HUD Housing and Urban Development Program

IA Individual Assistance

IAEM International Association of Emergency Managers

IAP Incident Action Plan

IA/O Individual Assistance/Officer

IC Incident Commander

ICC Interstate Commerce Commission

ICP Incident Command Post

ICS Incident Command System

IDE Initial Damage Estimate

IFG Individual and Family Grant Program (State of California program)

IFGP Individual and Family Grant Program

IG Inspector General

IMA Individual Mobilization Augmentee

IMT Incident Management Team

IRS   U.S. Internal Revenue Service

IRMS Information Resources Management Service

JDIC Justice Data Interface Controller

JIC   Joint Information Center

JIS   Joint Information System

JPA   Joint Powers Agreement

LAC   Local Assistance Center

LETPA   Law Enforcement Terrorism Prevention Activities

LGAC Local Government Advisory Committee

LNO   Liaison Officer

LSA   Logistics Staging Area

MACS Multi-Agency Coordination System

MARAC   Mutual Aid Regional Advisory Committee

MARS U.S. Army Military Affiliate Radio System

MASF Mobile Aeromedical Staging Facility

MC   Mobilization Center

MCR   Military Communications Representative

MHFP Multi-Hazard Functional Planning

MMAA   Master Mutual Aid Agreement

MOA   Memorandum of Agreement

MOU   Memorandum of Understanding

MRC   Medical Reserve Corps

MRE   Meals Ready to Eat

MSA   Multi-Purpose Staging Area

MTA   Metropolitan Transit Authority

NAWAS   National Warning System

NBC   Nuclear, Biological and Chemical Weapons

NCAQMD   North Coast Air Quality Management District

NCCEM   National Coordinating Council on Emergency Management

NCS   National Communications System

NCSP National Communications Support System

NCSRM   National Communications System Regional Manager

NDAA California Natural Disaster Assistance Act

NDEA National Defense Education Act

NDMS National Disaster Medical System

NECC National Emergency Coordination Center (FEMA)

NEIS National Earthquake Information Service

NEST Nuclear Emergency Search Team

NETC National Emergency Training Center

NFA National Fire Academy

NFIP National Flood Insurance Program

NGO Non-Governmental Organization

NHC National Hurricane Center

NHPA National Historic Preservation Act

NIC NIMS Integration Center

NIMS National Incident Management System

NIFCC National Interagency Fire Coordination Center, U.S. Forest Service

NOAA National Oceanic and Atmospheric Administration

NOI   Notice of Interest

NRC   Nuclear Regulatory Commission

NRF   National Response Framework

NRT   National Response Team

NTC   National Teleregistration Center

NVOAD   National Voluntary Organizations Active in Disaster

NWS   National Weather Service

OA   Operational Area

OASIS   Operational Area Satellite Information System

OES   Governor's Office of Emergency Services

OMB   Office of Management and Budget (Federal)

OPA   Oil Pollution Act

OPR   Office of Planning and Research

OSA   California Office of the State Architect

OSHA Occupational Safety and Health Administration

OSPR Office of Oil Spill Prevention and Response (DFG)

OSTP Office of Science Technology Policy

PA Public Affairs

PA Public Assistance

PAO Public Affairs Officer

PA# Project Application Number

PBX Private Branch Exchange

PDA Preliminary Damage Assessment

PDH Packaged Disaster Hospital

PDS Professional Development Series

PIO Public Information Officer

PL Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974

PNP Private Nonprofit Organization

PSI Pounds per Square Inch

PSR Personal Service Radio

PUC Public Utilities Commission

RACES Radio Amateur Civil Emergency Services (See ACS)

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RADEF   Radiological Defense

RCP   Regional Oil and Hazardous Substances Pollution Contingency Plan

RDD   Radiological Dispersal Device

REACT   Radio Emergency Associated Communication Team

REVMA   Redwood Empire Veterinary Medical Association

REOC Regional Emergency Operations Center

RM   Radiological Monitor

RO   Radiological Officer

ROC   Recovery Operations Center

ROSS Resource Ordering and Status System

RRT   Regional Response Team

SA   Salvation Army

SAR   Search and Rescue

SARA Superfund Amendment Reauthorization Act (Title III)

SAST California State Agency Support Team

SBA   Small Business Administration

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SCIF   State Compensation Insurance Fund

SCO   State Coordinating Officer

SEMS Standardized Emergency Management System

SHMO   State Hazard Mitigation Officer

SHPO State Historic Preservation Officer

SITREP   Situation Report

SITSTAT   Situation Status

SLPS   State and Local Programs and Support Directorate (FEMA)

SME   Subject Matter Expert

SO   Safety Officer

SOC   State Operations Center

SOP   Standard Operating Procedure

STO   State Training Officer

TDD   Telecommunications Devices for the Deaf

TENS Telephone Emergency Notification System

THIRA   Threat Hazard Identification and Risk Assessment

TSCA Toxic Substances Control Act

TTY Teletypewriter

UASI Urban Area Security Initiative

UC Unified Command

USACE United States Army Corps of Engineers

USAR Urban Search and Rescue

USDA U.S. Department of Agriculture

USFA United States Fire Administration

USGS United States Geological Survey

VA Veterans Administration

VOAD Voluntary Organizations Active in Disasters

VRC Volunteer Reception Center

WMD Weapons of Mass Destruction

WRCB Water Resources Control Board

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APPENDIX A: THREAT SUMMARY AND ASSESSMENTS

Threat Summary and Assessments, is a series of summaries based upon hazard analysis. Hazard analysis studies were conducted in 1996, 2006 and 2011 by Fire & Emergency Services staff and response partners. These studies provide a description of the local area, risk factors and the anticipated hazard. The 2011 update to the County Hazard Mitigation Plan analyzes in detail earthquake, wildland fire, flood and landslide hazards as these are considered the greatest risk to Operational Area based on past disaster events, future probabilities and scale of vulnerability.

Annually, Sonoma County Fire & Emergency Services Department performs a Threat and Hazards Identification and Risk Assessment Report (THIRA) in accordance with California Office of Emergency Services guidance and FEMA Informational Bulletin No. 391. The THIRA process helps communities identify capability targets and resource requirements necessary to address anticipated and unanticipated risks. The THIRA tool has been developed to create a standard process for identifying community-specific threats and hazards and setting capability targets for each core capability identified in the National Preparedness Goal as required in Presidential Policy Directive 8 (PPD 8). 2013 guidance expanded the THIRA process to include estimation of resources needed to meet the capability targets.

General

Location, Major Jurisdictions, and Population

Sonoma County, the northern most of the nine counties comprising the San Francisco Bay Area, is located along the Pacific Ocean coastline about 40 miles north of San Francisco and the Golden Gate Bridge. The County is just over 1,500 square miles, making it the largest of the nine Bay Area counties. Sonoma County has a population of 483,000 as of April 2010. There are approximately 150,000 people living in the unincorporated area of the County, with the remainder living in the nine incorporated cities of Cloverdale, Sebastopol, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and the town of Windsor. The population of the County is spread across nine sub-county regions, each relating to distinct geographical and trade areas:

Sonoma Coast/Gualala Basin - Sonoma County's portion of the Pacific Coastline runs from the Gualala River in the north to the Estero Americano in the south. This region contains several coastal communities including; Bodega Bay, Jenner, Fort Ross, Timber Cove, Sea Ranch, and Gualala. It also extends inland to include the communities of Annapolis, Cazadero, Duncan's Mills, Bodega, Freestone, Camp Meeker, and Occidental. This area has the lowest population density due to its relative remoteness, lack of roads, and challenging terrain. This ecoregion consists of Northern California coastal forests interspersed with coastal prairies. The region has a variety of rainfall patterns and micro climates. The economy is primarily oriented around recreation & tourism, commercial fishing, timber production, and sheep ranching. Bodega Bay is home to the only navigable harbor between the Golden Gate Bridge and Eureka.

Upper Russian River Basin - This northeastern portion of the County includes the City of Cloverdale and the community of Geyserville. Numerous world-class wineries, as well as

geothermal steam power and mining of construction aggregates define this region economically. Environmentally, this region is similar to a Mediterranean climate, with lots of rolling hills, and hot, dry summers. Lands outside of the valley floors are severely constrained with low accessibility.

Central Russian River Basin - Healdsburg and Windsor are located along the U.S. 101 corridor. This region is home to world-class wineries, Warm Springs Dam, which provides flood control on Dry Creek and the Russian River and is the main municipal water supply for the majority of the population in Sonoma County. Agriculture, gravel mining, tourism and recreation are major activities in this basin.

Lower Russian River Basin - extends from the Laguna de Santa Rosa westward to Austin Creek. It includes the Russian River resort areas of Forestville, Guerneville, Monte Rio, Guernewood Park, and Rio Nido. Most of these communities were originally developed for summer vacation homes, and later converted to year-round residences. The Russian River and redwoods provide the setting for extensive recreational and tourist activities. Agriculture and natural resources include apple orchards, vineyards, and redwoods. The large sub-regional waste water treatment plant resides in the northern reaches of the Laguna de Santa Rosa.

Santa Rosa Plain - There are approximately 167,000 people residing in Santa Rosa, the largest city north of San Francisco. Predominately urban/suburban, the area lies along the U.S. 101 and Highway 12 corridors. Located within the city limits are large corporations, federal, state and county government offices, as well as half the Sonoma County employment base.

Sebastopol Area - Lying to the west of the Santa Rosa Plain are the communities of Graton, Bloomfield, and Valley Ford, as well as the City of Sebastopol. Extensive areas of rural development are mixed with small farms and orchards.

Rancho Sebastopol Area - This area, in central Sonoma County along the U.S. 101 corridor, includes the cities of Rohnert Park, Sebastopol, and the community of Penngrove. This is geographically the smallest of the nine areas, but has the highest population density in the County. Many residents of this suburban community commute to Santa Rosa, Petaluma, and the Bay Area. Sonoma State University and the Graton Rancheria Casino are located here.

Petaluma River Basin - The southernmost area of the County extends from Penngrove to the Marin County line in the south and the Sonoma mountains west to the community of Two Rock. As the second largest city in Sonoma County, Petaluma is home to a relatively large share of financial, communication, food processing, and business services employment. Its proximity to Marin and San Francisco results in a daily out-commute of over 40 percent of its workforce. The rural setting west of Petaluma supports the Two Rock U.S. Coast Guard Training Center and numerous dairy and poultry farms.

Sonoma Valley - Extending from Bennett Valley and Kenwood, south to San Pablo Bay, the valley and foothills rank among the finest vineyard regions in the world. In the southern portion, the mountains and foothills give way to an alluvial plain, estuary, and tidal marshlands. Population is concentrated in the City of Sonoma and the adjacent unincorporated communities

of Agua Caliente, Fetters Hot Springs, El Verano, and Boyes Hot Springs. Other communities include Kenwood and Glen Ellen. Agriculture, particularly wine grapes, and tourism are mainstays of the area's economy.

Population Demographics

The Sonoma County Operational Area has experienced a 2.3% population increase from April 1, 2010 to July 1, 2013. Figure 1 compares demographic information of the Operational Area with the State of California using information based on the 2010 United States Census.

Figure 1: Demographic Comparison

Population Fact	Sonoma County Operational Area	State of California
Population, 2013 estimate	495,025	38,332,521
Persons under 5 yrs, percent, 2012	5.7%	6.7%
Persons under 18 yrs, percent, 2012	21.4%	24.3%
Persons 65 yrs and over, percent, 2012	15.2%	12.1%
Language other than English spoken at home, % age 5+	25%	43.5%
High school graduate or higher, % of persons age 25+	86.7%	30.5%
Housing units in multi-unit structures, percent, 2008-2012	19.3%	30.9%
Median value of owner-occupied housing units, 2008-2012	$430,900	$383,900
Households, 2008-2012	185,502	12,466,331
Persons per household, 2008-2012	2.56	2.93
Per capita money income in past 12 months (2012 dollars), 2008-2012	$32,898	$29,551
Median household income, 2008-2012	$63,565	$61,400
Persons below poverty level, percent, 2008-2012	11.5%	15.3%

Geographical Features (mountains, rivers, coastlines, etc.)

The broad flat Santa Rosa Plain lies between the Sonoma Mountains on the east and low coastal hills on the west is the center of Sonoma County. To the north are the Mendocino Highlands from which the Russian River runs south and west. A tributary, Dry Creek runs from Lake Sonoma starting at the Warm Springs Dam and provides water to the majority of the population. The western margin of the County along the rugged Pacific Coastline includes many Northern California coastal forest ecotypes and coastal prairies. The Maacama Range forms the eastern boundary of the County. Along with the Sonoma Mountain Range, it encloses the Sonoma Valley and the Valley of the Moon. Sonoma Creek runs down the valley and borders Solano County before emptying into the San Pablo Bay. To the south, the Petaluma River runs southeast and also drains into the San Pablo Bay.

Transportation and Infrastructure

Transportation - The primary north/south travel corridor is U.S. 101 along which 70 percent of the population lives. This vital economic and transportation corridor for the County and entire North Bay, is also the main tourist route through Northern California. The main east/west travel route is Highway 12, connecting Highway 1 in Bodega to the City of Sebastopol in the west with the City of Sonoma in the east, and continuing to Interstate 80 in Solano County. Highway 116 links the City of Sonoma to Rohnert Park/Sebastopol, Sebastopol, and the Russian River area, eventually reaching Jenner. From Vallejo in the east to Novato in the west, Highway 37 runs through the southernmost portion of the County with a large amount of commercial and passenger traffic. Highway 128 comes south from Mendocino County and, connects Cloverdale, Geyserville and Calistoga to the east. Of note is scenic Highway 1 (the Pacific Coast Highway) running along from Tomales in the south, onto the coastline north to Gualala, ultimately connecting Marin and Mendocino counties. All other roadways in the county are two lane rural roads or surface streets.

Sonoma Marin Area Rail Transit District (SMART) shares the North Coast Railroad Authority (NCRA) rail lines with freight service that restarted in 2011. The railroad right-of-way generally follows U.S. 101 and Highway 37. It passes through seven of the nine incorporated cities and some of the most heavily concentrated industry in the County.

Other means of transportation include:

- Charles M. Schultz Sonoma County Airport has recently expanded facilities for airline passenger service, business and recreational aircraft. Law enforcement, emergency medical service and firefighting aircraft are also flown out of the airport. Four other small municipal airports are located in or near the cities of Sonoma, Petaluma, Healdsburg, and Cloverdale.

- Bodega Bay Harbor and Petaluma Marina are home to commercial fishing and charter boats.

Infrastructure - Sonoma County has the typical types of buildings, water and power systems of a community that experienced the majority of its growth in the last 65 years. A brief description follows:

- Buildings - building construction is predominately wood frame. The majority of masonry buildings were either destroyed in the 1906 and 1969 earthquakes or have been reinforced in recent years.

- Water - Water supply demands are based heavily on the Russian River for a majority of the population and mostly on ground and surface water for agricultural use. Recent actions taken to protect endangered species have resulted in modified water supply management techniques and resulted in cutbacks on water taken from the river.

- Wastewater - The City of Santa Rosa operates the largest collection and treatment system collecting wastewater from Santa Rosa, Rohnert Park, Sebastopol, Sebastopol and some of the unincorporated areas. The sub-regional treatment plant is in the Laguna de Santa Rosa area. This plant transports large amounts of tertiary treated wastewater north to the Geysers for

additional steam generating capability. Additionally, there are a total of 16 municipal wastewater treatment plants, and many other small wastewater treatment systems throughout the county.

- Power - the only significant power generating resource in the County is the Geysers Geothermal Resource Area (Geyser's). The largest geothermal resource in the world, the Geysers produces 20% of the California's non-hydro, renewable electricity. Approximately 20 power plants in the Geyers Geothermal Resource Area extract steam from the resource to run turbines to generate electric power. Power transmission lines from the Geysers run south through Sonoma and Marin Counties, north to Mendocino County, and east to transmission lines in the Central Valley. Power transmission lines along Highways 12 and 37 allow power to be exported or imported into Sonoma County.

Threat Assessment 1: Major Earthquake

General Situation

Sonoma County is bounded on the west and the east by major earthquake faults. The Northern Segment of the San Andreas Fault lies off the west coast of the County, crosses land at Bodega Bay, goes out to sea and crosses the County again from Fort Ross, past the community of Sea Ranch, exiting the County at its northern border. The Rodger's Creek Fault enters Sonoma County at San Pablo Bay and extends northward, east of Petaluma, Rohnert Park, and through Santa Rosa. North of Santa Rosa, it meets up with the Healdsburg Fault, and continues northward passing east of Windsor. The Maacama Fault lies to the east of the Healdsburg Fault and continues northward, passing east of Cloverdale. All of these faults are right lateral strike-slip faults, meaning that the land on the western side of the fault moves north in an earthquake.

Modern earthquake modeling techniques indicate that a major earthquake will likely cause many deaths and casualties, extensive property damage, fires, hazardous material spills and other secondary events. The Rodger's Creek fault is considered the greatest earthquake threat to Sonoma County because of the high probability of rupture and its proximity to the County's greatest concentration of population, governmental services and infrastructure. Post event response will be complicated by aftershocks and the secondary effects of fire, hazardous material/chemical accidents and possible failure of waterways and dams. The day, time of day and season of the year will have a significant effect on the number of dead and injured. Such an earthquake would be catastrophic in its effect upon the population and would likely exceed the response capabilities of the individual cities, Sonoma County Op Area and the Governor's Office of Emergency Services and other state agencies. Rescue operations, damage assessments and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations may be required to assist trapped or injured persons. Injured or displaced persons will require emergency medical care, food and temporary shelter. Identification and burial of the dead pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, mainly in areas downwind from hazardous material releases. Many families would be separated, particularly if the earthquake

should occur during working hours. 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 Sonoma County Op Area from a major earthquake would be considerable in terms of loss of employment, economic activity and tax base. Also, a major earthquake could cause serious damage and/or outage of computer facilities and communication portals. 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

The potential hazards that the Sonoma County Op Area may face in an earthquake include the following:

Ground Shaking

The most significant earthquake action in terms of 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 magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology determine the intensity of the ground shaking and the resultant damages. Ground shaking is the primary cause of building losses.

Surface Fault Rupture

Surface fault ruptures can result from large magnitude earthquakes. Surface rupture occurs when movement on a fault deep within the earth breaks through to the surface. Structures located within the fault rupture zone are subjected to excessive ground deformations. Most structures are not designed to withstand such large deformations and experience major damage. The Alquist-Priolo Earthquake Fault Zoning Act was passed in 1972 to mitigate the hazard of surface faulting to structures for human occupancy. Its main purpose is to prevent the construction of buildings used for human occupancy on the surface trace of active faults.

Liquefaction

In an earthquake, three ingredients are necessary for liquefaction to occur: a high water table, layers of loose sand, and moderate or greater earthquake shaking. When shaken, the soil grains consolidate, pushing water towards the surface and causing a loss of strength in the soil. The soil surface may sink or spread laterally. Structures located on liquefiable soils can sink, tip unevenly, or even collapse. Pipelines and paving can tear apart. The potential for liquefaction in Sonoma County exists primarily in the wetlands areas adjacent to San Pablo Bay; along the Russian and Petaluma Rivers and Santa Rosa and Sonoma Creeks; the Laguna de Santa Rosa and Santa Rosa Plain.

Landslides

Seismically triggered landslides are a concern in areas with steep and unstable slopes. Earthquake-induced landslides can also be exacerbated during periods of high rainfall, where the ground is saturated and even normally stable materials can fail. These slides could result in significant property and infrastructure damage, and potential injury and loss of life in many areas of the County.

Post-Earthquake Fire

Fire often accompanies earthquakes, caused by breaks in natural gas lines, damaged electrical systems, or toppled appliances with pilot lights. Fire following an earthquake is particularly difficult to suppress because of the likelihood of numerous simultaneous ignitions, broken water mains, blocked or damaged routes for evacuation, limited firefighter access and other demands on fire personnel. Densely populated neighborhoods with wooden homes, such as many of the residential areas in Sonoma County, are most at risk, along with utility systems, and other infrastructure.

Tsunami

Damaging tsunami waves can be caused by large distant or near shore earthquakes. A tsunami is a series of traveling ocean waves generated by undersea earthquakes or landslides. Sonoma County's raised coastline and the underwater bathymetric landscape is not considered conducive to generate a large tsunami. There is a separate threat assessment for tsunami, found on page 90.

Damages to Lifeline Systems

Communications

System failure, overloads, loss of electrical power and possible failure of alternate power systems will affect telephone and cellular systems. Numerous failures can be expected to occur, and remaining systems may be overloaded beyond capacity. The public should not expect the use of telephone or cellular systems for the first few days after an event.

The County has a wireless communications network used for public safety and emergency response. The communications network is used by County and City agencies, public safety officials and emergency responders. The network is comprised of mountain top communication sites, consisting of towers and equipment buildings, which provide wireless communications coverage throughout Sonoma County. While the communications system is designed to be functional even after the loss of one or more antennas, a major earthquake impacting multiple sites could significantly reduce communications effectiveness.

Electrical Power

Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of PG&E, it may not be possible to have electrical power rerouted, resulting in wide spread outages for an undefined period of time. A great deal of imported power

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is expected to be lost. In areas of greatest shaking, it is anticipated that some distribution lines, both underground and surface, would be damaged. Much of the affected area may have service restored in days; areas that suffer extensive damage or have underground distribution may require a longer time.

Fire Operations

Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be damaged and storage facilities would have to be relied on; water pressure and supply could be inadequate to non-existent. First response from fire personnel is expected to be damage assessment and determining resources needed for response and recovery needs. Response could be further complicated and delayed by the disruption of transportation routes.

Secondary responses by the fire service will focus on search and rescue of trapped persons. Rescuers should expect loss of power and water, jammed doors, restricted mobility due to debris, possible loss of communications capability and delays in reaching maximum effectiveness due to personnel shortages.

Roads, Highways and Bridges

Many roads in the county traverse areas subject to liquefaction and landslides. Roadways that experience liquefaction can develop very large cracks that may prevent their use, and can develop smaller cracks and sinkholes that impede traffic. Landslides triggered by earthquakes can both block and rip out sections of roads. Numerous roads will be subject to delays and detours. Damage to freeway systems is expected to be major, despite seismic upgrades. Portions of surface streets in the vicinity of freeways may be blocked due to collapsed overpasses. Many surface streets in the older central business districts may be blocked by debris from buildings, falling electrical wires and pavement damage. Local bridges that have not been seismically retrofitted may experience a high percentage of failure.

Natural Gas

Particularly in the areas of intense ground shaking, damage to natural gas distribution networks may consist of; (a) isolated breaks in major transmission lines, and (b) numerous breaks in mains and individual service connections within the distribution systems. Numerous leaks in the distribution system may affect a major portion of urban areas, resulting in a loss of service for extended periods. Fires should be expected at a small percentage of rupture sites both in the transmission lines and the distribution system.

Hazardous Materials

The County has many sites containing hazardous materials. These sites include drycleaners, gas and service stations, agricultural operations, industrial sites, and high-tech facilities. The sites of most concern are clustered along U.S. 101 or associated with the Geysers geothermal field. There is the potential that trucks or train cars carrying dangerous materials could be tipped over by an earthquake and dangerous materials released. Some of these sources may contain gases or liquids that are potentially harmful to human health.

Sanitation Systems

Wastewater treatment could be severely impaired by earthquake shaking. If facilities are damaged, it may be necessary to discharge waste water after treating it with emergency chlorination to reduce health hazards. Breakage of sewer lines and loss of power could lead to overflows from manholes and cause untreated sewage to flow in some street gutters. It is possible sewer lines could collect explosive gases, which could cause dangerous conditions, particularly if ignited by earthquake-sparked fires. Sewer connections to homes, which are the responsibility of independent sanitation districts, may break and cause back-ups.

Water Supply

Water transmission pipelines pass through areas with very high liquefaction potential. Pipelines can experience extreme stress when they pass through soils of varying consistency, possibly causing them to buckle or break. These critical pipelines cross directly over the Rodger's Creek fault at several locations. A fault rupture could cause the aqueducts to offset and be nonfunctional. Leaking pipelines and aqueducts could drain the system of water rapidly, causing shortages for firefighting and drinking.

Water availability and distribution is needed for life support, to treat the sick and injured and for fire suppression activities is of primary concern after a major earthquake.

Threat Assessment 2: Winter Storm

General Situation

Winter storms in California can be intense and long lasting. Flash floods, mudslides, high coastal surf, coastal erosion, stream and creek flooding, snowstorms, and avalanches have all occurred in the state.

Specific Situation

Storm systems blow into the North Bay, typically from the west. Topography and altitude affect how much rain and wind a winter storm will bring. Storms hit the coastal hills, forcing the air upward and cooling it, causing condensation and dumping the heaviest rain on windward slopes and ridge tops. This phenomenon gives Cazadero and other west county areas up to 100 inches of rain, typically twice as much as Santa Rosa. Moving inland, the air descends and warms,

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drying out and producing a "rain shadow" of lighter precipitation on leeward slopes and across the valleys. This pattern is repeated as the air rises and falls, like a roller coaster, over inland hills and valleys. This weather phenomenon ensures that Sebastopol, Healdsburg, Santa Rosa Rohnert Park and Windsor get less rain than their westerly neighbors in the hills. Southern areas around Petaluma and Sonoma typically get less rain than northern areas such as Cloverdale.

Winter storms cause extended power outages and road closures throughout the County. Widespread localized flooding, creek and stream flooding and river flooding are prevalent. Communication system failures are not unusual and may hamper alert and warning efforts.

History

Beginning on February 13, 1986 and continuing for the next nine days, a massive winter storm battered Sonoma County. The rain was torrential, quickly swelling creeks, lakes and rivers. The winds came, toppling power and phone lines, trees, fences, and signboards. Drivers stopped their vehicles for fear of being blown off the highway. California Department of Forestry officially clocked one gust at 82 miles per hour. Trees and power lines came down through houses and vehicles. Roads were closed in all directions. During the storm, nearly twenty-five inches of rain fell on Sonoma County. By February 21, Sonoma County had been designated a major disaster area by President Reagan. The Final impact of the February 1986 storm were two deaths and approximately $25 million in damage. Those areas of the County most affected by the storm were low-lying lands near the Russian and Petaluma Rivers, San Antonio, Sonoma, Santa Rosa, Petaluma, and Lichau Creeks, Schellville, and the Laguna de Santa Rosa.

A series of devastating rainstorms accompanied by high winds struck the state during January and March of 1995. For the first time in history, a State of Emergency was declared in all 58 counties in California. Damages statewide were estimated at $1.8 billion - making this the costliest winter storm/flood disaster in California history and one of the highest in the nation. In Sonoma County, severe flooding occurred along the lower reaches of the Russian River, downed power and telephone lines knocked out power to most of the West County, and large numbers of low-lying roads and areas throughout the County were flooded. Two deaths were attributed to the storms. Total storm and flood damages in the County were estimated at $32 million.

In January of 1997, the County/Op Area EOC was activated and the experienced staff rang in the New Year while responding to yet another federally declared winter storm. Localized flooding occurred in Petaluma, Cloverdale, and Sonoma. Damage estimates totaled $31 million.

In 1998, the El Nino phenomena brought large amounts of rain to the County. As the lower Russian River began to subside from moderate flood levels, the saturated ground began to give way in a dozen locations. Landslides and debris flows destroyed homes and roads throughout the County, with the single largest event being the Rio Nido Debris Flow. Three homes were destroyed and several others damaged when the hillside above a neighborhood in Rio Nido gave way. This debris flow eventually resulted in the mandatory evacuation of some 300 residents as well as a federal buyout of the entire neighborhood. Additional isolated incidents included coastal slides at Gleason's Beach, numerous smaller slides countywide, levee breaks, & a logjam on Sonoma Creek. There were four storm-related deaths, 200 roads closed and/or damaged and

over 1200 residents voluntarily evacuated. The County/Op Area EOC was activated continuously for 21 days. The Rio Nido Incident Command Post (ICP) was active for 56 days. Response costs and damages totaled $28 million.

The most recent significant flooding event, the 2006 New Year's Flood, occurred following a series of winter storms that hit California late in 2005. During December, Santa Rosa received over 17inches of rain, with 4 inches falling on December 31 alone. This made it the second wettest December since record keeping began in 1888. The Russian & Petaluma rivers, Sonoma, Santa Rosa, Mark West & Lichau creeks flooded many roads, businesses and homes. The Russian River rose to 41.7 feet January 1, 2006. The damage costs were estimated at $110 million. Sonoma County received a Federal Major Disaster Declaration in February 2006. Nearly 800 individual claims were processed by the Federal Emergency Management Agency.

Just two months later, Spring 2006 brought weeks of heavy rainfall. In March, it rained for 25 days in Santa Rosa; a record for the most rainy days in one month. Numerous county roads were closed due to slides and pavement damage caused by the saturated soil. Several homes were threatened by slides. This federally declared storm inflicted damages over $36 million, primarily to infrastructure.

Threat Assessment 3: Flood

General Situation

Floods are generally classified as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult to prepare for, due to the extremely short warning time. Flash flood warnings usually require immediate evacuation within the hour.

No area is immune to flash floods. On small streams, especially near the headwaters of river basins, water levels may rise quickly in heavy rainstorms, and flash floods can begin before the rain stops falling. There is little time between the detection of flood conditions and the arrival of the flood crest. Swift action is essential to protect life and property.

Flash floods also occur in or near mountainous areas where torrential rains can quickly change a dry watercourse or small brook into raging treacherous torrents of water.

The National Weather Service may issue a flood watch, advisory or warning. A FLOOD WATCH is issued to inform the public and cooperating agencies that current and developing hydrometeorological conditions are such that there is a threat of flooding within the next 48 hours, but the occurrence is neither certain nor imminent. A FLOOD ADVISORY is for events that may cause significant inconvenience, and if caution is not exercised, could lead to situations that may threaten life and/or property. A FLOOD WARNING is to inform the public of flooding along larger streams and rivers in which there is a serious threat to life or property -- all persons should take necessary precautions.

All low lying areas, both coastal and inland, are subject to flood conditions. Urban development in flood plain areas are often subject to seasonal inundation. The flood plain is a natural extension of any waterway, although infrequently used. Storm water runoff that exceeds the capabilities of the physical characteristics of stream and drainage channels, results in the natural flooding of a localized area, stranding vehicles and causing considerable damage to infrastructure, residential and industrial properties.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by floodwater, securing utilities, cordoning off flooded areas and controlling traffic. These actions may overtax local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

Specific Situation

Floods are the most frequent natural hazard impacting Sonoma County. Nationally, Sonoma County has the distinction of the highest repetitive flood damage rate west of the Rocky Mountains. A large percentage of the County may be subject to flooding due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc. The County has historically been vulnerable to storm surge inundation associated with cyclones and tropical storms.

The majority of areas subject to river flooding in Sonoma County are adjacent to the Russian River in the north and the county bordered by Mirabel Park on the east and Duncans Mills on the west. Historically, the Petaluma River has also produced significant flood problems, causing damage in Petaluma and other areas in the basin. Other locales that flood periodically are low lying lands near the San Antonio, Sonoma, Santa Rosa, Mark West and Lichau Creeks, and the vicinity around the Laguna de Santa Rosa. Coyote and Warm Springs Dams afford an appreciable level of flood protection from Russian River overflows during the winter and spring months.

State and federal weather/river forecasters monitor the Russian River through a series of stations located along the river and its tributaries. The system affords a degree of advance flood warning for emergency responders. Flooding has occurred along the lower and middle reaches of the Russian River on a regular basis throughout the last one hundred years of recorded river history. Major floods have happened in 1937, 1940, 1955, 1964, 1982, 1986, 1993, 1995, 1997, 1998, and 2006.

Besides this type of flooding, Sonoma County may experience coastal flooding at harbors and inlets, such as Bodega Bay, which are susceptible to storm surges accompanied by wave action. Additionally, tidal flooding occurs along San Pablo Bay. These areas may also be vulnerable to the effects of tsunamis.

Emergency Response Actions

Emergency response actions associated with flooding on the Lower Russian River are presented in the Sonoma County Op Area Lower Russian River Response Plan.

Threat Assessment 4: Landslide

General Situation

The rolling hills, coastal ranges, and steep canyons that characterize Sonoma County's landscape contribute to an increased landslide susceptibility. Landslides are described as downward mass movement of a slope of materials under the force of gravity. Extended periods of intense rainfall during the winter months is the primary cause of landslides in the County. Landslides can also be triggered by seismic activity. Landslides are a significant secondary hazard to wildland fire, where periods of heavy rainfall on denuded slopes cause landslide hazards.

The main mass movement types that occur in Sonoma County include:

<u>Slides</u> - Characterized by a distinct zone of weakness that separates the slide material from more stable underlying material.

<u>Falls</u> - Abrupt movements of geologic materials, predominantly rocks and boulders that become detached from steep slopes or cliffs.

<u>Flows</u> - A combination of loose soil materials, air, and water that rapidly mobilize as slurry. These are most often caused by heavy precipitation and channelized surface water runoff.

<u>Creep</u> - Slow, natural, steady, downward movement of a slope-forming, often over decades.

The susceptibility of landslides is increased by human factors but also occurs naturally. Some natural factors include location, soil properties, and surface cover/vegetative factors. Human factors include infrastructure placement and land management practices.

Specific Situation

In Sonoma County, the complex geology and groundwater formations mixed with the many creeks and micro-watersheds and large differential magnitude of rainfall patterns facilitates a high susceptibility for landslide hazards. The hazards are greatest on slopes of thirty percent or greater but can occur on slopes of fifteen percent or less depending on geologic deposits, vegetation, and building patterns. Landslides are also likely along coastal cliffs. Historic landslides are perhaps the best indicator of where landslides will occur again, unless the conditions that contributed to the prior landslide have been mitigated.

During the 1906 earthquake a large landslide occurred in the Maacama Creek area, 6 miles east of Healdsburg, along with many smaller landslides along many creeks throughout the county. Most seismic events can trigger small slides along their faults when in confluence with a flowing water way.

The winters of 1982, 1983, 1986, and 1998 provided a grim reminder of the degree of landslide hazards in Sonoma County. An extraordinarily intense storm in late January 1983 saturated the County triggering landslides in the Blucher Valley, Glen Ellen, and north Petaluma areas. The

Rio Nido slide of 1998 destroyed 3 homes, and damaged many others resulting in a significant part of the community having to be relocated. Numerous other slides occurred in other areas of the county including Monte Rio, Gold Ridge, Hidden Acres, Blucher Valley and Fitch Mountain.

Current County codes restrict placing new structures on known landslide hazard areas. However, existing development on or near susceptible areas, much of it constructed to previous codes, is at risk. Communities such as Monte Rio and Rio Nido with histories of landslide hazards remain at risk from future events.

Threat Assessment 5: Hazardous Material Incident

General Situation

A release of hazardous materials has the potential for adverse impacts upon human health, the environment and property, depending upon the type, location, and quantity of material released. Although hazardous material incidents can happen almost anywhere, certain areas of the County are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and that host industrial facilities that use, store, or dispose of such materials, have increased potential for accidental releases. Hospital emergency departments are at risk for contamination and closure of services if exposed victims arrive without prior decontamination.

Specific Situation

Sonoma County is considered to be a combined suburban and rural area, removed from the multiple risks of hazardous materials emergencies normally associated with a more urbanized environment. With the exception of the Geysers geothermal fields in the northeast corner of the County, the central portion of the County along the U.S. 101 corridor contains the majority of facilities that utilize hazardous materials for business purposes. These facilities are generally limited to industrial parks within or near the incorporated cities. The eastern and western portions of the County are primarily rural and is mostly forested or agricultural. There are moderate concentrations of fertilizers, pesticides, fuel, and other related substances consistent with the agricultural activities of these areas.

The County and the nine cities do not have the large industrial complexes normally associated with a high incidence of hazardous material emergencies. However, when a hazardous material emergency does occur, the multiple resources that many urban communities draw upon may not be immediately available to Sonoma County. If the incident occurs at a peak traffic time, it is estimated that significant out of county assistance may be delayed for two to five hours or longer.

Road, Air, and Maritime Spill Potential

Sonoma County's highway and road network includes approximately 250 miles of federal and state highways, 1400 miles of County maintained roads, and 900 miles of city-maintained streets and roads. U.S. 101 carries the bulk of truck traffic and is the most frequent location of hazardous materials spills that occur on major roads. Geysers Road from the Geysers

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geothermal fields to Highway 128 is heavily traveled by trucks carrying hazardous materials to the power plants and has been the scene of frequent spills. Highways 12, 37, 116, 121, 128, and Highway 1 (the Pacific Coast Highway), handle a smaller volume of truck traffic, but are prone to vehicle accidents consistent with heavy traffic on two-lane roadways.

The Charles M. Schultz Sonoma County Airport is located six miles northwest of downtown Santa Rosa. Air transportation of hazardous materials involves the smallest quantity estimates but still poses a potential hazard.

Coastal areas, including San Francisco and San Pablo Bay, are subject to maritime hazardous materials spills, primarily oil product. In 2007, the oil tanker Cosco Busan struck a bridge in the San Francisco Bay, resulting in extensive shore contamination and cleanup operations in the coastal areas. Since then, the Sector San Francisco Area Contingency Plan was developed to address removal of oil and hazardous substances from waterways. The plan, prepared by the San Francisco Bay and Delta Area Committee, is designed to be implemented in conjunction with the National Contingency Plan and the Sonoma County Oil Spill Contingency Plan.

Spill history in the County shows most problems occurring in transportation corridors and of a relatively minor nature. Nonetheless, the potential still exists for a hazardous materials incident that poses an extreme threat to life, the environment, and property.

Emergency Response Actions

Emergency response actions associated with hazardous materials are presented in the Sonoma County Op Area Hazardous Material Incident Response Plan and the Sonoma County Oil Spill Contingency Plan.

Threat Assessment 6: Transportation Accident

General Situation

A major incident involving automobile, truck, bus, airplane, helicopter or any combination of vehicles could result in a large number of casualties and significantly impact regional transportation systems. The ability of emergency responders to minimize suffering, disability, death and transport victims to hospitals will be directly affected by the time of day and traffic congestion. A major incident on any of the primary transportation routes often produces road closures of at least four hours. Extensive search and rescue operations may be required to assist trapped and injured persons. Emergency medical care and temporary shelter may be required for injured or displaced persons. Identification, movement and temporary storage of significant number of dead will be challenging with local resources. Families may be separated, particularly if the incident should occur during working hours. In some instances, the loss of communications and disruption of other essential services may hamper emergency operations. Under certain circumstances, if may be necessary to remove debris and clear roadways, demolish unsafe structures, and assist in reestablishing public services. It may be essential to provide continuing care and welfare for the affected population, including temporary housing for displaced persons and psychological support to survivors and emergency response workers.

Each of these hazards encompass many threats, such as a hazardous materials incident, fire, severe damage to nearby buildings or vehicles. Loss of life and injuries can happen in either adjacent buildings or in vehicles and to pedestrians.

Threat Assessment 6-A: Transportation Accident – Air Crash

General Situation

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

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. Crowds of onlookers and media personnel will have to be controlled. Injured or displaced persons will require emergency medical care, food and temporary shelter. Many families may be separated, particularly if the crash occurs during working hours. Investigators from the National Transportation and Safety Board and the Sonoma County Sheriff's Office Coroner Unit will have short-term jurisdiction over the crash area and site scene investigations will be completed before the area is released for cleanup. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

Law enforcement efforts in a major air crash would focus on the impacted location, maintaining open traffic lanes for ambulance service and establishing a perimeter. Responding firefighting and law enforcement units would be charged with containment and search and rescue. Mobile command and communication centers would be established as appropriate.

It can be anticipated that the mental health needs of survivors and surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, will identify and address mental health needs stemming from any traumatic disaster. There is a system in place for emergency workers; however, there are limited resources available to respond to the general public. Airlines also have an obligation to provide such services to the families of victims.

Specific Situation

There are six airports in Sonoma County open for public use. Two privately owned and operated: Sonoma Skypark and Sonoma Valley. Three are owned and operated by cities: Cloverdale, Healdsburg, and Petaluma airports. The County of Sonoma owns and operates the Charles M. Schultz Sonoma County Airport. These airports all have general aviation activity consisting of single-engine, twin-engine piston-powered aircraft, and helicopters. Twin-engine turboprop and jet powered aircraft utilize the Charles M. Schultz Sonoma County Airport and, to a lesser extent, the Petaluma Airport.

The Charles M. Schultz Sonoma County Airport is the largest airport in the County. The airport is located approximately six miles northwest of the Santa Rosa on Airport Boulevard west of U.S. 101. The County Airport is the only service point for commuter airlines and scheduled airlines. CAL FIRE has designated the airport as an Air Attack Base for its fixed wing aerial fire-fighting efforts during the summer months. The Sheriff's helicopter, Henry 1 and an air ambulance service is based at the airport with the primary flight path over Windsor.

Threat Assessment 6-B: Transportation Accident – Trucking Incident

General Situation

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. 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 encompasses many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life to pedestrians or those in either the adjacent buildings or vehicles.

Specific Situation

The main transportation arteries through Sonoma County are U.S. 101 and Highways 1, 12, 37, 116, 121 and 128. U.S. 101 and Highway 37 are heavily used most hours of the day. Control of vehicular traffic around the affected area of a multi-casualty or hazardous materials incident will be a challenge at any time. During commute hours, the problem will be severely compounded. Expediting the flow of emergency response vehicles through the area and diverting nonessential traffic will be problematic. In cases where emergency traffic movement requirements exceed available road space, traffic must be rerouted with alternate routes and closure points.

Threat Assessment 6-C: Transportation Accident – Train Crash

General Situation

The two primary rail incident threats are from derailments at operating speed and collisions with motor vehicles at-grade crossings. These events could result in a mass-casualty incident with up to 300 victims, a hazardous materials spill and traffic disruptions on major and local roadways as well as the rail corridor itself.

Response to rail emergencies must take into account the challenges presented by the rail line's proximity to major waterways, rivers and wetlands, the remoteness of the rail line in certain areas which creates access challenges by emergency responders, and the ability of responders to operate around large, heavy transportation vehicles.

Specific Situation

Sonoma County has a long history of rail freight transport and passenger service since the late 1800's. The North Bay rail network was extensive through the first half of the 20th century. Along the primary north-south rail line that generally parallels Highway 101, freight ran until the late 1990's and began again in 2011. Passenger service ceased in 1958 and has resumed in 2016 with the Sonoma Marin Area Rail Transit District (SMART).

SMART has ownership/primary emergency response planning responsibility for the portions of rail in the southern area of Sonoma County along the Highway 12, 121 and 37 corridors as well as the rail line paralleling Hwy 101 from the Marin County border to downtown Healdsburg. The North Coast Rail Authority (NCRA) along with their freight rail provider, the Northwestern Pacific Company (NWP Co.), has ownership/planning responsibility from Downtown Healdsburg north to the Mendocino County border. Emergency planning includes system security and safety, emergency response and coordination along the rail corridor. A railroad Emergency Preparedness Plan is required and regulated by the Federal Railroad Administration, 49 CFR part 239.

Threat Assessment 7: Wildland Urban/Interface Fire

General Situation

The combination of highly flammable fuel, long dry summers and steep slopes creates a significant natural hazard of large wildland fires in many areas of Sonoma County. A wildland fire is a fire in which the primary fuel is natural vegetation. Wildland fires can consume thousands of acres of vegetation, timber and agricultural lands. Fires ignited in wildland areas can quickly spread, to areas where residential or commercial structures are intermingled with wildland vegetation. Similarly, fires that start in urbanized areas can grow into wildland fires. Wildland/urban interface (WUI) fire hazards are especially pronounced in areas of high structure densities adjacent to undeveloped open space areas narrow roads with dense vegetation. A Wildland/urban interface fire may result in death, injury, economic loss and a large public investment in firefighting activities.

Wildland fire season in Sonoma County spans the months after the last spring rains have fallen and until the first fall or winter rains occur. The months of August, September and October have the greatest potential for wildland fires as vegetation dries out, humidity levels fall, and offshore winds blow. Wildland fire behavior is based on three primary factors: weather, topography and fuel.

Specific Situation

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Wildland/urban interface fire hazards are especially pronounced in the residential communities such as: Fitch Mountain, The Sea Ranch, Trinity Road/Cavedale, Montecito Heights, Porter Creek, Bennett Valley and other areas contiguous to the city limits of many incorporated cities within Sonoma County.

In many of these high hazard areas, old (pre-building code) structures can be found intermingled with modern structures. These older structures were designed as a summer home/weekend retreats and are now being used as year around residences. These areas are situated on narrow roads with very poor access/egress and do not have adequate parking spaces. This will severely hinder access by fire apparatus and other emergency vehicles.

Sonoma County Fire Safe Code addresses new building construction in the unincorporated area, including providing a residential water supply, ensuring emergency vehicle access, consistent road naming and addressing and residential fire sprinkler requirements. The code also addresses fuel modification and defensible space requirements to reduce the possibility and intensity of a wildfire. However, there are no ordinances that address older buildings and their construction. For these reasons, older residential areas are dangerously exposed to hosting a "large and damaging" wildland/urban interface fire that would pose extremely difficult for firefighters to contain.

In order to mitigate the potential for a "large and damaging fire" in these areas, Fire Safe Sonoma has been established. Fire Safe Sonoma is a private, nonprofit organization of fire protection professionals, representatives of community action groups, homeowners and other concerned individuals. Its primary purposes are to educate, exchange information, foster fire prevention and fire safety practices, promote vegetation management, obtain grants, support local fire agency efforts and involve everyone who works, lives or recreates in rural areas to address the wildland fire threat. It works with community groups on issues including sudden oak death and vegetation management. Important stakeholders such as Pacific Gas & Electric, insurance companies and others work together through this group. Fire Safe Sonoma maintains an educational website at http://www.firesafesonoma.org.

The population of tan oak vegetation in various areas of the County has particular risk due to the rise of Sudden Oak Death Syndrome. In specific areas, tan oak proliferation and the rapid encroachment of the disease has created an environment of increased vulnerability to wildland fire. See the Sonoma County Sudden Oak Death Strategic Response Plan for more detailed information about this hazard.

Specific Topographic and Climatic Features

Winds

The western portion of the county is heavily influenced by the Pacific Ocean in terms of local climate. In these environs the fire hazard is mitigated by summer fog intrusion and lower temperatures. However, during the two to three weeks of "off-shore" wind events each fall, even the coastal areas become an extreme fire hazard. The 1978 Creighton Ridge Fire near Cazadero

burned 11,000 acres and destroyed 56 dwellings, is an example of how these offshore winds can influence local fire behavior.

The Russian River has carved out a large channel for winds to migrate from the coast to the inland areas each day. As the land is heated inland and the air rises, replacement air from the coast flows through this Russian River channel. It is not unusual for the winds to peak in the late afternoon and early evening at around 15-20 miles per hour.

Topography

The topography in the county is typical of the mountains in the Coastal Range where they abruptly rise upward from the rugged shoreline to elevations of more than 2000 feet. This creates an opportunity for a wildland fire to spread uphill in many directions making it extremely difficult for the firefighters to control a fire in these areas. Adding dwellings into the mix, firefighting efforts become more problematic as attempts to protect structures and stop the spread stretch already limited resources.

The topography in the inland areas, although not as steep, can also cause significant firefighting challenges due to hotter, drier climatic conditions. The higher density of homes and population further complicates fire-fighting efforts.

Fire Causes

Wildfires can be caused by natural events, such as lightning or high winds. However, most wildland fires are human caused. Campfires, careless smokers, electrical sparks, and arson cause most wildland and wildland/urban interface fires. In Sonoma County, electrical equipment, such as power lines and transformers, have caused numerous fires. An emerging cause for concern is fires started by mowing, use of power equipment and other work around very dry vegetation. The September 2004 Geysers Fire was started by arcing in an electrical circuit box as the result of a faulty splice, and consumed 12,525 acres. Trees growing into power lines have caused large and damaging fires within the county. One example, the Cavedale Fire in 1996 near Sonoma burned 2000 acres and caused 8.1 million dollars damage.

Level of Fire Protection Services

Much of the County's unincorporated area is designated by the State Board of Forestry as "State Responsibility Areas" (SRA). California Department of Forestry and Fire Protection (CAL FIRE) provides "primary" wildland fire protection in these areas. While the SRA designation implies that CAL FIRE provides protection for these areas, local fire districts and Community Services Areas (CSA) also assist with protecting and responding to fires. Technically, a fire district/CSA that has SRA lands within it, is responsible for providing fire protection to structures, and other improvements. In practice, when a wildland fire occurs in SRA, a mutual aid system is in place that immediately responds CAL FIRE and local fire resources. The Redwood Empire Dispatch Communications Authority (REDCOM) is responsible for notifying local fire resources and CAL FIRE's Sonoma/Lake/Napa Unit (LNU) Emergency Command Center dispatches CAL FIRE resources.

Ground fire resources are augmented by CAL FIRE's helicopter stationed at Bogg's Mountain in Lake County and two air tankers based at the Sonoma Air Attack Base at the Charles M. Schultz Sonoma County Airport. The Sheriff's Helicopter Unit (Henry 1) is equipped with a 150-gallon water-dropping bucket that can assist in the effort when other resources are not available.

Sonoma County's 40 plus fire agencies have signed a countywide mutual aid agreement to ensure that firefighting resources and personnel will be available to combat a wildland/urban interface fire. (See Part Three – Legal References) If these resources are not enough to meet the threat, fire resources from throughout California can be summoned under the State's Master Mutual Aid Agreement administered by the Governor's Office of Emergency Services.

Threat Assessment 8: Explosion

General Situation

A major explosion has the potential to cause numerous injuries and fatalities, extensive property damage and other ensuing hazards and disruptions. The type and location of any explosive accident or intentionally placed device would have a direct effect upon the amount of damage caused. A major explosion could possibly exceed the immediate response capability of the local jurisdiction. Response to the incident might require the implementation of the mutual aid system.

Mass evacuation operations could be required to move affected populations. Many families could be separated, particularly if the incident should occur during working and school hours. Extensive search and rescue operations could be required to assist trapped and injured persons. Injured and displaced persons would require emergency medical care, food and temporary shelter. The disruption of public utilities and services, as well as the effect on transportation routes within and peripheral to the major explosion could seriously hamper emergency operations.

Assistance would be required for damage assessment, removal of debris and clearance of roadways, demolition of unsafe structures, assistance in reestablishing public services and utilities, and provision of continuing care and welfare for the affected population, including temporary housing for displaced persons.

Specific Situation

Sonoma County is considered to be a combined suburban and rural area, removed from the multiple risks of explosive material accidents normally associated with a more urbanized environment. With the exception of the facilities of several large manufacturers in the County, the central portion of the County along the U.S. 101 corridor contains the majority of facilities associated with explosive materials accidents. These facilities are generally limited to small industrial parks within or near the incorporated cities. The eastern and western portions of the County are primarily rural and most of this area is forested or agricultural. There are little or no explosive materials associated with the agricultural activities of these areas.

The County's accident history shows that most explosive incidents are likely to occur in the transportation corridors. Although there have been very few incidents involving explosive materials, the potential for an extreme threat to life, the environment, and property is high.

Emergency Response Actions

Emergency response actions associated with explosive devices are presented in the Sonoma County Op Area Weapons of Mass Destruction Response Plan.

Threat Assessment 9: Terrorism

General Situation

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism include threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber-attacks (computer-based) and the use of chemical, biological and nuclear weapons.

The status of the United States as the sole remaining superpower makes it an attractive target for a rogue state seeking worldwide attention or political gain. Efforts to minimize this scenario are actively being pursued by the DOD, DHS, CIA and FBI. The distinct surety of a massive military response is a convincing deterrent to such renegade government activity, and aids in dramatically reducing this threat. Unfortunately, massive military response is not a credible deterrent to terrorist groups.

Terrorist activities are an increasing threat to our society, and attacks have occurred against both the public and private sectors. Attacks have been directed against government and corporate leaders, private individuals, governing bodies and related agencies, police and other public service personnel and their facilities, public utility facilities, financial institutions, mass gatherings, transportation modes, communication facilities, etc. The likelihood of terrorist attack against such targets is higher than at any time in modern American history.

Since the terrorist attack of September 11th, 2001, intelligence gathering capabilities and cooperative working relationships between law enforcement agencies, local, state and federal governments have been enhanced to thwart additional terrorist attacks. Government can, to some extent, prepare for these types of attacks with plans to deter or react to a given scenario. Homeland Security grant funding has provided Sonoma County Op Area agencies with many additional first responder capabilities that would be used to respond to such an attack. Working relationships and training with first responders and specialized response teams have been enhanced and expanded.

Since terrorism could occur anywhere in the Sonoma County Op Area, plans have been developed on a generalized basis that would have adaptability throughout the county. A terrorist activity emergency has its own unique characteristics and must be dealt with in accordance to its magnitude and with an appropriate level of response. Determination of the type of response and overall direction remains the responsibility of local officials, both elected and appointed. Plans and procedures have been created, exercised and revised for both the most likely and worst-case scenarios.

The Sonoma County Op Area may also be affected by terrorist events originating or occurring in other parts of the Bay Area. Regional events may start or encourage civil unrest in the Sonoma County Op Area. Response to such an event is the primary responsibility of law enforcement. However, the Sonoma County Op Area emergency management organization could be heavily tasked to provide fire, emergency medical, planning, logistics, traffic control, and public information support.

Certain facilities, installations or service centers in both public and private sectors have been identified as potential targets for attack by individuals or groups, either by fire, bombing, sabotage, looting or a combination thereof. Local law enforcement agencies have identified and evaluated possible targets and threats.

Specific Situation

Sonoma County Op Area consists of combined urban, suburban and rural areas, and has a mix of various groups with diverse backgrounds, outlooks, interests and objectives. This environment brings together in relative proximity diverse societal groups with a wide spectrum of interests that are not necessarily compatible or of a local nature. Activities occurring throughout the country or world can influence local attitudes. If behavior created by these attitudes becomes a threat to the Sonoma County Op Area, local leadership must be prepared to react appropriately. The County's leadership must be sensitive to these changes that may occur on a continuing basis. Developing and using various sources of information that provide indicators of potential disruptive activity are instrumental in preventing a terrorist incident.

The threat of a terrorist chemical or biological weapon detonation/dispersal has increased since the anthrax cases of October 2001. The increased public awareness regarding mail-borne chemicals resulted in over 400 calls for service in the Sonoma County Op Area alone. Just the threat of terrorism can be overwhelming to our first response agencies. Specific protocols have been developed and practiced locally by the first responder community to maximize public safety and minimize calls for service.

Nuclear

Although there are no known incidents of non-governmental groups in control of nuclear weapons, there have been circumstances where groups have been found to have possession of nuclear grade material, including radiological. However, terrorists may eventually be able to gain control of a nuclear weapon.

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A nuclear weapon detonation would have distinct and unique characteristics. Some of the expected dangers from such a detonation would be blast and overpressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse (EMP), and radioactive fallout. The damage caused by a nuclear explosion is related to the yield of the weapon, type of burst, proximity to the blast, geography, weather, the vicinity to population centers, time of day and the types of construction of the impacted buildings.

Unquestionably, any explosion of a nuclear device, no matter the yield, would severely strain, and perhaps cripple the local emergency response infrastructure. The multiple, large-scale hazards resulting from such a blast would, at minimum, delay response. Damage and casualties near the blast would be horrific and massive. The out-lying areas would also have numerous fires, collapsed and damaged buildings, significant casualties and be subject to radioactive fallout. Great numbers of people would be killed, injured, displaced, and the need for medical, morgue and shelter services would be tremendous.

Chemical/Biological

Intentional release of such weapons would cause considerable damage. If an incident were to occur in a densely populated area, large numbers of casualties could be expected. There are several factors that would determine the scope of such an event. The amount and effectiveness of the selected agent or chemical, method of dispersal, weather conditions, vicinity to population centers, time of day and the expertise of the responding agencies to recognize such an attack would dramatically affect the outcome.

Similar to emerging infectious diseases, early detection and control of biological or chemical attacks is vital to the success in limiting the scope of damage. Chemical terrorism acts are likely to be identified by police, fire and EMS because of their immediate and obvious symptoms. The proper response is similar to the conventional response to acts of violence, hazardous materials incidents and fire.

Conversely, attacks with biological agents are liable to be covert, and therefore much more difficult to recognize. Biological agents will not have an immediate impact because of the delay between exposure and the onset of illness (the incubation period), thus compounding the difficulty of early detection. Moreover, the first casualties will probably be identified by physicians or other primary healthcare providers, and most likely be exhibiting signs of an ordinary viral infection. Recognizing that the symptoms are a result of a biological agent will be extremely difficult without prior experience or training, and an awareness of a preceding event.

Only a short window of time exists between the identification of the first cases and before a second, larger wave of the populace becomes ill. During this phase, emergency officials will need to determine that an attack has occurred, identify the organism, and enact prevention and prophylactic strategies. Responding to large-scale outbreaks caused by bacterial pathogens will require the speedy mobilization of public health workers, emergency responders, and private health care providers. They will also require rapid procurement and distribution of large quantities of drugs and vaccines, which must be available quickly to prevent successive waves of transmission.

Sonoma County Department of Health Services has created, exercised and revised a Public Health Preparedness plan as an annex to this EOP. The primary emphasis of the plan is to provide for early surveillance and recognition of such an attack or disease outbreak, and mobilization of mass dispensing sites for prophylaxis.

Radiological Dispersal Device / "Dirty Bomb"

A Radiological Dispersal Device (RDD)/Dirty Bomb combines a conventional explosive with radioactive material. In most instances, the conventional explosive would have more immediate lethality than the radioactive material. The most probable sources of radiation in a dirty bomb would not emit enough radiation to kill or cause severe illness in humans.

The extent of local contamination would depend on a number of factors, including the size of the explosive, the amount and type of radioactive material used, and weather conditions. Prompt identification of the kind of radioactive material employed would greatly assist local authorities in advising the community on protective measures, such as quickly leaving the immediate area, or going inside until being further advised. Subsequent decontamination of the affected area could involve considerable time and expense.

However, certain radioactive materials, dispersed in the air, could contaminate up to several city blocks. Prompt and accurate public information should be distributed to prevent the panic sought by terrorists.

A second type of RDD might involve a powerful radioactive source hidden in a public place, such as a trash receptacle in a busy bus or transit station, where people passing close to the source might get a significant dose of radiation.

Recovery, following any attack, will not be instantaneous. Restoration will require a continued effort by all involved departments and agencies and elements of the private sector. Community interaction will include restoration of the area to its former condition by terminating emergency regulations and restrictions, removal of barricades, clean-up of debris, and the normalization of services, utilities, transportation routes, and traffic movement and patterns.

Emergency Response Actions

Emergency response actions associated with terrorist events are presented in the Sonoma County Op Area Weapons of Mass Destruction Response Plan, Hazardous Materials Response Plan, Public Health Preparedness Plan and the Mass Casualty Response Plan.

Threat Assessment 10: Civil Unrest

General Situation

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

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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 when normal on-duty police and safety forces cannot adequately the situation until additional resources can be deployed. This is the critical stage when civil unrest can grow to large proportions.

Threats to law enforcement and safety personnel are very real in such circumstances. Every effort must be made to quickly prevent such incidents from growing out of control. 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.

During the response phase to such an event, security for command-and-control locations such as ICPs and EOCs must also be provided.

Specific Situation

There are numerous potential targets for civil disobedience or civil unrest in the Sonoma County Op Area. The Bohemian Grove, defense contractors, college campuses, public utilities, downtown areas, and public buildings are all considered to be at risk from this threat.

Local political issues may generate protests that strain local resources. Police actions, criminal trials, environmental issues, and labor strife could result in serious situations.

Additionally, we may be affected by civil unrest originating or occurring in other parts of the Bay Area. Regional events may start or encourage civil unrest in the Sonoma County Op Area.

Response to such an event is the primary responsibility of law enforcement. However, the Sonoma County Op Area emergency management team could be tasked to provide fire, emergency medical, planning, logistics, traffic control, and public information support, as requested.

Threat Assessment 11: Drought

General Situation

Drought is a fact of life in California. A gradual phenomenon, drought often takes two or three consecutive winters with less than average precipitation to produce a significant impact. California has experienced droughts in 1912-13, 1918-20, 1923-24, 1929-34, 1947-50, 1959-61, 1976-77, 1987-92, 2008-10 and 2013-14.

Drought produces a complex web of impacts that spans many sectors of the economy and reaches well beyond the area experiencing physical drought. This complexity exists because water is integral for producing goods and providing services.

Impacts are commonly referred to as direct or indirect. Reduced crop, rangeland, and forest productivity; increased fire hazard; reduced water levels; increased livestock and wildlife mortality rates; and rationing are examples of direct impacts of drought. The consequences of

these impacts illustrate indirect impacts. For example, a reduction in crop, rangeland, and forest productivity may result in reduced income for farmers and agribusiness, increased prices for food and timber, unemployment, reduced tax revenues, increased crime, foreclosures on bank loans to farmers and businesses, migration, and disaster relief programs.

1976-77 Drought
The drought of 1976-77 was the worst in the state's recent history due to the driest (1977) and fourth driest (1976) years on record. Statewide, California's average annual rainfall is 200,000,000 acres-feet. In 1977, precipitation totaled only 90,000,000 acres-feet, or 45 percent of average. This drought left California with dangerously low reservoir and ground water levels. Forty-seven of the state's 58 counties declared emergencies. Economic losses totaled $2.4 billion. In Sonoma County, the Russian River saw only 6 percent of its normal runoff in 1977. The reduction of flow from this water source significantly impacted communities throughout Sonoma, Marin and Mendocino counties.

Specific Situation

The Sonoma County Op Area is very sensitive to the impacts of drought due to its growing population, dependence on a single primary water source for drinking water, affects to the agricultural economic base and environmental concerns.

Drought response measures include rationing or eliminating water allocations for industry, agriculture, landscaping, and fish flows. New, high-capacity emergency wells may be drilled to bring additional ground water into the water distribution system. Water may be hauled to communities whose wells run dry. Public education campaigns will be undertaken to convince the public to use less water. Low water levels threaten to reduce water pressure in firefighting hydrant systems. Water quality is expected to decline due to the dependence on ground water sources.

Water sources
Sonoma County has two principal sources of water for domestic, commercial, industrial and agricultural use: the Russian River and groundwater. Additional water sources include diversions from small streams and reservoirs.

Russian River Watershed

The Russian River watershed extends for 1100 square miles and collects water from rainfall, groundwater seepage, reservoir releases, and Eel River diversions. The two major reservoirs regulating flow on the Russian River are Lake Mendocino (Coyote Valley Dam) and Lake Sonoma (Warm Springs Dam). Lake Mendocino is located on the East Fork of the Russian River in Mendocino County. Lake Mendocino collects water from the watershed around Potter Valley and the Eel River diversion at Pacific Gas & Electric Company's hydroelectric facility. Lake Sonoma is located below the headwaters of Dry Creek in Sonoma County and collects water from the upper Dry Creek watershed. With the ability to provide water storage in central and northern Sonoma County, the addition of Warm Springs Dam in 1984, increases our resiliency from the effect of drought. Dry Creek joins the Russian River below Healdsburg. The

United States Army Corps of Engineers (USACE) manages flood control operations at the two reservoirs. The Sonoma Water manages water supply operation at the reservoirs. The State Water Resources Control Board (State Board) sets minimum stream flow requirements on the Russian River and Dry Creek.

In addition to Sonoma County, the Russian River supplies much of the water for Marin and Mendocino counties. In Mendocino County, major users of Russian River water include the Potter Valley Irrigation District, the Redwood Valley Water District, the City of Ukiah and numerous individual diverters along the main stem of the river. In Sonoma County, major users of Russian River water include the cities of Cloverdale and Healdsburg; numerous individual diverters along the main stem of the Russian River and Dry Creek; and the Sonoma Water.

Groundwater

Sonoma County has seven subsurface groundwater basins of which only three underlie the County's most populous areas: the Santa Rosa Plain, Petaluma Valley and Sonoma Valley. Distribution of water from these sources is managed by a wide variety of public and private agencies, with the type and size of distribution system largely dependent on whether the area served is urban or rural.

Water Agencies

Over four hundred Public Water Systems supply water to most urbanized areas of the county, including all nine incorporated cities and the larger unincorporated communities. Public Water Systems are regulated by the State of California Department of Health Services, Division of Drinking Water. The principal source of supply is the Russian River, although the majority of the smaller agencies rely entirely on wells, springs or streams. Most systems whose primary water source is the Russian River also maintain other sources (wells, springs or streams) which either augment, or back up, the Russian River supply.

The Sonoma Water was formed in 1949 to manage the storage and delivery of Russian River water as a regional water wholesaler. The system operated by Sonoma Water consists of: water storage at Lake Mendocino and Lake Sonoma, a series of six collector wells and seven vertical wells at Wohler and Mirabel Park, and five aqueducts. Sonoma Water also operates and maintains three ground water wells in the Santa Rosa Plain. Sonoma Water serves customers throughout Sonoma and Marin counties, including the cities of Santa Rosa, Rohnert Park, Sebastopol, Petaluma, Sonoma and the Town of Windsor. The Sonoma Water also supplies the Valley of the Moon Water District, Forestville Water District, North Marin Water District, and Marin Municipal Water District. The Sonoma Water has a number of other customers with small demands.

Small Water Systems (From 5 to 14 Service Connections)

About 72 Small Water Systems (5 to 14 service connections) supply water to a wide variety of users in Sonoma County, including campgrounds, small commercial establishments, mobile home parks, isolated rural residences and subdivisions, and small unincorporated communities.

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Permitting, inspecting and monitoring are conducted through County Department of Health Services, Division of Environmental Health.

Threat Assessment 12: Pandemic Influenza

General Situation

The worst natural disaster in modern times was the infamous "Spanish flu" of 1918-1919, which caused 20 million deaths worldwide and over 500,000 deaths in the U.S. Although the Asian influenza pandemic of 1957 and the Hong Kong influenza pandemic of 1968 were not as deadly as the Spanish influenza pandemic, both were associated with high rates of illness and social disruption.

Influenza is a highly contagious viral disease. Pandemics occur because of the ability of the influenza virus to change into new types, or strains. People may be immune to some strains of the disease either because they have had that strain of influenza in the past or because they have recently received influenza vaccine. However, depending on how much the virus has changed, people may have little or no immunity to the new strain. Small changes can result in localized epidemics. But, if a novel and highly contagious strain of the influenza virus emerges, an influenza pandemic can occur and affect populations around the world.

California, with its West Coast location and several major ports of entry for flights and shipping from Asia (a likely location for the development of a novel virus), could likely be among the first U.S. locations for an influenza pandemic to establish a foothold. The California Department of Public Health (CDH) estimates that the impact of an influenza pandemic on California's population of 35 million would include:

- 8.8 million persons ill with influenza (estimated range: 5.3 million to 12.3 million)

- 4.7 million outpatient visits (estimated range: 2.8 million to 6.6 million)

- 97,200 persons hospitalized (estimated range: 58,300 to 136,000)

- 21,500 deaths (estimated range: 12,900 to 30,200).

An influenza pandemic is unlike any other public health emergency or community disaster:

- Many experts consider influenza pandemics to be inevitable, yet no one knows when the next one will occur.

- There may be very little warning. Most experts believe that we will have between one and six months between the time that a novel influenza strain is identified and the time that outbreaks begin to occur in the U.S.

- Outbreaks are expected to occur simultaneously throughout much of the U.S., preventing sharing of human and material resources that normally occur with other natural disasters.

- The effect of influenza on individual communities will be relatively prolonged -- weeks to months -- when compared to minutes-to-hours observed in most other natural disasters.

- Because of the substantial lead times required for vaccine production once a novel strain has been identified, it is likely that vaccine shortages will exist, especially during the early phases of the pandemic. Effective preventive and therapeutic measures -- including antiviral agents -- will likely be in short supply, as may some antibiotics to treat secondary infections.

- When vaccine becomes available, it is expected that individuals will need an initial priming dose followed by a second dose approximately 30 days later to achieve optimal antibody responses and clinical protection.

- Health-care workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of victims.

- Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel in sectors who provide critical community services: health-care workers, military personnel, police, firefighters, utility workers, and transportation workers are vulnerable.

Specific Situation

Based on estimates from the Centers for Disease Control and County Public Health, a future pandemic could produce the following results:

Figure 2: CDC Pandemic Influenza Estimates

Result	United States	Sonoma County
Severe Illness	40 - 120 million	123,400
Hospitalized	314,000 – 734,000	1,800 (775-2,380)
Death	89,000 – 207,000	375 (235-600)
Economic Losses	$71 billion - $166 billion	$1billion-$3 billion

The Sonoma County Op Area cannot be isolated and thus its residents are subject to contracting and spreading the illness. The population is centered along the U.S. 101 transportation corridor which could speed the transmission of the influenza as well as impact response efforts. Depending on the perceived risk, large numbers of the public may leave the urban centers of the Bay Area.

Under California law and Sonoma County Code, the County Health Officer has the primary responsibility for responding to a public health emergency such as influenza pandemic.

Emergency Response Actions

Emergency response actions associated with pandemic are presented in the Sonoma County Op Area Public Health Preparedness Response Plan.

Threat Assessment 13: Energy Loss

General Situation

Energy is the essential force powering homes, business, manufacturing, and the transportation of goods and services within our communities. Energy is derived from renewable and non-renewable sources and then transported from its point of origin to the point of consumption. Electric power is conveyed via long-distance transmission and distribution lines, natural gas is conveyed via pipelines, and vehicle fuels and propane are conveyed via tankers. While the county is ready to handle small energy disruptions, possible long-term impacts of a major energy disruption include the failure of businesses, increased unemployment, elevated risk of disease, increased rates of general illness and mortality and decreased tax revenue. Dangers and damages due to energy loss are dependent on weather, the season of the year, the duration of the energy loss, the severity of the energy loss, and the facilities that become affected by the power or fuel loss.

Specific Situation

The Sonoma County Op Area obtains electric power from a variety of in- and out-of-county sources, including gas-fired power plants, nuclear power plants, fuel cells, hydropower and renewable sources such as wind, geothermal and solar power. The Operational Area's main distributor of electricity, Pacific Gas & Electric (PG&E), draws on a variety of these sources to feed its regional power grids. According to the 2010 California Energy Commission & American Community Survey, Sonoma County consumed 5,925 kWh of electricity per capita and 118 million therms of natural gas. While residential gas consumption makes up 2/3 of natural gas consumption, non-residential electrical consumption makes up makes up more than 1/2 (52.9%) of electrical consumption within the Operational Area.

- Sonoma County's energy production, storage and distribution systems are vulnerable to physical hazards as well as shortages caused by market forces, weather and operating conditions.
- Energy disruption may have significant impacts on the Operational Area's economy, environment and standard of living. During extreme weather, an energy disruption may result in increased risks to public health and safety.

Sonoma County Energy Sources

The County General Services Department manages and maintains 1.5 million square feet of owned space and 350,000 square feet of leased space. The County-owned facilities use approximately 18.5 million kilowatt-hours per year (kWh/y) of electricity. Natural gas-fired boilers heat most facilities. Added in 2011, the electrical system is supplemented by the waste heat from a 1.4 MW hydrogen fuel cell which powers approximately 90% of the County's Administrative Center.

Constructed in 1993, expanded in 2003, and operated by the County Department of Transportation and Public Works, a power plant at the Central Landfill off Meacham Road

generates 7,500 kW of electricity through the combustion of methane gas from the landfill. The County uses a small fraction of the energy for on-site uses and sells the remainder to Power and Water Resources Pooling Authority (PWRPA).

The Sonoma Water uses large amounts of electricity, primarily to operate its water extraction pumps at its Wohler diversion facility along the Russian River; they use approximately 44,500 MWh of electricity annually. The Water Agency operates a hydroelectric facility at Warm Springs Dam rated at 2.6 MW. The annual electricity production of the facility is about 13,000 MWh. The Water Agency sells electricity from the hydroelectric facility to PWRPA. The Water Agency has recently enlarged its solar power production facilities to produce additional electricity.

There are two major wastewater treatment plants in Sonoma County, Ellis Creek Water Recycling Facility and the Laguna Treatment Plant. The treatment plants use anaerobic digestion to produce methane, which is then used to produce power and heat during the treatment process. The fuel is used for the plant boilers, thus reducing energy costs and greenhouse gas emissions.

Sonoma County currently does not have any onshore or offshore fossil fuel (e.g., oil or gas) production facilities.

Private Energy Generation Facilities

The main private energy generator in the county is the Geysers Geothermal Power Plants that total approximately 850 MW and generate approximately five million MWh/y. Other private energy generation facilities include small-scale solar photovoltaic (PV), hydroelectric, and wind systems used to generate power for residences, agricultural operations, and commercial uses, particularly in the rural areas of the county.

Threat Assessment 14: Food and Agriculture Emergency

General Situation

Agriculture includes animal and plant products that are transported, produced and consumed within the Sonoma County Op Area. Damage to agriculture, including loss of crops and death of animals, can be a secondary impact of another emergency such as severe weather, flooding, drought or can result from disease and pest infestation. The California Department of Food Agriculture (CDFA), in conjunction with the United State Department of Agriculture (USDA) play a significant role in the response to a food or agriculture emergency.

Specific Situation

The Sonoma County economy is dependent upon the rich agricultural industry that provides the impetus for food production, jobs and tourism. The wine, dairy, nursery and farm industries are integral parts of our diverse economic landscape. Each year the Sonoma County Agricultural Commission releases a crop report. The crop report value for 2013 was $848 million, which was an increase of approximately 4% from the 2012 report. Wine grape production slightly exceeded

the yield for 2012, which had been the largest wine grape crop on record in Sonoma County. Livestock and poultry products such as eggs and milk experienced a 5.5% increase in value. Increases in other crops were also experienced.

The robust nature of the agricultural community is dependent upon a safe and reliable environment. During times of disaster, such conditions may not exist and impact the agricultural sector in significant ways.

- Disruption in production or distribution of agriculture products can result in food shortages and lost economic revenue.

- Agriculture products produced in and shipped into the County, are at risk of contamination at various points in the production/transportation cycle.

- Disease vectors may require costly and/or time-consuming mitigations, animal or food isolation and/or quarantines and potentially force culling of herds.

- Widespread, mass culling of herds will create disposal and air quality issues.

- Food contamination can result in both localized and widespread food-borne illness, thereby causing a public health emergency or long-term economic impacts.

APPENDIX B: RESPONSE AND SHORT-TERM RECOVERY

Concept of Operations

The emergency management organization in Sonoma County will identify potential threats to life, property and the environment and develop plans and procedures to protect those assets. These plans and procedures will direct emergency response and recovery activities and will be validated by the conduct of actual responses or by exercising. The goal is to maintain a robust emergency management organization with strong collaborative ties among local, regional and state governments, community-based organizations and volunteers, special needs community, public service agencies, and the private sector under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) structure (See SEMS in this section).

The four emergency management phases listed below provide the structure to categorize governmental actions. Not every disaster necessarily includes all emergency management phases.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. Preparedness activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization regularly prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel assigned to the Emergency Operation Center should be familiar with these SOPs and checklists.

Training and Exercising

Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. Training directly supports the Operational Area EOC by standardizing ICS/SEMS/NIMS training requirements and recommendations. Following the program will improve EOC staff effectiveness and confidence in delivering high quality service to the public even under the most difficult conditions. The program is based on initially identifying common skills and courses and working toward specific position training for all EOC functions.

Training shall follow the guidance established in the National Incident Management System Training Program and the Combined Training Matrix developed by CAL OES. EOC Section Chiefs are expected to ensure each of their staff members attend and complete required EOC trainings outlined in the SDP. The Director of Emergency Services will regularly review and update the courses and exercises.

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems that they will use in emergency situations.

Exercises will be conducted on a regular basis to maintain readiness and validate plans. Exercises will include as many Operational Area member jurisdictions as possible, focus on EOC functional areas as needed in order to develop or strengthen assorted capabilities, and incorporate participants from the whole community, to include residents with disabilities and others with access and functional needs. Following all major exercises, drills, and actual incidents, the Sonoma County Op Area requires that an After Action Report (AAR) and Improvement Plan (IP) be developed outlining areas for improvement of plans and systems. The Sonoma County Op Area has developed a Corrective Action Plan process that makes assignments for implementing improvements outlined in AARs. This system is a best practice and in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) and NIMS requirements.

The Director of Emergency Services will inform County departments and Operational Area jurisdictions of training and exercise opportunities associated with emergency management. Training and exercise opportunities will be published and distributed quarterly in conjunction with each Emergency Coordinators' Forum and Emergency Council Meeting.

Response Phase

Pre-Emergency

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

- Activation of a local EOC.

- Information gathering and assessment of the emergency.

- Sharing information and consulting with local response partners.

- Alerting necessary agencies, placing critical resources and personnel on stand-by.

- Advising threatened populations of the emergency and apprising them of safety actions to be taken.

- Identifying the need for requesting mutual aid.

Emergency Response

During this phase, emphasis is placed on saving lives and property, attempting to establish and maintain control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

- Evacuation of threatened populations to safe areas.

- Proclamation of a Local Emergency by local authorities.

- Requesting mutual aid.

Sustained Emergency

In addition to continuing life safety and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations may be initiated.

Recovery Phase

At the onset of an emergency, actions should be taken to enhance the effectiveness of recovery operations. The recovery phase is both short-term activities intended to restore vital lifeline systems and long-term activities designed to return infrastructure systems to pre-disaster conditions. The recovery phase may also include cost recovery activities.

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

- Reinstatement of family autonomy.

- Provision of essential public services.

- Permanent restoration of private and public property.

- Identification of residual hazards.

- Plans to mitigate future hazards.

- Recovery of costs associated with response and recovery efforts.

- Coordination with State and Federal governments offering private and public assistance.

Mitigation Phase

Mitigation efforts can 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 Sonoma County Op Area that are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinances, building codes and enforcement, etc.).

- Structural measures.

- Tax levy or abatements.

- Public information and community relations.

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- Land use planning.

- Hazard mitigation planning.

See the Sonoma County Hazard Mitigation Plan for additional information on mitigation efforts and priorities in the county.

Private Sector Responsibilities

Sonoma County Residents

Residents of Sonoma County play an important role in emergency management by ensuring that their families are prepared for disasters. This plan assumes that many of our residents have made the appropriate and necessary preparations for disaster, lessening the burden on the emergency management organization.

It is recommended that all residents prepare for disaster by taking first aid and CPR training, maintaining disaster supplies of food and water, safekeeping personal documentation consisting of, but not limited to, personal identification and individual medical records. These actions will better prepare residents to evacuate or shelter-in-place for several days. Those families or residents with disabilities and others with access and functional needs may require additional personal planning before, during, and after an emergency to accommodate their need for assistance with communication, maintaining health and medical supplies, independence, support and safety, or transportation.

Many local government agencies have individual, family and community preparedness initiatives. Residents may participate in the disaster response by joining disaster volunteer programs such as American Red Cross (ARC), Auxiliary Communications Service (ACS), Sonoma County Sheriff's Search & Rescue, or by forming a local Community Emergency Response Team (CERT). During an emergency, residents should monitor emergency alert and warnings and carefully follow directions from authorities. By being prepared, residents can increase their safety for their family, their community and reduce demands on first responders and the emergency management organization. Additional preparedness information, resources and assorted training opportunities can be found on the Sonoma County Fire and Emergency Services Department website.

The County encourages members of the public with complaints regarding access to a facility, program or service to attempt to informally resolve those complaints or file a grievance with the County ADA Coordinator.

Businesses

Much of the county's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These businesses provide valuable resources before, during and after an emergency and play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with federal, state and local governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Businesses that handle hazardous materials in Sonoma County are required to file a Hazardous Materials Business Plan (HMBP) and Risk Management Plans to Certified Unified Program Agencies (CUPAs). The California Health & Safety Code (Division 20, Chapter 6.95) defines a hazardous material as "any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and the environment if released into the workplace or the environment." Common hazardous materials include new and used oil, gasoline, diesel fuel, propane, antifreeze, solvents, etc.

The Hazardous Materials (HazMat) Division in the Sonoma County Fire & Emergency Services Department has the responsibility for the County's Certified Unified Program Agency (CUPA) Programs. There are three other CUPA agencies in Sonoma County which regulate facilities in their communities: Santa Rosa Fire Department, Petaluma Fire Department and Healdsburg Fire Department, which regulates facilities within Sebastopol and Healdsburg through a Joint Powers Agreement.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.

- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.

- An identification of actions necessary to protect company property and records during emergencies.

- A listing of critical products and services.

- Production shut-down procedures.

- A company command post.

- Alternate work sites.

- Methods and channels of communication.

- Contacts with local emergency management officials.

- A method to provide and accept goods and services from other companies.

<u>Business Operations Centers</u>: This plan promotes the use of business operations centers to enhance public and private coordination. State and local governments can effectively coordinate with businesses by establishing a business operations center that is linked to an existing emergency operations center.

People with Access and Functional Needs

The Access and Functional Needs Plan provides an overview of the City policy with respect to emergency planning and emergency services for citizens with access and functional needs. The City of Sebastopol is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. Through the integration of community-based organizations, service providers, government programs, and individuals with disabilities and others with access and functional needs into the planning process, meaningful partnerships have been introduced into the emergency management system. Sebastopol has included in its planning to ensure alert and warning, mass care and shelter, public information, and evacuation planning are inclusive of the Whole Community.

Furthermore, Sebastopol is committed to maximizing compliance with the Americans with Disabilities Act and providing the best service to Sebastopol Area residents and visitors. As such, the Operational Area adheres to the guidelines outlined below:

- Disability will not prevent accessibility to services or facilities provided by the Operational Area.

- The Operational Area will not exclude or deny benefits of any sort based on a disability, access, or functional need

- The Operational Area will work to accommodate people with disabilities and those with access and/or functional needs in the most integrated setting possible.

- During all phases of disaster response, the Operational Area will make reasonable modifications to policies, practices, and procedures, if necessary, to ensure programmatic and architectural access to all.

- The Operational Area will shelter people with disabilities and those with access and/or functional needs with their families, friends and/or neighbors as feasible in the most integrated setting possible.

In the Operational Area, all programs, services, and activities provided to residents during times of emergency, to the maximum extent feasible, will be inclusive of individuals with disabilities and others with access and functional needs. The following are key focus areas for inclusive service delivery and support:
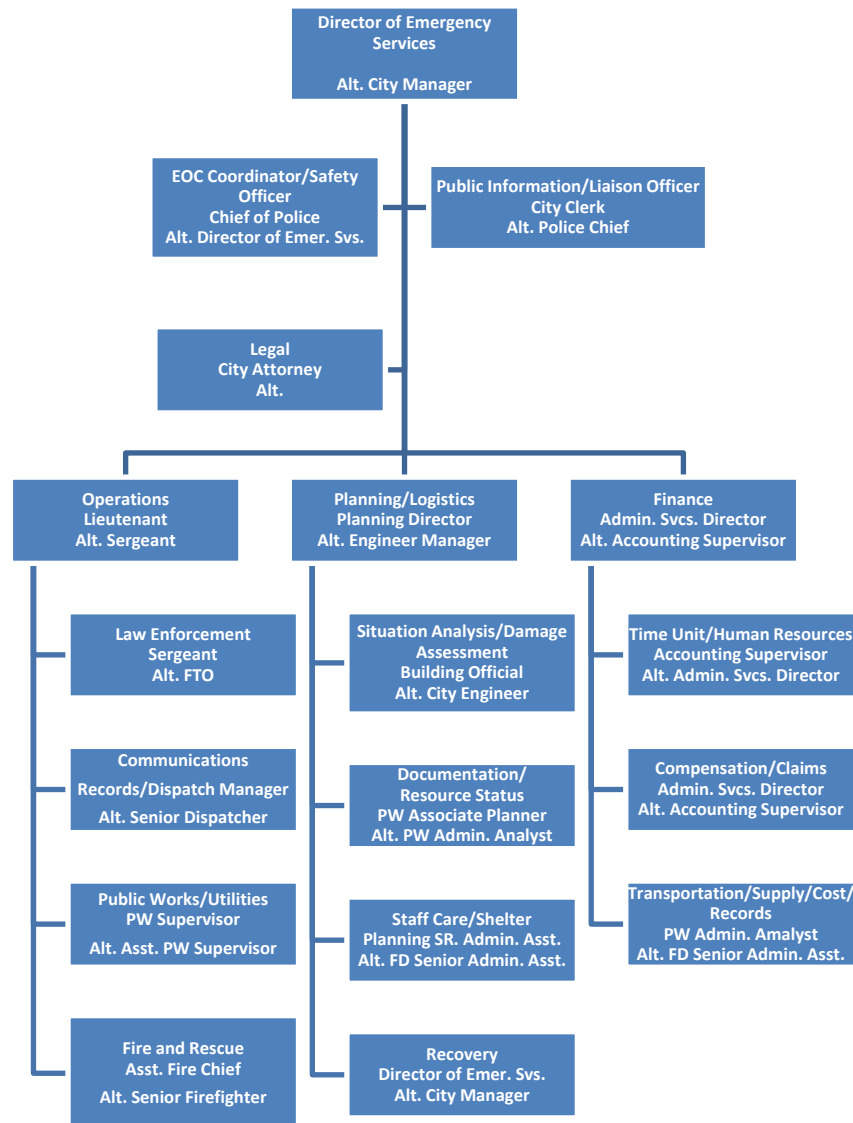
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- Accessible transportation

- Assistance animals

- Dietary restrictions and needs

- Assistive equipment and services

- Accessible public messaging

- Evacuation assistance

- Restoration of essential services

- Language translation and interpretation services

- Service delivery site ADA compliance

In addition to observing inclusive planning practices, the Operational Area is also attentive to Federal and State laws that govern the service of individuals with disabilities and others with access and functional needs during emergency planning and response efforts. The Operational Area complies with Federal laws that prohibit discrimination in emergency management programs on the basis of disability. Those laws are cited in the Authorities section of this plan.

Additionally, the Operational Area complies with California Government Code § 8593.3, which requires government agencies to integrate planning for the needs of individuals with access and functional needs into emergency operations plans. As stated in the Code, this includes planning for individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

City of Sebastopol Emergency Management Organization

The City of Sebastopol, functions as Operational Area, has defined specific roles and responsibilities to respond to disasters and perform emergency management. These roles and responsibility outlined in this EOP and are part of the City of Sebastopol Emergency Management Organization.

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                         ┌─────────────────────────┐
                         │ Director of Emergency   │
                         │ Services                │
                         │                         │
                         │ Alt. City Manager       │
                         └─────────────────────────┘

  ┌──────────────────────────┐        ┌──────────────────────────────┐
  │ EOC Coordinator/Safety   │        │ Public Information/Liaison    │
  │ Officer                  │        │ Officer                       │
  │ Chief of Police          │        │ City Clerk                    │
  │ Alt. Director of Emer.   │        │ Alt. Police Chief             │
  │ Svs.                     │        │                               │
  └──────────────────────────┘        └──────────────────────────────┘

        ┌──────────────────────┐
        │ Legal                │
        │ City Attorney        │
        │ Alt.                 │
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Operations Lieutenant Alt. Sergeant	Planning/Logistics Planning Director Alt. Engineer Manager	Finance Admin. Svcs. Director Alt. Accounting Supervisor
Law Enforcement Sergeant Alt. FTO	Situation Analysis/Damage Assessment Building Official Alt. City Engineer	Time Unit/Human Resources Accounting Supervisor Alt. Admin. Svcs. Director
Communications Records/Dispatch Manager Alt. Senior Dispatcher	Documentation/ Resource Status PW Associate Planner Alt. PW Admin. Analyst	Compensation/Claims Admin. Svcs. Director Alt. Accounting Supervisor
Public Works/Utilities PW Supervisor Alt. Asst. PW Supervisor	Staff Care/Shelter Planning SR. Admin. Asst. Alt. FD Senior Admin. Asst.	Transportation/Supply/Cost/ Records PW Admin. Amalyst Alt. FD Senior Admin. Asst.
Fire and Rescue Asst. Fire Chief Alt. Senior Firefighter	Recovery Director of Emer. Svs. Alt. City Manager	

The Fire Chief serves as the Director of Emergency Services and will direct the City of Sebastopol's emergency management organization, including emergency response and recovery.

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In a large-scale disaster, the Director of Emergency Services accomplishes these responsibilities by activating, staffing and managing the City of Sebastopol Area EOC. The Director of Emergency Services is supported by the emergency management organization and has overall responsibility for:

- Operating communications and warning systems

- Providing information and guidance to the public

- Maintaining information on the status of resources, services, and operations

- Directing overall emergency management operations

- Obtaining support for the City of Sebastopol and providing support to other jurisdictions as required

- Identifying and analyzing potential hazards and recommending appropriate mitigations

- Collecting, evaluating and sharing damage assessment and other essential information

APPENDIX C: MESSAGE TEMPLATES

Earthquake (Initial Message)

This is _____ of the City of Sebastopol Emergency Operations Center. There's been an earthquake centered at _____ and measuring _____ on the Richter scale. Aftershocks are a strong possibility.

• Use the telephone for life threatening emergencies **ONLY**.

• Don't go outside unless you think the building you're in is unsafe.

• If the shaking starts again, protect yourself by staying away from windows and taking cover in a doorframe or under a sturdy piece of furniture.

• If you're outdoors, stay in the open away from buildings, bridges, signs and overhead wires. Emergency Response Personnel are in the area and beginning their response.

• Remain calm and do an assessment of those in your building and on your block if it is safe to do so. It may take responders some time to get to your area. If you have made a family and neighborhood plan, begin them with the help of those around you. There may be citizens nearby with first aid and emergency training. Use them to help do an assessment and begin a response in your building or block.

We will provide more information as it is available. This is _____ of the City of Sebastopol Emergency Operations Center.

Earthquake (First Response Report Message)

This is _____ of the City of Sebastopol Emergency Operations Center. At approximately _____ today, an earthquake registering on the Richter scale struck the area, with its epicenter at _____.

Fire and police units were immediately dispatched to assess damage and provide emergency response.
(Indicate injuries, deaths, property damage, fires, etc., reported to date.)
Aftershocks were felt, the largest occurring at _____. At (time) no additional damage had been reported (specify damage).
Emergency Operations Centers at _____ and _____ have been opened. Shelters have/have not been opened at _____.
The County Board of Supervisors/ and the Sebastopol City Council have proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency as well. First response agencies and Citizen Emergency Response Teams are in the process of conducting Damage Assessments. We are asking that you remain calm and use the telephone for life threatening emergencies **ONLY**.
If another earthquake or aftershock should occur, take the following actions:
• If indoors, protect yourself by taking cover in a doorframe, or beneath sturdy furniture.
• Do not attempt to run outdoors. It is usually safer inside the building.
• If you're outdoors, stay in the open away from buildings, bridges, signs and overhead wires.
• Do not attempt to use elevators. (They are designed to safely shut down during an earthquake.)
• If driving, pull over to the side of the road (not under a bridge).

We will provide more information as it is available. This is _____ of the City of Sebastopol Emergency Operations Center.

Earthquake (Aftershock Advisory Message)

This is _____ of the City of Sebastopol Emergency Operations Center. In response to the _____-magnitude Earthquake in Sonoma County, the Sebastopol Emergency Operations Center has been activated to support all local response efforts. We do advise all residents to be prepared for a period of aftershocks.

The earthquake that struck at_____ (today, yesterday, etc.) and caused initial reports of damage in _____ .

USGS officials have advised that there is a 90 percent or greater probability that there will be strong aftershocks of within the next seven days. There is a 5 percent to 10 percent probability of an earthquake equal to or larger than the main shock within that time. Because of the potential for aftershocks, it is critical that we all practice earthquake safety procedures in the days to come. You can protect yourself from falling objects during shaking by getting beneath a sturdy desk or table. Hang on to the furniture to prevent it from sliding away and leaving you exposed. If no furniture is available, crouch and cover your head at the base of an interior wall or hallway, away from windows, bookshelves, mirrors or other damaging objects. If driving, pull over to the side of the road. Once the shaking stops, you can help people who might be trapped or injured, and exit the building. Get prepared now by packing an earthquake preparedness kit. A kit should include a portable radio with extra batteries so as to listen for emergency instructions. It should also include a flashlight with extra batteries and enough food, water and medical supplies to sustain you and your family for three days. Emergency crews might only be available to assist the most critically injured immediately after an earthquake. We will provide more information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Earthquake (Public Safety Message)

This is _____ of the City of Sebastopol Emergency Operations Center. As a result of today's earthquake in _____, we are recommending the following safety precautions be taken:

• Check for damage, especially to utilities, foundation, walls, and chimneys

• If you smell or hear leaking gas, open your windows and get everyone out of the building right away. Don't switch electric lights on or off. If you need more light, use flashlights **NOT** matches, lighters or candles. A spark or open flame could cause an explosion or start a fire.

• If you smell smoke, get everyone out now. Use a fire extinguisher to put out small fires. Don't use water on electrical or gas fires

• Check on your family members. Then help the people around you, your family, neighbors and coworkers. You'll find first aid instructions in the front pages of your telephone directory

• Inspect your home's foundation, walls, and chimneys. Look and listen for any signs of possible collapse. Clean up flammable liquids and other hazardous materials.

• Stay off the telephone... including your cell phone... unless you're reporting a life-threatening injury or fire. Keep lines open for emergency responders. If you must move from where you are now, leave a note on the front door to tell family and emergency workers know where you've gone.

• Try to store water now for use later on. Start by filling your bathtub and any other large containers. If your water heater is undamaged, the water inside it will be useful for drinking and cooking.

• Plan on sterilizing any water that isn't already bottled. You can sterilize water by boiling it for five minutes... or by adding about 8 drops of bleach per gallon and letting the mixture stand for half an hour

• If your power is out, eat the perishable foods and the food in your refrigerator first... then the food from your freezer... save food stored on your shelves for last. Unless you're sure your gas and electric connections are safe, cook outside on a barbecue, a charcoal grill or a camping stove. Remember that those are only for use outdoors.

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Tsunami

This is _____ of the City of Sebastopol Emergency Operations Center. We have been warned by the National Weather Service that a tsunami, or seismic sea wave (may) (has been) generated in the Pacific and may strike our coast. The wave, if one was generated, will arrive here at approximately _____.
The areas at risk from flooding are:

All persons in the risk areas should evacuate to _____. You should be able to return to your homes within _____hours. Security patrols will prevent anyone from entering the evacuated areas.
We urge you **NOT** to take this event lightly. In the last 40 years, 355 people have lost their lives and more than $485 million in property damage has occurred in the U.S. as a result of Tsunamis.
A tsunami is not a single wave, but a series of waves. Stay out of the risk area until you are advised that re-entry may begin. Waves may be as far apart as one hour and up to twenty feet high on this part of the coast.
DO NOT go to the beach to watch for a tsunami. The wave moves much faster than you can run. The only way to avoid death or injury is to stay out of the strike path of a Tsunami.
During this emergency, local police, fire, and emergency services officials are trying to save your life. Give them your complete cooperation.

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Winter Storms/Floods/Flash Floods

This is _____ of the City of Sebastopol Emergency Operations Center. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of today, law enforcement officials have closed the following roads/streets:

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads. Again, those roads/streets which have been closed are:

Please stay tuned to this station for additional road closure information.

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Approved Viewing Spots

This is _____ of the City of Sebastopol Emergency Operations Center. The following storm-damaged areas are still extremely hazardous and should be avoided:

Please do not try to sightsee in these areas. You could be hurt. If you feel you must observe the storm damage, the following are approved viewing spots:

Again, please avoid the storm-damaged areas. You may place your life and that of others in danger.

Thank you for your cooperation.

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Evacuation Ordered

This is _____ of the City of Sebastopol Emergency Operations Center.

The flooding situation continues in parts of county/city and may worsen. For your safety, you are requested to leave the area as soon as possible (give boundaries of local area, evacuation routes). Be sure to take essential items -- medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers -- but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.
If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) at

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).
If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call Otherwise, please do not use your telephone except to report an emergency.

Emergency Operations Centers at _____ and _____ have been opened. Shelters have/have not been opened at _____.

The County Board of Supervisors/ and the Sebastopol City Council have proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. First response agencies and Citizen Emergency Response Teams are in the process of conducting Damage Assessments. We are asking that you remain calm and use the telephone for life threatening emergencies **ONLY**.

We will provide more information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Landslide/Mudslide/Debris Flow

This is _____ of the City of Sebastopol Emergency Operations Center. The recent storm has caused a _____ in the _____ area within Sonoma County. As of today, the following roads/streets have been closed by law enforcement officials:

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads. Again, those roads/streets which have been closed are:

Please stay tuned to this station for additional road closure information.

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Terrorism / National Security Incident
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center.
At approximately AM/PM today a _____ incident was reported to
_____ in _____
The situation has been verified and is a real threat to the public. Citizens in
_____ within Sonoma County are urged to _____
As a result of this incident. Precautionary evacuation of the area (immediately/X-block)
surrounding the spill was (requested/required) by (agency). Approximately persons have been
evacuated.
The City of Sebastopol Emergency Operations Center (has/has not) been activated.
At this time, we are urging citizens to _____

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

<u>Terrorism / National Security Incident Public Protective Actions</u>
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center.
Due to the_____ incident that occurred at _____. in
_____ involving _____
A precautionary evacuation of the area (immediately/X-block) surrounding the incident was
implemented by (agency). Approximately persons were evacuated.
(Describe in charge agencies and any public protective actions being taken or suggested.)

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

<u>Explosion</u>
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center. At approximately AM/PM today an explosion occurred at _____ in _____. The incident was reported by_____. (Police/fire) units were immediately dispatched to cordon off the area and direct traffic. The cause of the explosion (has/has not) been determined. (Describe the cause if known) Precautionary evacuation of the area (immediately/X-block) surrounding the spill was (requested/required) by (agency). Approximately persons were evacuated. There were no injuries reported. (**or** persons, including (fire/police) personnel, were treated at area hospitals for_____. (All/number) were later released. Those remaining in the hospital are in _____condition. Response agencies involved were_____
At this time, we are urging citizens to _____

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Building Collapse
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center.
At approximately AM/PM today _____
Building at _____ collapsed. The cause of the building collapse is
under investigation. Response teams from _____
are at the site and working to organize rescue and search missions. They are being
assisted by _____
A precautionary evacuation of the area (immediately/X-block) surrounding the spill was
(requested/required) by (agency). Approximately persons _____have been evacuated.
(Describe injuries, deaths, and damages)

At this time, we are urging citizens to _____

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

Public Health Emergency
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center.
At approximately AM/PM today _____, Public Health Officer, for the
Sonoma County Department of Health Services declared a Public Health Emergency for
_____ within Sonoma County. The Order of a Public Health Emergency was
deemed necessary because of _____ That (occurred/was discovered)
_____ by _____ At this point, citizens in the area have
been advised to _____
(Describe and public protective actions being recommended or mandated)

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

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Transportation Accident
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center.
At approximately AM/PM today _____(describe vehicle or vehicles involved
in the accident) was involved in a_____ at _____
The cause of the incident is _____(unknown/under investigation, etc.)
At this time response crews from _____ are on scene and coordinating
the search and rescue operations.
A team from the National Transportation Safety Board (NTSB) is en route to the site and will
work with local Law Enforcement and other officials to conduct the investigation into the causes
for the accident.
A precautionary evacuation of the area (immediately/X-block) surrounding the spill was
(requested/required) by (agency). Approximately persons _____have been evacuated.
At this point, citizens in the area have been advised to _____
(Describe and public protective actions being recommended or mandated)

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

<u>Civil Unrest</u>
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center.
At approximately AM/PM today an incident at _____
occurred when _____
The (Sonoma County Sheriff's Department and/or Local PD) is on the scene and
has_____
The cause of the incident is _____(unknown/under investigation,
etc.)
At this point, citizens in the area have been advised to _____
(Describe and public protective actions being recommended or mandated)

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

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Utility Emergency
(ADAPT ACCORDING TO THE SITUATION)

This is _____ of the City of Sebastopol Emergency Operations Center.
At approximately AM/PM today an incident at _____
occurred when _____
The cause of the incident is _____(unknown/under investigation, etc.) It is
expected that the (utility) will return at _____
At this point, citizens in the area have been advised to _____
(Describe and public protective actions being recommended or mandated)

We will continue to provide information as it is available.

This is _____ of the City of Sebastopol Emergency Operations Center.

APPENDIX D: SEBASTOPOL EVACUATION ZONES
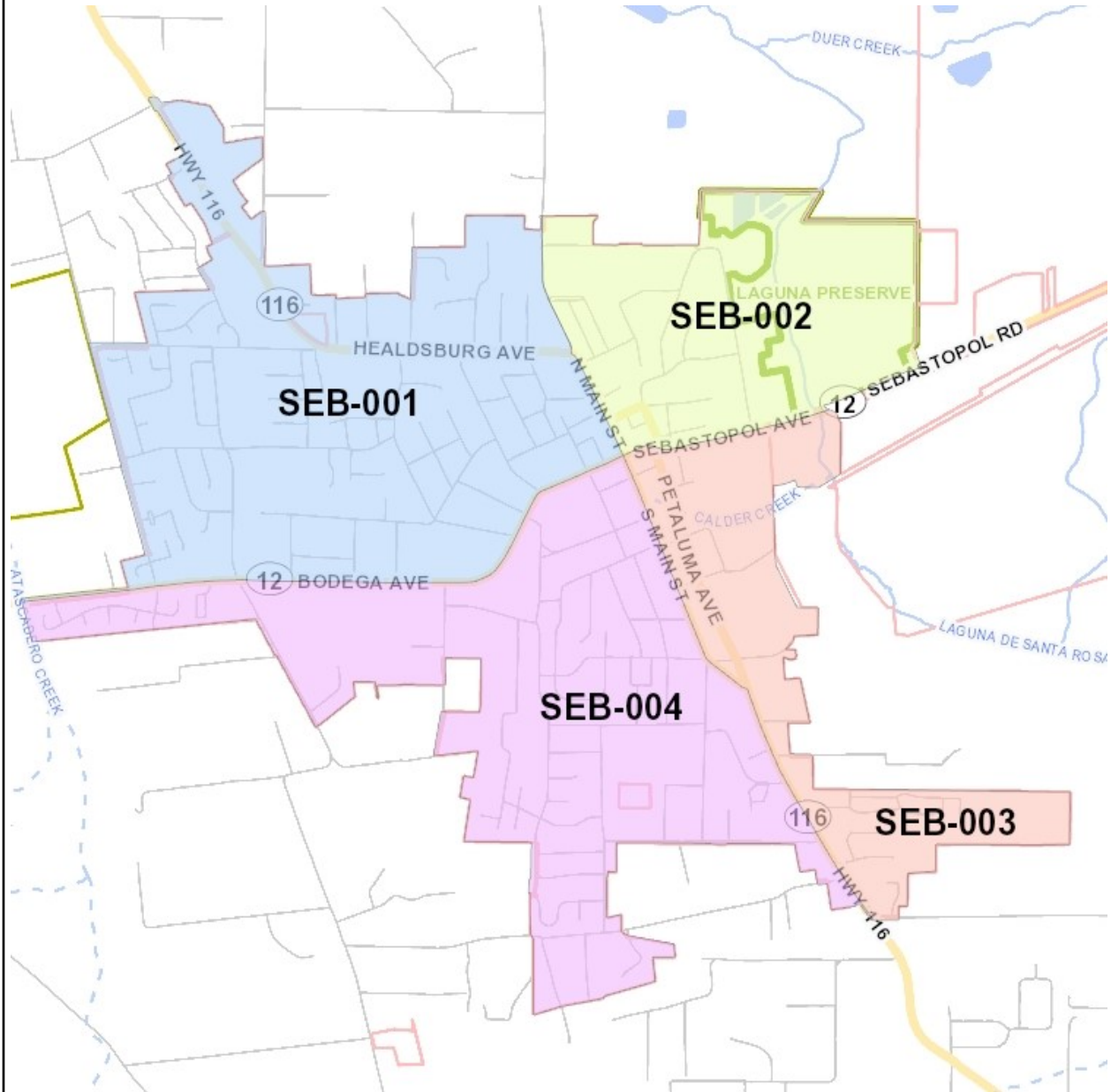
Enter Description

6/30/2021

Scale 1:19,200

0   Miles   0.30

Sebastopol Evacuation Zone 1
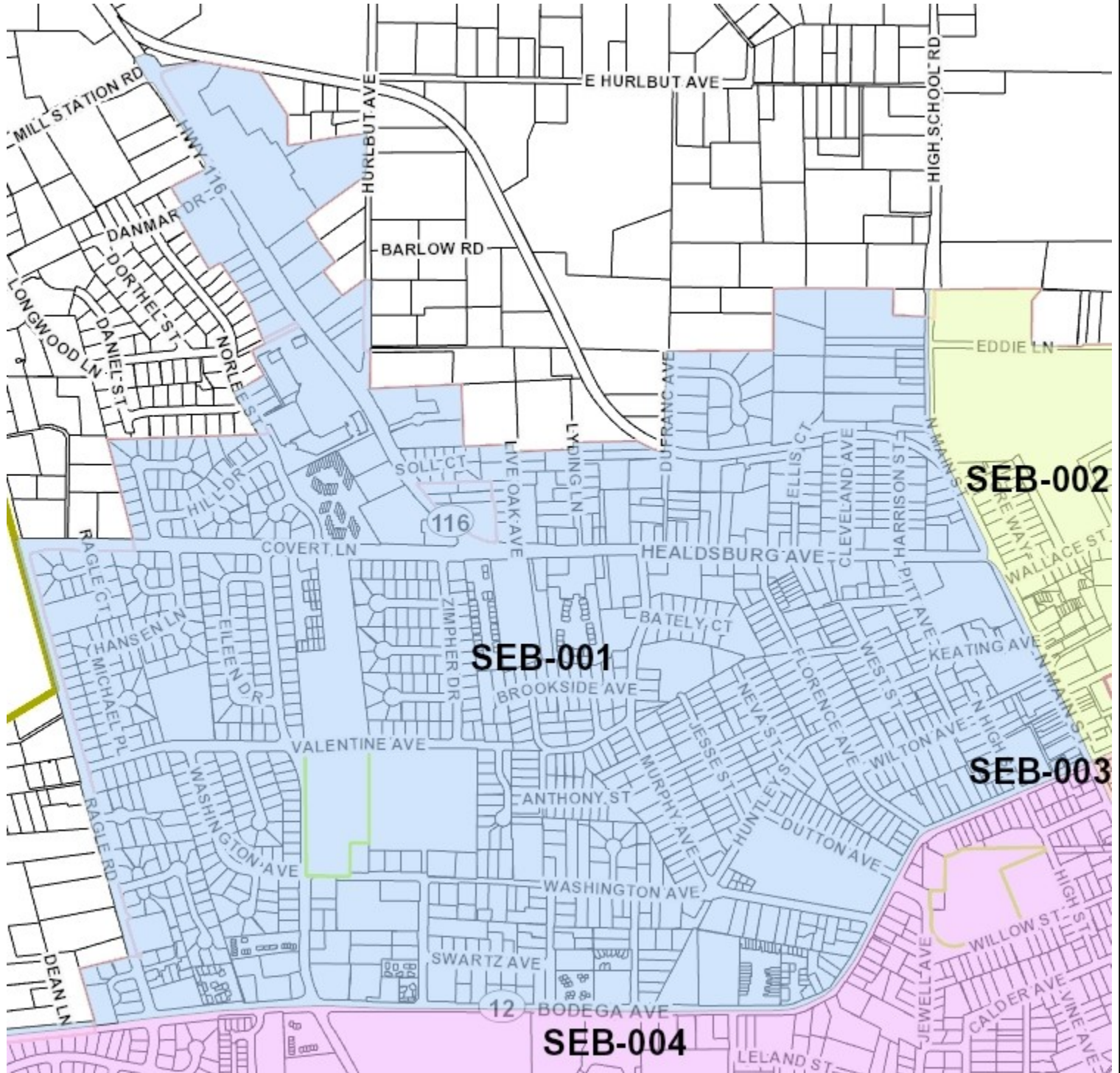
Enter Description

Sebastopol Evacuation Zone 2

LAGUNA DE SANTA ROSA

DUER CREEK

HIGH SCHOOL RD

EDDIE LN

LAGUNA PRESERVE

ELLIS CT

SUNSET AVE

JOHNSON ST

SEB-002

FORE WAY

TAFT ST

WALLACE ST

FLYNN ST

MORRIS ST

HEALDSBUR 116

LAGUNA PARK WAY

SEB-001

SNOW ST

KEATING AVE

MCKINLEY ST

SEBASTOPOL RD

WEST ST

PITT AVE

N HIGH ST

DEPOT ST

12

FLORENCE AVE

SEBASTOPOL AVE

BODEGA AVE

S MAIN ST

SEB-003

DUTTON AVE

PETALUMA AVE

SEB-004

12

WILLOW ST

116

CALDER CREEK

Enter Description

Sebastopol Evacuation Zone 3

SEB-002

SEB-001

SEB-003

SEB-004

Enter Description

220
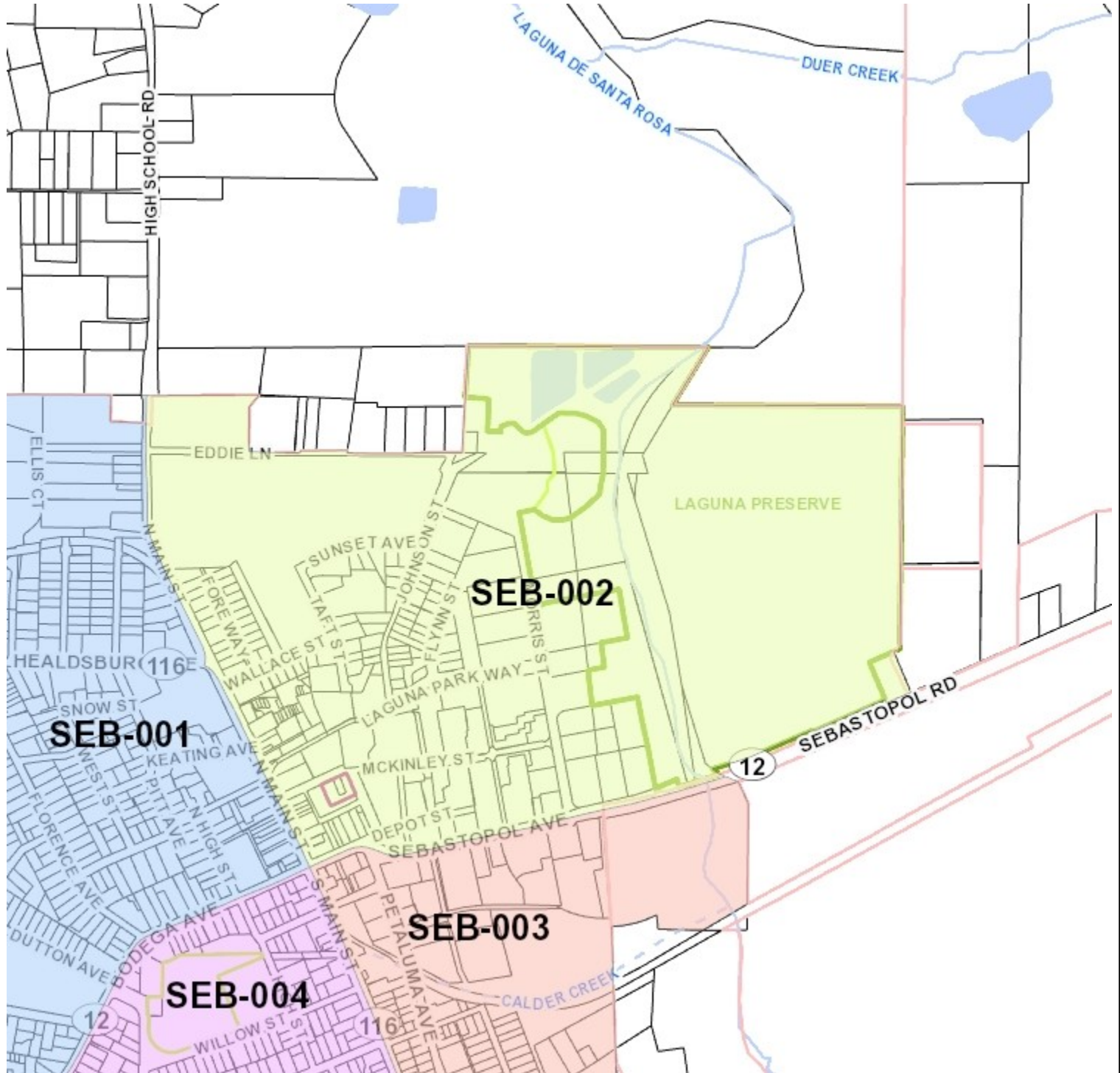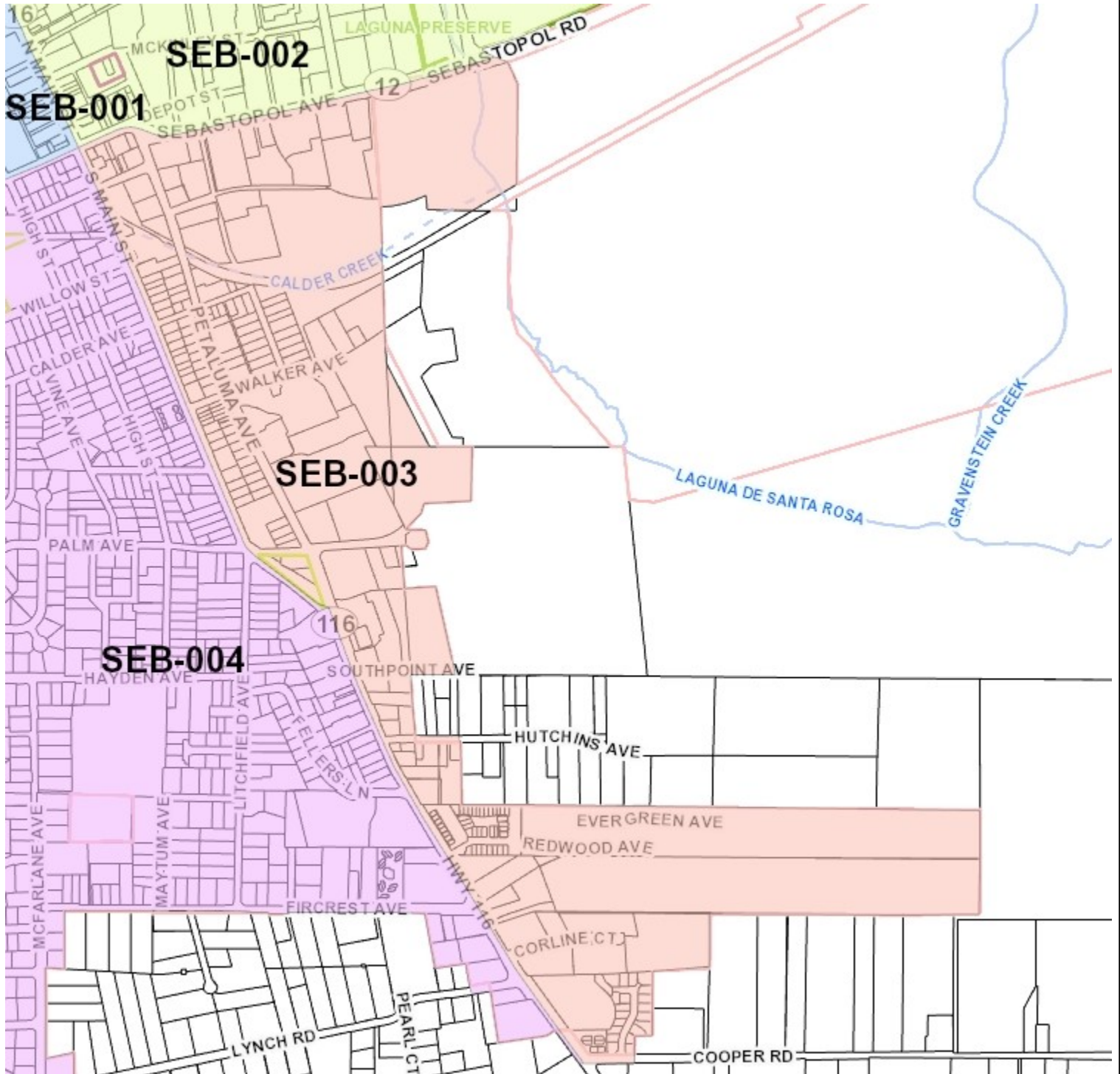
Sebastopol Evacuation Map Zone 4
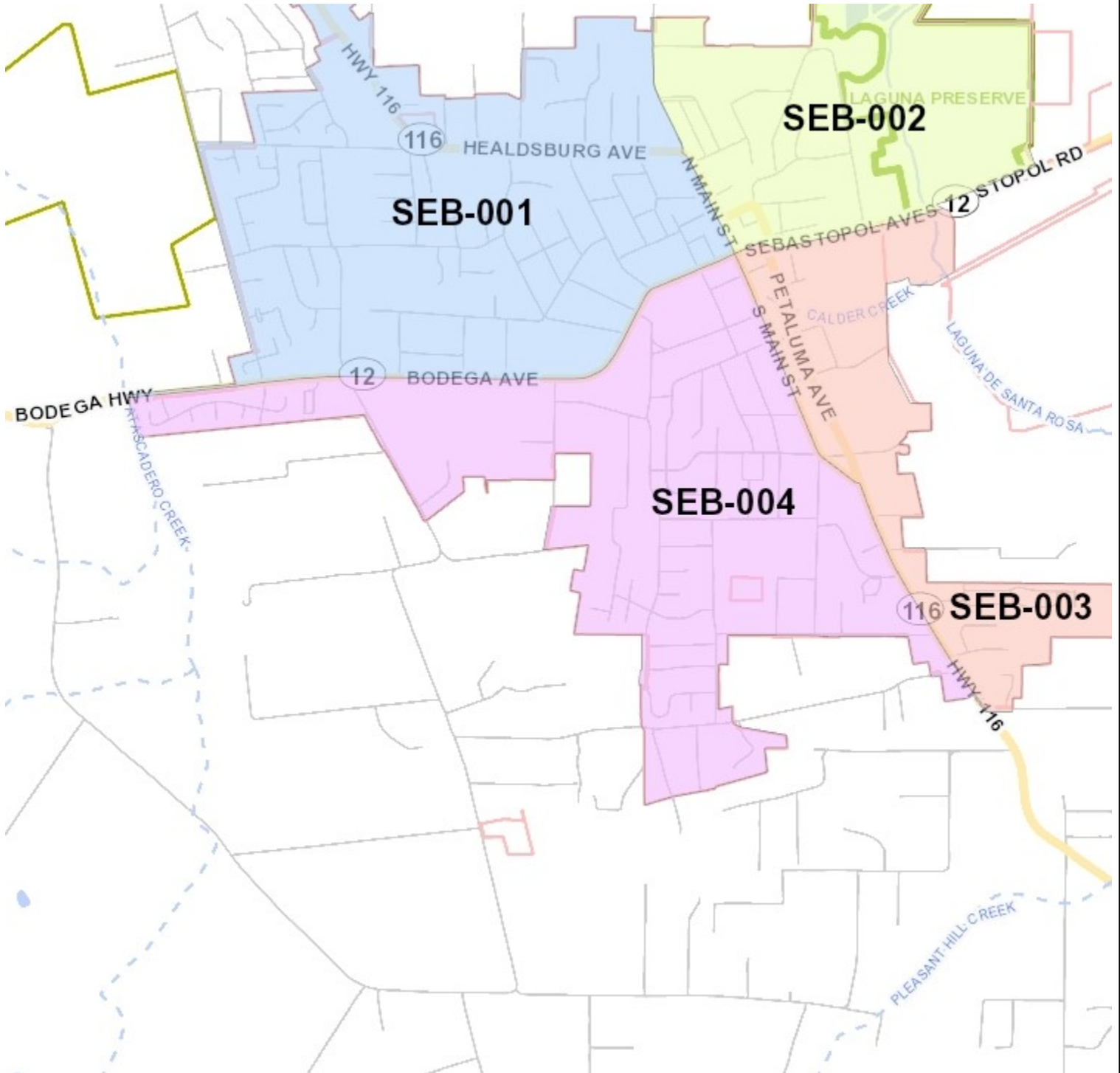
SEB-002

SEB-001

SEB-004

SEB-003

HWY 116
116 HEALDSBURG AVE
N MAIN ST
LAGUNA PRESERVE
12 STOPOL RD
SEBASTOPOL AVE S
PETALUMA AVE
S MAIN ST
CALDER CREEK
LAGUNA DE SANTA ROSA
12 BODEGA AVE
BODEGA HWY
ATASCADERO CREEK
116 HWY 116
PLEASANT HILL CREEK

101
128
101
1
116
12 12

Enter Description

APPENDIX F: SAMPLE PROCLAMATION

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

WHEREAS, the Director of Emergency Services* of the City/County of _____does hereby find; that conditions of extreme peril to the safety of persons and property have arisen within said city/county, caused by _____(fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the _____th day of _____, 20_____. and;

WHEREAS, That these conditions are or are likely to be beyond the control of the services, personnel,
equipment, and facilities of said City/County, and;

WHEREAS, That the City Council/County Board of Supervisors of the City/County of _____ 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/County, 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/County shall be those prescribed by state law, by ordinances, and resolutions of this City/County; and that this emergency proclamation shall expire 7 days after issuance unless confirmed and ratified by the governing body of the City/County of _____.

Dated: _____   By:_____
                                                                Director of Emergency Services*
                                                                Print Name_____
                                                                Address_____

*Insert appropriate title and governing body

Note: Local governments should provide a description of the local efforts and identification of the specific
type and extent of state emergency assistance needed.

Note: It may not be necessary for a city to proclaim a local emergency if the county has already proclaimed an emergency that applies to the entire geographic county area or for a specific area that includes the impacted city or cities.

APPENDIX F: RECORD OF CHANGES

DATE	DESCRIPTION

Sebastopol Operational Area Emergency Operations Plan Annex

Community Alert & Warning

TABLE OF CONTENTS

As an Annex to the Sebastopol Emergency Operations Plan, this document is subject to revision at any time.

Comments and suggestions should be directed to:

City Of Sebastopol

Fire Department

707-823-8061

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I. INTRODUCTION

Purpose

This Annex establishes general and specific policies, procedures, and protocols for the use of Alert and Warning systems in the City of Sebastopol Operational Area (Op Area) during actual or potential emergencies that pose a significant threat to life or property. This plan serves as a functional annex to the Sebastopol Emergency Operations Plan (EOP).

Timely and effective alerts and warnings are critical to life safety of Sebastopol residents, visitors, and first responders. Residents and visitors must be informed of threats and directed to take appropriate action as quickly and as accurately as possible. Therefore, it is necessary to clearly define authorities, responsibilities, and procedures.

The words "alert" and "warning" often are used interchangeably, but in this document those words are used in specific senses[1]:

> **Alert** - A communication intended to <u>draw the attention</u> of recipients to some previously unexpected or unknown condition or event.

> **Warning** - A communication that encourages recipients to <u>take immediate protective actions</u> appropriate to an emergent hazard or threat.

Scope

This Annex does not preclude an individual jurisdiction from developing plans for Alert and Warning as long as those plans are executed within the authority and boundaries of their respective jurisdiction. However, any alert that is initiated via County systems, by agreement or by request, will conform to this Annex.

Alert and Warning Objectives

This Annex supports the four key objectives of the Sonoma County Alert & Warning program:

1. Proactively warn the public of threats by providing timely, targeted, accurate, and actionable information.

2. Use multiple, redundant and overlapping alerting systems to ensure the best possible dissemination of alerts and warnings.

3. Incorporate social equity measures and ensure the ability to reach individuals with Access and Functional Needs (AFN) and those who are non-English speaking by identifying potential barriers and implementing mitigation strategies as required.

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[1] State of California, California Public Alert and Warning System Plan, December 2016.
http://calalerts.org/documents/calpaws/01California-State-Warning-Plan.pdf

4. Coordinate and assist with the delivery of alerts and warnings across jurisdictional boundaries to assure continuity of messaging.

Situation Overview

Alert and Warning is a critical function of Emergency Management. The ability to communicate with the general public is essential to the preservation of life and property.

Currently, the field of Alert and Warning is in a state of rapid and significant evolution[2]. Traditional methods of communication such as landline telephones, broadcast television and radio are in decline as U.S. residents shift to wireless broadband, social media, and online platforms for communications[3] and news[4].

Alert and Warning technology has been transformed in the last 10 years in both capability and complexity:

- The widespread adoption of mobile devices and supporting data networks has produced a radical increase in individual connectivity.

- The increased use of Geographic Information Systems (GIS) enables the rapid identification and analysis of specific geographic locations. Specialized GIS hazard assessment models provide rapid forecasts of potential effects.

- The development of competing commercial software systems has produced a new service line which can rapidly deliver multimodal messages to a variety of personal devices and systems (text, cell phone, cable/internet, etc.).

- Wireless alert and warning systems now hold the promise of enabling alert activators to more accurately define target geographic areas.

Public expectations for local government alert and warning services have often escalated significantly beyond current industry practices:

- Time: community members may expect alert and warning messages to be delivered within minutes of a no-notice event (e.g. fire) and hours in advance of a slowly developing event (e.g. flooding).

- Custom delivery: many community members have an expectation that even if they are not enrolled in a local system, that the government will locate them and deliver warning messages to the device/system at hand and in a form/language that is understandable to the recipient.

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[2] U.S. Dept. of Homeland Security, Cybersecurity and Infrastructure Security Agency. "Essentials of Alerts, Warnings and Notifications." April 2020. https://www.cisa.gov/publication/alerts-and-warnings

[3] U.S. Dept. of Health Services, National Center for Health Statistics. "Wireless Substitution: Early Release of Estimates from the National Health Interview Survey, January-June 2020." https://www.cdc.gov/nchs/data/nhis/earlyrelease/wireless202102-508.pdf

[4] Pew Research Center. "Key Findings about the Online News Landscape in America." September 11, 2019. https://www.pewresearch.org/fact-tank/2019/09/11/key-findings-about-the-online-news-landscape-in-america/

- Detailed situational awareness: Given the specificity and timeliness of the alert and/or warning message, recipients assume that first responders fully understand the nature, scope, and severity of the incident and this information will be immediately conveyed to the recipient.

- Specific instructions: The capacity for systems to deliver detailed information and graphic content leads recipients to expect instructions customized to their specific circumstance on what action to take, which evacuation routes are recommended, and where additional resources are available.

- Additional information: Community members expect to be able to corroborate the warning message with other sources and obtain additional details (e.g. a phone number to call or an immediately available website).

However, there are significant social and technical challenges to the effective use of alert and warning system including:

- Economic disparity can limit communication. For example, seniors, migrant workers, immigrants, renters and persons living below the poverty line are likely to have given up landlines but not adopted more expensive cell phones capable of receiving wireless alerts. Those experiencing homelessness may be unreachable through any telecommunications system and may be actively avoiding contact with local authorities, making in-person contact difficult.

- Another key issue is the uneven availability of communications systems such as the landline/cable internet and wireless broadband. While 92% of Op Area residents may have access to the internet, 8% do not – and these are often residents living in economically disadvantaged or geographically remote areas. Many warning systems may not be able to reach them. Recent disasters continue to show that people who experience marginalization because of inadequate infrastructure and limited access to basic services are also disproportionately impacted.[5]

- Individuals with Access and Functional Needs (AFN) historically experience a disproportionate number of fatalities during a disaster[6] in part because alerts may not reach them soon enough or in an appropriate form to allow for timely response or evacuation.

- Sonoma County is host to some 10 million visitors each year – about half of whom overnight. These visitors are not enrolled in SoCoAlert, may not be familiar with the Hi-Lo evacuation sirens, and many will be unreachable by WEA.

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[5] Climate and Development Knowledge Network. "Equity and Inclusion in Disaster Risk reduction: Building Resilience for All." 2014. https://www.preventionweb.net/publications/view/40846

[6] "Evacuation and Transportation." California Office of Emergency Services. https://www.caloes.ca.gov/cal-oesdivisions/access-functional-needs/evacuation-transportation

- Geography and terrain can be significant barriers. In many rural parts of the Op Area, wireless broadband/cell service is spotty or completely unavailable. Landline telephone and cable systems are prone to failure due to loss of power or line damage and availability may be limited. Radio signals are also impacted by mountain ranges and deep valleys. See Appendix A (Communications Hazards and Capabilities) for a more comprehensive analysis.

Warning System Technologies

The Op Area maintains and utilizes multiple alert and warning technology systems. Each provides different capabilities and limitations. See also Table 1 (Summary) below.

Wireless Emergency Alert (WEA)

The WEA system can send a brief text message along with a unique tone to all operating WEA-enabled mobile devices in a specified area. However, WEA operates with the following limitations:[7]

- Not all wireless carriers will transmit the WEA signal as participation in WEA is voluntary.[8] Many low-cost carriers have opted out of participation and customers may not be aware of this. As WEA transmits only through smart devices, this disproportionately affects AFN populations, such as the elderly who are less likely to use smartphones and low-income people who are more likely to use discount carriers and devices.

- Not all wireless carriers distribute WEA messages the same way. Field testing and observation reveals that some carriers will not transmit messages unless their towers are within the designated alerting area.

- Wireless towers are vulnerable to disasters and power shutoffs and may not work.

- Device users may have disabled their alert capabilities, turned off audible notifications or may ignore incoming messages.

- Depending on the wireless carrier and/or the individual smart device, WEA may not be capable of sending full length messages or in Spanish.

SoCoAlert

SoCoAlert is a geographically targetable alerting system that uses contact databases to send automated messages to phone, text, email, and TDD systems. The

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[7] U.S. Dept. of Homeland Security, FEMA. "Wireless Emergency Alert System."
https://www.fema.gov/emergencymanagers/practitioners/integrated-public-alert-warning-system/public/wireless-emergency-alerts
[8] U.S. Federal Communications Commission. "Wireless Emergency Alerts."
https://www.fcc.gov/sites/default/files/wireless_emergency_alerts_wea.pdf

County uses purchased or donated contact databases which are be augmented by user subscription. Limitations include:

- Databases must be updated periodically. A best practice assumption is that each month 1% of the database will become 'stale' as the population moves.

- Although cell capable, the bulk of contacts will be using land-line. Land-line is now very prone to disruption during power outages due to the use of electrically powered phones and the use of voice-over internet protocol (VoIP).

- The spread of telemarketers has caused many residents to not answer unless they recognize the number - meaning an inordinate number of the public will not pick up their phone and emergency messages will go to voicemail.

National Oceanic and Atmospheric Administration (NOAA) Weather Radio (NWR)

Frequently used by the National Weather Service (NWS) and broadcast over most of the Op Area, a NWR alert is capable of sending an alarm and very limited information to radios tuned to the NOAA radio frequency at 162.475. System limitations include:[9]

- Requires having a working NWR device and set to the correct channel.

- Single point of failure with only one radio transmitter servicing most of the Op Area and currently without redundant capability.

- Many areas throughout the Op Area are situated in radio "shadows", unable to receive alerts.

- Radio back-up battery systems have short duration in the event of a power failure.

- Op Area does not have independent alerting authority and activation requests may be denied by the NWS.

Emergency Alert System (EAS)

EAS is a national public warning system that requires broadcasters, cable television systems, and wireless cable systems to provide the communications capability that state and local authorities may use to deliver important emergency information to the public. System limitations include:[10]

- Televisions and most radio devices are unable to alert persons who are not watching/listening to local media stations.

- Participation is voluntary, stations may opt to not re-transmit alert messages.

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[9] National Weather Service, "NOAA Weather Radio." https://www.weather.gov/nwr/
[10] U.S. Dept. of Homeland Security, FEMA. "Emergency Alert System." https://www.fema.gov/emergencymanagers/practitioners/integrated-public-alert-warning-system/public/emergency-alert-system

- Power disruption may interfere with transmission and reception.

- Significant portions of the population no longer use traditional radio or cable television in favor of social media and entertainment streaming services and may not receive the alert

- Currently, EAS activation procedures integrate regional media markets and therefore cover most of the San Francisco Bay Area. EAS alerts can be expected to extend well beyond the intended targeted area.

Hi-Lo Sirens

Hi-Lo audible sirens are mounted on select law enforcement and other emergency vehicles. Their unique tone (similar to a European ambulance) is designed to warn local residents to evacuate. System limitations include:

- Little information can be conveyed other than there is some sort of emergency. Residents may experience reluctance to act on a Hi-Lo siren and will seek additional information, possibly clogging the 911 system.

- The effective audible range may be limited by rugged terrain, heavy vegetation, densely built areas, or how much sound can be heard inside a building.

- Law Enforcement and other emergency responder resources will be at a premium during disasters. Each vehicle can cover only limited ground and the ability to accomplish even moderate-level alerting will be challenging.

Nixle®

Nixle is a commercial notification system for sending text messages and emails to those who register to receive messages. Because of its format and large base of subscribers, the system serves as a robust platform for quickly sending longer messages to large numbers of the public. While primarily a public information tool used by public safety and government agencies, Nixle can be used to reinforce and extend emergency warnings. Limitations include:

- Nixle is a passive system. There is no ring tone/alarm associated with it, other than a user's standard text/email alert settings.
- Nixle text messaging relies on wireless broadband systems that may be degraded or inoperative during a disaster.

Table 1 below summarizes the various mass communications mediums that each alert system can utilize:

Table 1: Summary of Alert Systems and Communications Mediums

6   September 2021

Communications Medium	Alert System					Nixle
	WEA	EAS	SoCoAlert	NWR	Hi-Lo Sirens	
Cell Phone - Voice			✓			
Cell Phone - Text	✓		✓			✓
Broadcast Television		✓				
Cable Television [11]		✓				
Radio		✓				
Streaming Video/Radio						
Landline/VoIP			✓			
Email			✓			✓
NOAA Weather Radio				✓		
Mobile audible siren					✓	
SoCoEmergency.org [12]	✓		✓			

II. CONCEPT OF OPERATION

Alert and Warning program activities extend across three phases of emergency management - preparedness, response, and recovery. In each phase, there are two critical roles that drive efforts: 1) Alert and Warning Authority and 2) Alert Originator.

Alert and Warning Authority

An Alert Authority is a public official that is granted the authority to alert the public of emergency situations through Federal, State, and local laws. [13] Alert and Warning Authority is vested in any Incident Commander, Emergency Operations Center (EOC) Director, or Public Safety Agency senior officer for alerting within their own jurisdiction.

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[11] Local channels only

[12] Messages posted after being sent via warning systems

[13] State of California, Statewide Alert & Warning Guide, p. 59. http://calalerts.org/guidelines.html

Alerting that will impact jurisdictions outside their own must be coordinated with the respective Alerting Authority as described below.

For alerts and warnings that cross jurisdictional boundaries within the Op Area, Alerting Authority is limited to:

- The Fire/Police Chief's. Authority may be delegated to the senior officer on duty;

- The City EOC Director; or

- The City Manager as an alternate Director of Emergency Services.

For alerts and warnings that extend beyond the Op Area, no city agency have Alerting Authority. SoCoAlert, WEA, and NWR may not intentionally launch messages outside the Op Area boundaries. However, as a design component of the system, the Emergency Alert System will broadcast into multiple Operational Areas in the San Francisco Bay region. This does not preclude an Alerting Authority from broadcasting alerts, but Alert Originators must clearly identify in the message their intent to alert only in their Op Area to prevent confusion.

Alert and Warning Originators

Alerting Originators are individuals who have been designated and trained to draft and distribute the alert and warning messages through the approved notification systems.[14] Alert Originators receive the message request from an Alert Authority and use the alert systems to send the message.

If no Alert Authority is available and due diligence has been conducted by the Alert Originator in attempting to communicate with a designated Alert Authority during an incident with potential imminent loss of life, then authority devolves to Alert Originators.

In the situation where no Alert Authority is available and there is an imminent threat to life, Emergency Coordinators from the Department of Emergency Management will send alerts based on their understanding of the situation in the field assisted if possible by REDCOM and Dispatch, or in direct communication with an Incident Command Post. If DEM Alert Originators are unavailable, then REDCOM and Dispatchers will send alerts based on their understanding of the situation in the field. If DEM is unable to launch alerts due to lack of internet connectivity, then DEM will request support via mutual aid Alert Originators.

Phase I: Preparedness

Successful alerting requires significant, continuous effort to identify and train key staff on procedures and technical systems. The alerting systems themselves must be regularly maintained and databases updated. Alert and warning efforts will only succeed if

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[14] ibid

residents have been engaged and educated as to how the systems work, how to receive information and what actions should be taken.

During the preparedness phase, those agencies and organizations[15] that have a role in the Alert & Warning program will:

- Identify, train and test Alert Authorities;

- Identify, train and test Alert Originators;

- Conduct periodic maintenance for alerting systems including updating/validating contact databases and address information;

- Conduct periodic tests of alerting systems to ensure functionality as well as operator proficiency; and

- Conduct continual public outreach to educate, encourage enrollment in alerting systems, and encourage personal readiness when receiving alerts

Phase II: Response

When an incident warrants the activation of alert and warning systems, the Alert Authority will direct an Alert Originator to prepare and disseminate alerts and warnings as needed. See also the sections below on *Activation Criteria* and *Message Content.*

As the City uses various alerting systems to access the different communications mediums, Alert Originators will coordinate their messaging as closely as possible to ensure a continuity of information. As the incident matures, messaging should be coordinated closely with the City EOC Public information Officer.

Because of known limitations of all systems and the likelihood that incidents will disrupt communications, multiple and redundant alerting systems will be used. For most incidents, WEA, SoCoAlert, EAS, and/or NOAA Weather Radio (NWR) will be used as the primary alerting systems. Nixle, social media and traditional media may be also used to reinforce warnings and provide more detailed information.

Considerations should be given to ensure alerts and warnings are delivered to residents that may not have access to these communications technologies. Depending on the nature and scope of the event, additional warning efforts may need to be undertaken including use of hi-lo sirens, social media, or door-to-door in-person warnings.

Phase III: Recovery

Upon suspension of active alerting, the Alert Originator will:

- Send "all clear" messages, if needed. See Appendix E (All Clear Messaging Policy).

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[15] For example, public safety agencies, dispatch centers, emergency management offices, community disaster preparedness associations, selected community based organizations, etc.)

- Immediately preserve message data sent and conduct 'hot wash' reviews with stakeholder agencies to evaluate the effectiveness of the alerting effort.

- The City may conduct a formal After Action Review to determine effectiveness and identify areas for improvement in future Alerting, and may publish an After Action Report.

Alert and Warning Activation Criteria

Alerts may be issued any time there is an imminent threat to life and property. The types of systems used are influenced by the nature of the specific threat, the size of the area affected, and other factors. This may be a judgement call on the part of the Alerting Authority and if time permits, the Alert Authority should consult with the appropriate agencies and information resources to weigh factors that should be considered before launching an alert. Key criteria to be considered include:

- The potential impacts of the threat;

- Time of day;

- Required actions by the public;

- Time available for the public to react; and

- Environmental considerations that may magnify the effects of the incident (e.g. fuel loads or wind speed for fire, roads network for evacuation, etc.)

The above criteria notwithstanding, the Alerting Authority is to use best judgement and err on the side of caution. Issuing a false alarm with sufficient information to lead a reasonable person to conclude a threat exists is acceptable.

Alert and Warning Message Content

Successful alert and warning messages have specific common components. However, circumstances may not allow for all components to be included. The Alert Originator may not have sufficient incident information or - in the case of WEA, NWR, and TDD - the systems limit the length of messages.

Specific message components include:

- Identify the Alert Authority (e.g. Sebastopol Police, Sebastopol Fire Department, etc.)

- Description of threat (e.g. wildfire, flood, tsunami, hazardous material)

- Guidance for protective action (evacuation warning or order/shelter-in-place)

- Location of hazard/shelter-in-place or evacuation areas

- Time available to act (IMMEDIATE/NOW or timeframe if available)

Where possible, Alert Originators will use pre-scripted templates and modify as necessary. See Appendix B (Message Templates).

Alert and Warning System – Prioritization of Use

While use of warning systems is often thought of in terms of escalating incident severity (see Figure 1 below), the Sebastopol Op Area will prioritize use of warning systems in the following order to maximize the timeliness and scope of warning efforts:

1. Wireless Emergency Alerts (WEA): for use in short-notice incidents with threat to life, health or property. WEA messages should be augmented with SoCoAlert and Nixle messages to provide additional coverage and detailed information.

2. SoCoAlerts: because of the additional time required to prepare a SoCoAlert, these will ordinarily be issued following a WEA to provide additional coverage and detailed information. For incidents that provide a long lead time (e.g. flood or power shutoffs), SoCoAlert should be the primary means of alerting.

3. NOAA Weather Radio (NWR): Alerts should be sent at the same time as a WEA, SoCoAlert and/or EAS message. The NWR should target challenging service areas[16], areas impacted by loss of power, as well as the deaf and hard of hearing community. Note: NWR messages may be vetoed for dissemination by the NWS.

4. Emergency Alert System (EAS): EAS messages go out to a majority of the Bay Area and cannot be limited to the Op Area, EAS should be limited to incidents that pose a threat to life, health or property over a significant area.

5. Hi-Lo Sirens: Many Op Area law enforcement and fire agencies have installed HiLo sirens on their vehicles. These sirens produce a unique tone similar to that of ambulances in Europe. The unique tone is used only in case of evacuations. These sirens can be used to augment other warning systems or by themselves in areas where traditional communication systems are unreliable due to their remote nature, or subject to failure of electrical or communications systems.

6. Nixle: primarily a public information tool for public safety agencies and local governments, Nixle can be used to reinforce and extend emergency warnings.

7. Social media (ex. Facebook, Twitter, and Nextdoor): These social media networks should be used aggressively and near-simultaneously if possible with WEA/SoCoAlert/NWR. These networks are "passive" in that they don't activate devices or use an alarm tone - they should be used only after the primary warning systems are activated. Additionally, messaging should be consistent as possible across the platforms.

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[16] Challenging areas include those underserved by cellular and/or wireless broadband or where farmworkers and others live in employer-provided housing without access to TV/radio

Figure 1: Common Hierarchy of Use for Alert & Warning Systems
– Based on Severity/Extent of the Threat
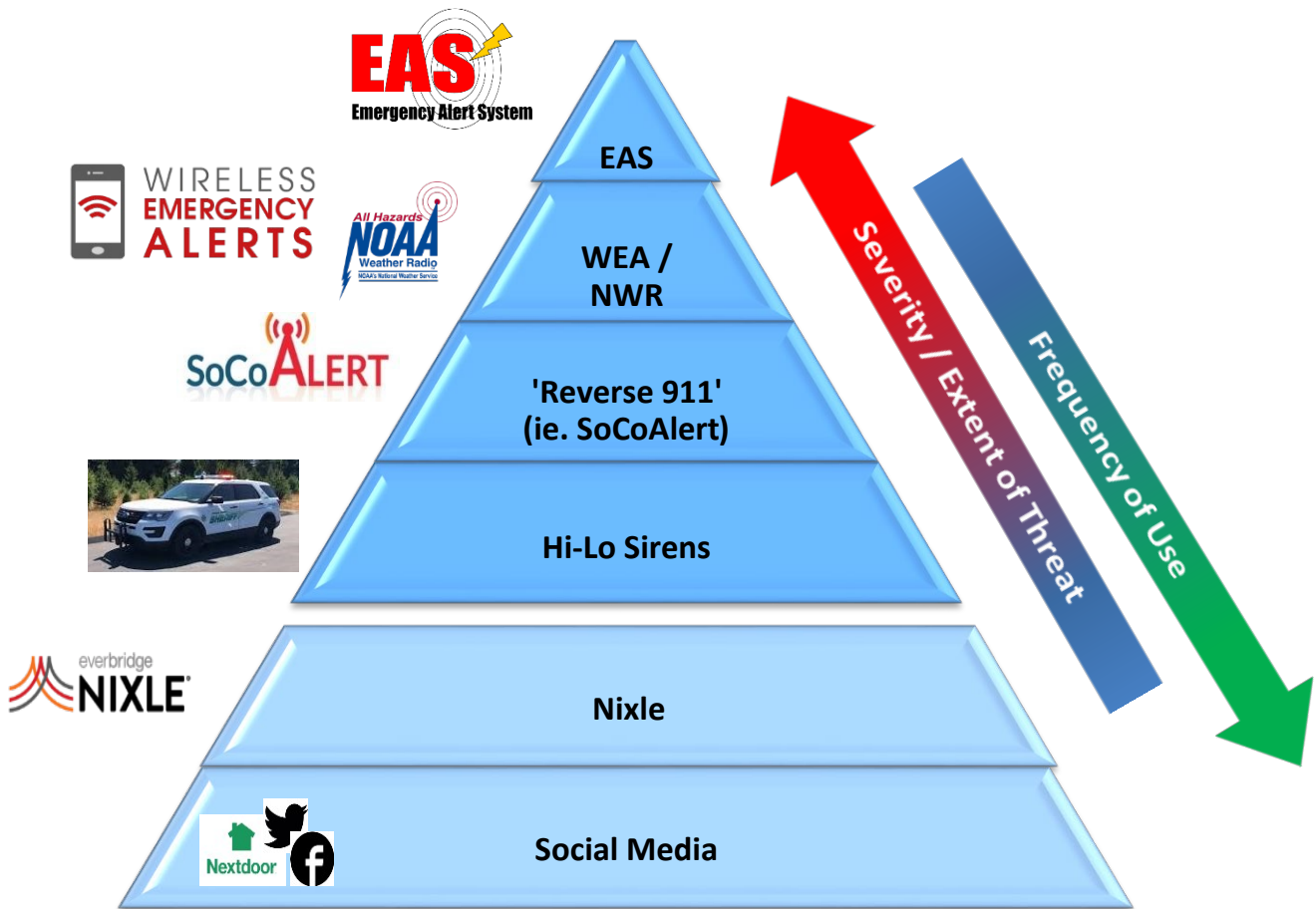
Alert and Warning Tactics

For all alerts, the following tactics are prescribed:

1. Go Big. Except in circumstances where a very narrow and defined alerting area is required, alert areas should cover the entire potential area that may be affected and neighboring communities. Disasters may expand rapidly, however even when they do not, neighboring communities may suffer secondary or tertiary effects of a disaster including supporting evacuation traffic, shelters, or limited transit into the affected area. In Sonoma County, the accepted rule-of-thumb is to make the alert area larger than the area directly impacted or threatened.

2. En Español. Simultaneously provide a fully interpreted Spanish language version of the message.

3. Verify transmission and receipt of alerts. Successful use of many alert and warning platforms may not result in successful public alerting. If the computer systems or transmission systems fail, the Alert Originator may falsely believe they have succeeded in issuing an alert, when in fact the alert has failed to reach the public.

- Where possible, the Alert Originator should contact known individuals in the alert area to confirm the alert has successfully launched. This could be the Incident Commander or other responders.

- Review the system launch records to ensure that the FEMA message exchange has successfully received and relayed the message.

- Do not assume automatic successful dissemination of alerts.

4. Speed is essential in no-notice or fast-moving incidents. An alert that is incomplete or is not fully verified, while not optimal, is better than a completely accurate alert sent after it is no longer relevant.

5. Include Access and Functional Need (AFN) capabilities. Use every available method of alerting to ensure that persons with disabilities or other AFN get alerts with sufficient time to respond. Ensure that the needs of persons living below the poverty line and/or who may be homeless are considered in the type of alert utilized. As technologies become available, proactively incorporate them to aid in alerting and warning. Specific systems to be used include:

- Use of NWR radios with bed shaker/strobe light attachments for individuals who are deaf or hard-of-hearing.

- Use of case workers and/or automated polling systems to query persons with disabilities/medically fragile to determine needs for assistance as part of the In-Home Support Services (IHSS) Disaster Response Plan.

- Evaluate the need and potential to utilize Hi-Lo vehicle sirens and internal stakeholder organizations to warn homeless individuals.

6. Where possible, use the voice message option in SoCoAlert. People respond better to voice messages than they do to text messages during an emergency. However, do not use Text-to-Speech systems.

7. Be aware that all systems may fail or not fully perform. Do not rely on any single system. Alert Originators should not hesitate to use any and all available systems if the situation warrants. For example, in areas with significant numbers of visitors such as the coast, use of the WEA system may be warranted even if the target area is relatively small.

8. Irrelevant warnings can fatigue the public rapidly and lead to recipients discounting further warning messages. Every effort should be made to limit warning delivery to only those actually at immediate risk.

9. People rarely act on a single warning message alone. To be effective, warnings should be delivered in various formats via various media, both to increase reliability

of warning delivery and to provide a sense of corroboration that will encourage recipients to take protective actions.

III. ROLES AND RESPONSIBILITIES

Specific roles and responsibilities for alert & warning are assigned to stakeholder organizations as follows:

County Agencies

Sonoma County Sheriff

- Primary Alert Authority for evacuations.

- Alert Originator for SoCoAlert, WEA, and EAS.

- System activator for Sheriff's Office Nixle messages.

Department of Emergency Management (DEM)

- Manage County Alert & Warning Program and maintain warning systems including SoCoAlert, WEA, EAS, and NWR.

- Alert Originator for SoCoAlert, WEA, EAS, and NWR messages.

- Primary responsibility to train and test Alert Authorities and Originators in SoCoAlert, WEA, EAS, and NWR.

- Coordinate Alert and Warning preparedness and response efforts throughout the Op Area.

- Chair of the Alert and Warning Subcommittee.

- Conduct After Action analysis of emergency alerts, as needed.

- Proponent for research and development of alert and warning systems.

- Primary liaison to state and federal agencies for alert and warning coordination.

Sonoma County Op Area Emergency Coordinators Forum - Alert & Warning Subcommittee

- Provide a forum for the discussion and coordination of alert and warning policies and procedures.

- Develop and review procedures for use across the Op Area.

- Conduct After Action Reviews and/or prepare After Action Reports as needed.

Sebastopol Emergency Operations Center (EOC)

- Upon activation, act as the primary Alert Authority for the Op Area.

- With the PIO, or in conjunction with the JIC, assist in the coordination of Alerts across the Op Area.

Sonoma County Department of Human Services

- Maintain In-Home Supportive Services (IHSS) Program Client List and coordinate secured access to data by alert and warning originators as needed.

- Upon activation of the IHSS Disaster Response Plan, provide supplementary Alert and Warning to at-risk clients.

Incident Commander

- Upon activation, the Incident Commander acts as an Alert Authority for their assigned area of responsibility.

- Provide situational awareness to the Alert Originator.

Sonoma County Administrator's Office – Communications Office

- Publish alerts on County of Sonoma social media platforms (Facebook, Twitter and Nextdoor).

- Maintain pulse of the community through rumor monitoring and advise the Incident Commander on warning effectiveness, feedback, and misinformation

- Working with ISD, coordinate consistent messaging on the SoCoEmergency.org and other County websites.

- Coordinate with GIS regarding representation of warning products on publicfacing map.

- Through regional Joint Information System (JIS), share alert messaging with partners for release on their jurisdiction's platforms.

Cities

- Maintain primacy of authority and responsibility for alert and warning function.

- Appoint and train Alert Authorities and Originators for their respective jurisdictions.

- If required, request Alert and Warning aid through the DEM and/or Op Area EOC.

- Alerts that require cross-jurisdictional coordination will be originated by County agencies.

- Where applicable, coordinate Alert and Warning with the DEM and/or Op Area EOC for continuity of message.

Other Agencies

Fire Departments/Districts

- If serving as Incident Commander, determine if an alert or warning message is required to protect public safety.

- Provide situational awareness to the Alert Originator.

Police Departments

- Primary Alert Authority for evacuations.

- If serving as Incident Commander, determine if an alert or warning message is required to protect public safety.

- Provide situational awareness to the Alert Originator.

Redwood Empire Dispatch Communications Authority (REDCOM)

- Serve as conduit of information between Incident Commanders and Alert Originators.

- Alternate Alert Originators for SoCoAlert, WEA, and EAS.

National Weather Service (NWS)

- Primary Alert Originators for EAS and NWR systems for weather-related emergency messaging.

- Alert facilitators for NWR systems for non-weather emergency messages (NWEM).

IV.   INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Collecting and sharing timely and accurate situational awareness information is the fundamental first step in providing alerts and warnings. Various agencies have a role in developing this information and either directly initiate alerts or ensure the information is shared with Alert Originators.

Table 2: Incident Hazard Information Coordination

Hazard Information	Source	Primary Alert Authority	Primary Alert Originator Responsibility	Notes

Weather *(Including Red Flag)*	National Weather Service (NWS) CA-Nevada River Forecast Center	NWS	NWS	Op Area will not repeat NWS warnings
Public Safety Power Shutoff (PSPS)	PG&E	PG&E	PG&E	Op Area may warn target areas of potential loss of alerting and communications
Tsunami	Tsunami Warning Center	NWS	NWS	Op Area will target alerts for predicted affected area
Flood	National Weather Service CA-Nevada River Forecast Center	Op Area EOC	Dept. of Emergency Management (DEM)	Op Area will target alerts for predicted affected area
General Evacuation	Sheriff Fire Agencies Cities	Sheriff Law Enforcement	DEM	May require coordination with multiple jurisdictions
Wildfire	CalFire Fire Agencies REDCOM	Sheriff Law Enforcement	DEM	May require coordination with multiple jurisdictions
Hazardous Materials	Fire Depts/Districts Permit Sonoma	Sheriff Law Enforcement *(Evacuation)* Fire Agencies *(Shelter In Place)*	DEM	

V.   REFERENCES, AUTHORITIES, AND POLICIES

- Sonoma County Operational Area Emergency Operations Plan, October 2014

- Sonoma County Hazard Mitigation Plan, October 2016, prepared by Sonoma County Permit & Resource Management Department under the direction of Sonoma County Fire & Emergency Services

- State of California, Alert & Warning Guidelines, March 2019 http://calalerts.org/documents/2019-CA-Alert-Warning-Guidelines.pdf

- State of California, Emergency Alert System (EAS) Plan, October 2017

- California Public Alert and Warning System (CalPAWS) Plan, December 2016 http://calalerts.org/documents/calpaws/01California-State-Warning-Plan.pdf

- IPAWS Memorandum of Agreement between Sonoma County Department of Emergency management and the Federal Emergency Management Administration dated 9 July 2020

APPENDICES

A. Communication Systems Hazards

B. Message Template Matrix *(Published Separately Online)*

C. Alert and Warning Field Guide *(Published Separately Online)*

D. Alert Correction Policy and Procedures

E. All Clear Messages Policy and Procedures

F. Training and Testing

Appendix A: Communication Systems Hazards

History and Background

The major watershed moment for Alert & Warning in the Sonoma Operational Area came on the night of October 8, 2017 when the Sonoma Complex Fires (Tubbs, Nuns and Pocket Fires) broke out over a wide front in the lightly settled mountain range between Napa and Sonoma counties. Moving with unprecedented speed, the fire reached into densely populated areas with little or no notice causing a massive spontaneous evacuation and 20 residents lost their lives.

In the aftermath of the disaster, there was much criticism of the way alerts and warnings were conducted. One potentially available warning system (WEA) was not used and the perception was that the systems used were less than effective, with significant numbers of residents never receiving any alerts from the County of Sonoma or the City of Santa Rosa.

Many factors contributed to this. The speed of the fire and the lack of real-time intelligence regarding the fire location meant that in some cases, neighborhoods were alerted after the fire had already reached them. [17] In others, the fire damaged or destroyed telecommunications and/or power infrastructure degrading landline communications. Additionally, there was a concern that wide-spread alert and warning might result in public panic and congest evacuation routes.

The events of the Sonoma Complex Fires of 2017 continue to provide strong impetus to improve and expand alert and warning systems. But there are unmistakably clear lessons: in future incidents, alert & warning efforts must be undertaken early in an incident, assume a worst-case potential, and use every available system and method.

In October of 2019, the Kincade Fire broke out during a high wind event. Warning efforts were implemented earlier and over a much wider area using WEA, SoCoAlert and the NWR. Other systems such as Nixle alerts and social media networks augmented the warning, Hi-Lo sirens were used to alert the public and neighborhood groups helped spread the warning quickly. The massive and successful effort to warn and evacuate 190,000 residents demonstrated that these warning systems could be effectively utilized when integrated with the larger response effort.

In 2020, warning systems were again extensively used in the responses to the LNU Lightning Complex (Walbridge and Meyers Fires) and Glass Fires. The City of Santa Rosa also activated EAS for the Glass Fire. In 2020, the Op Area utilized WEA more extensively than any single local or state government in the United States. [18]

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[17] County of Sonoma. "October 2017 Complex Fires Emergency Operations Center After Action Report", 2018, p. 4. http://sonoma-county.granicus.com/MetaViewer.php?view_id=&event_id=945&meta_id=244351

[18] U.S. Dept. of Homeland Security, FEMA. "IPAWS Seminar - 2020 Recap", February 24, 2021, 13:15. https://femaipawslab.webex.com/recordingservice/sites/femaipawslab/recording/210bbf2970e0436fa2855095c048b6cf/playback

Communication Systems Hazard Analysis

Communication systems hazards are those technical, environmental, sociological, systemic, and situational factors that may individually or collectively prevent timely warning. Understanding these hazards is imperative to conducting effective alert and warnings.

In general, the following factors will slow or prevent effective alert and warning:

- Insufficient or unclear processes

- Compromised telecommunication systems

- Communications systems limitations

- Insufficient situational awareness

- Insufficient alert originator and alert authority training

- Access and Functional Needs challenges

- Insufficient translation resources

- Audience non-reception (phone spam blockers, turned off phone, etc.)

Notably in each of the wildfire incidents in 2017, 2019, and 2020, many wireless broadband systems and landline cable systems were compromised or did not function in threatened areas.[19] These systems failed due to loss of power from electrical systems, or were subject to Public Safety Power Shutoffs (PSPS) or were physically damaged by fire. In all cases, the ability of local governments to use these systems to send emergency warnings via WEA, SoCoAlert, and EAS were similarly compromised. The resilience of wireless broadband systems is an increasingly fundamental factor in determining the success of warning efforts.[20]

An overview of the key natural hazards that threaten the Op Area is available in the Sonoma *County Hazard Mitigation Plan*.[21] These hazards pose significant challenges for the built environment including communications systems and power. Major events such as earthquake, wildfire, or flooding may disrupt, overload, or destroy the communications infrastructure upon which many alert and warning systems depend.

The above factors and numerous sub-factors create a difficult – if not impossible - environment within which any single system is able to effectively communicate with the entire general public. Thus, it is the position of the Op Area to utilize every available and appropriate method for alerting when the incident requires.

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[19] North Bay/North Coast Broadband Consortium, Telecommunications Outage Report, April 2018. Accessed at https://ecfsapi.fcc.gov/file/1053130424752/EAS-1.-NBNCBC-Telecommunications-Outage-Report-2017Firestorm.pdf
[20] https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M344/K021/344021480.PDF

[21] County of Sonoma, Hazard Mitigation Plan, 2016. Accessed at https://sonomacounty.ca.gov/PRMD/Long-Range-Plans/Hazard-Mitigation/Approved-Update/

Appendix B: Message Template Matrix *(Published Separately Online)*

The crafting of an effective warning message requires many elements as outlined in Section II of this Annex (Alert & Warning Message Content). Alert Originators may be significantly challenged to quickly create warning messages in two languages, for 12 different formats, using five different systems, under stressful situations in which they may not have good awareness of the situation and seek to incorporate best practices. To mitigate the potential for errors and to speed their creation, the Op Area uses a message template generator which provides messages in all required formats and in English and Spanish languages.

Publication of this template in a fixed document is impractical as it is frequently updated based on changes in technology, lessons learned and revised guidance. The message template generator may be found in a downloadable Excel spreadsheet format at: https://sonomacounty.ca.gov/DEM/Public-Reports/.

EVACUATION TEMPLATE
Fill in this section below

Use highlight boxes for quick WEA message - Start with B9

Follow tips indicated for the template to work

				"North of" boundary - type in
Up to 4 Zones can be listed - For each zone, fill out all boundary fields if known - Otherwise leave all boundary fields blank	Select Order or Warning from dropdown - leave row blank	Zone # - Use Dropdown or leave row blank	"South of" boundary - type in	
	Evacuation Order	2W3		
	Evacuation Warning	1B1		
Use Dropdown	Agency/Department issuing alert	Sonoma Co Sheriff		
Use Dropdown	Hazard	Fast-moving Fire		
Choose 1 from dropdown	Which URL to get more info? SoCoPSA.org for SoCoEmergency website or SoNixle.org for Sheriff Nixle page	www.socopsa.org		
Leave blank if doesn't apply	Add "or call 2-1-1" after URL to RSS/App/Email/EAS message? Y or Yes - only if they have been advised of incident	Yes		

**Appendix C: Alert and Warning Field Book *(Published Separately Online)***

The successful use of alert and warnings systems is an intricate process that must be accomplished rapidly. To work properly, Alert Authorities must quickly develop situational awareness of the incident, determine actions that the public should take, and transmit that information to Alert Originators. Alert Originators, in turn, need to render the information into the appropriate languages and system formats, transmit the messages and ensure the messages have been delivered.

Each step of this process can result in errors that will be compounded if not detected early and corrected. The use of the technical systems are in some cases complex and

the risk of a technical misstep resulting in a failure to alert is both real and common. To mitigate failure, the *Alert and Warning Field Book* acts as a Standing Operating Procedure for actions taken by the Alerting Authority and Alert Originators and detailed instructions for the use of all alerting systems.

Publication of the Field Book as a fixed document is impractical, due to its size and the need to periodically update as systems and procedures change. The most current version may be downloaded at https://sonomacounty.ca.gov/DEM/Public-Reports/

The downloadable version is a REDACTED document with certain elements removed in order to safeguard the security of these systems. Un-redacted versions may be requested by any Alert Authority/Originator by contacting the Department of Emergency Management, Community Alert & Warning Manager.
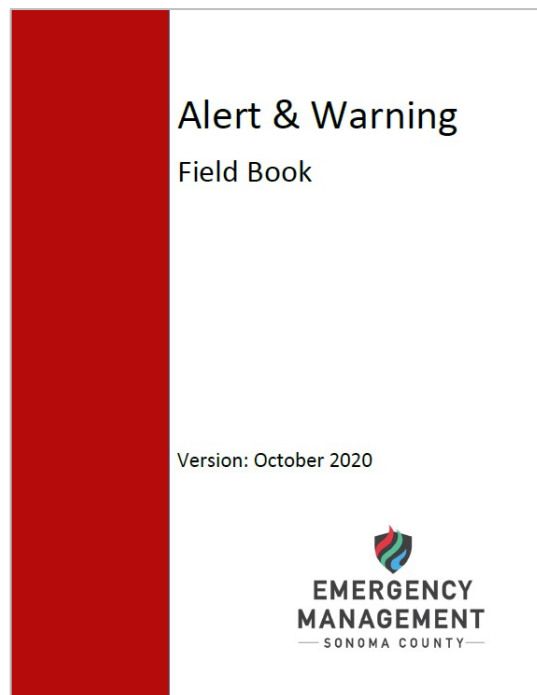
Appendix D: Alert Correction Policy and Procedures

General

Factors such as technological challenges, insufficient incident information, operator fatigue, or procedural failure, can cause an emergency notification message to be sent containing erroneous information or to the wrong audience. In these circumstances, Sonoma County alerting authorities may need to take swift corrective measures if the launched messages have the possibility to cause actions to be taken by the public that may result in a threat to life, property, or environment.

Due to the nature of alerting during a crisis, care must be exercised when issuing correcting corrected messages. Immediate correction, while desirable, could result in further confusion of the public as to which is the correct message should be followed. Also, in the haste to send corrective messages, additional errors can be committed,

compounding the original error, causing additional confusion of the public, and creating distrust of Alerts and Warnings at the moment when trust is needed most.

Concept of procedure

1. **Detect.** The Alert Originator has the responsibility to check their alerts to ensure they launched properly and to the targeted audience. Often detection of errors are identified by the Alert Originator in reviewing recently launched alerts. The Alert Originator will also monitor the situation to determine if situational changes have made alerts incorrect or invalid. Once an error is detected, the Alert Originator shall communicate the situation with the Alert Authority and, if appropriate, dispatch centers and relevant incident command posts. If the EOC is activated, the Operations and Public Information (PIO) section chiefs should be notified immediately.

2. **Analyze.** The Alert Originator will conduct an analysis of the erroneous message. The analysis should consider:

   - What are the specific false elements of the alert?

   - Will the false elements, as sent, present a threat to life?

   - Will sending a corrected message create confusion and add, rather than reduce, the threat of public danger?

   - What specific information needs to be sent to the public to correct the errors?

   - What is the best method of disseminating the corrected information?

   If appropriate and when possible, this analysis should be conducted with the Alert Authority, affected public safety agencies, city jurisdictions, and the PIO. However, timeframe constraints may make it counter-productive to be all-inclusive.

3. **Plan.** After conducting an analysis, the Alert Originator, in conjunction with appropriate agencies and/or personnel, will quickly develop a plan of action on what systems to use, determine the proper message, and assess the timing for delivering the message.

4. **Coordinate.** If time permits before disseminating the message, the Alert Originator should coordinate the corrected message with dispatch centers, the PIO section and 2-1-1. When confronted with conflicting information and instructions, many members of the public will seek confirmation before taking action. Coordinating with the most likely sources of information for the public (i.e. 9-1-1, 2-1-1, social media) will reduce the impact on those sources.

5. **Disseminate.** As soon as the corrective message is crafted, it should be launched as quickly as possible while ensuring accuracy.

- A corrective message should be launched only if expressly approved by the Alert Authority.

- Corrective messages must be clearly marked "**CORRECTION**" or some similar prominent indicator at the start of the message to avoid any additional confusion.

Methods for sending correction message

Corrections may be disseminated through social media, mass media, and Nixle for nonlife-threatening erroneous messages. Example: providing wrong alert authority in the message (Sheriff Office vs Police Dept.). Example: Incorrect location of a temporary evacuation point.

Note: Corrections may be disseminated via SoCoAlert, WEA, NWR, and EAS only for incorrect information that may result in death or injury to the public. Example: location of hazard.

Authorization for correction

Authorization to send corrections rests with the Alert Authority of the original message. However, if the Alert Authority is not available and the Alert Originator, based on analysis, has reasonable expectations that failing to send a correction will result in loss of life, the Alert Originator is authorized to launch corrections.

Message content

An all-clear message must be to the point. As with all messages, it must be provided in both English and Spanish languages.

Appendix E: All-Clear Messaging Policy and Procedures

General

The initial alerts/warnings issued for an immediate threat may use all available and appropriate methods. However, once the initial alert message is issued, circumstances or incident conditions may change and allow residents to return their property and/or resume normal activities. The focus of this all-clear policy is to support the rapid release of messaging that the threat is gone and an emergency no longer exists. For clarity, this is not for communicating about re-entry after a significant evacuation – this activity requires detailed pre-planning, careful inspection of the affected areas for remnant hazards, and is best disseminated through mass media. This policy differs from the process for correcting alerts and works in conjunction with that policy.

Criteria for All-Clear

1. The original threat or hazard of the alert is neutralized, found to be false or insignificant, or has abated to the point that it no longer threatens to life or property.

2. No secondary, cascading threat or hazard exists nor is anticipated.

3. The Incident Commander and/or Alerting Authority deems the situation safe to issue the all-clear message.

Concept of procedure. Procedures for issuing an all-clear are dependent on the type of protective action given and the systems used for dissemination of the original Alert.

General Guidance. Alert Authorities should consider issuing an all-clear message to reduce anxiety among the population. However, any all-clear message should not increase public anxiety or confusion. The Alert Authority should consider the length of time elapsed between the time of the original alert and when the all-clear message would be given as well as the protective action.

Evacuation Warning and Orders. When Evacuation Warnings are issued, the community is ready or getting ready to evacuate. A portion of the population may have evacuated due to the perceived threats. In the case of Evacuation Orders, the community is in the process of leaving the area or has already evacuated, and will not be able to return or access the threatened area.

The issuance of an all-clear message is appropriate and if authorized by the Alert Authority with the following considerations:

- Nixle, social media, and traditional media are the primary method for declaring an all-clear for an Evacuation Warning and Order.

- For the use of SoCoAlert, the Alert Authority must recognize that the jurisdiction may be billed for using the system and determines that the all-clear message would be appropriately sent via the system.

- In order to minimize disruption and impact of the community, all-clear messages should not be issued between 10:00 pm and 6:00 am - unless issued shortly after the original alert. Example: an evacuation warning is sent at 2130 but the warning is cancelled at 2300. Use of SoCoAlert for the all-clear would be appropriate.

- SoCoAlert may be effective in reaching those who may have evacuated, as most primary contact phone numbers in the system are generally cell phone numbers. In using the SoCoAlert system, residents could be contacted with the all-clear message while being evacuated outside the alerted area.

- WEA will not generally be used for sending all-clear messages, except in cases of shelter-in-place (SIP) where WEA was used to initiate the SIP order. For evacuation orders, it is assumed that the evacuees will be outside the area and not able to be reached by a WEA.

- EAS is seldom used for an all-clear message. As EAS is also tied with the greater Bay Area, use of the system for this purpose is not appropriate, even if the EAS was used during the initial alert. All-clear information should be disseminated via traditional

media, such as television and radio, which is the primary method of sending out an EAS message.

- NWR is not an appropriate use for all-clear messages as the tones used are only for actionable alerts.

Shelter in place. The Alerting Authority has a responsibility to issue an all-clear message following a shelter-in-place order because the public may shelter where they have little or no access to multiple forms of media or communication. In this scenario, the Alerting Authority should use the same systems to issue the all-clear as was used for the initial alert message. An issuance of an all-clear message is required with the following considerations:

- Nixle, social media, and traditional media are the primary method for declaring an all-clear for the shelter-in-place.

- SoCoAlert will be used for an all-clear if it was used to issue the original alert message.

- WEA may be used for an all-clear only if it was used to issue the original alert. Use of WEA for an all-clear message when not used for the initial alert may impact those outside the initial alert area and also create greater uncertainty as WEA is most commonly expected to be activated only when there is a significant hazard.

- EAS is generally not used for an all-clear message as it extends to the Greater Bay Area. Use is not appropriate even if EAS was used during the initial alert.

- NWR is not an appropriate use for all-clear messages as the tones used are only for actionable alerts, even if used for the initial alert.

Authorization for All-Clear. The decision to send an all-clear message to the public rests with the Alert Authority of the affected jurisdiction (s). Alert Originators may prompt an Incident Commander / Alert Authority about the benefit or timing of an all-clear message, but may not send a message without the expressed authorization from the Alert Authority.

Message Content

- An all-clear message must be to the point.

- Message must be in both English and Spanish languages.

- Consider the following language:

> *Subject: <INCIDENT> - All clear. Resume normal activities.*
>
> *Body: The <describe threat> is under control and the all-clear notification has been issued by <authority>. Normal activities may be resumed. For more information, call 211 or visit SoCoEmergency.org. Do not call 911 unless it is an emergency.*

Appendix F: Training and Testing

General

The Op Area Alert and Warning program requires personnel assigned as Alert Authorities and Alert Originators understand their roles and responsibilities and are able to demonstrate proficiency in their assigned systems. Initial training, refresher training, and periodic testing ensure all systems are functional and personnel are properly prepared to issue alerts or warnings. To accomplish this, all Alert Originators will receive training and periodic testing and Alert Authorities will receive periodic training.

Alert Originator Training

Initial training for Alert Originators is dependent on the systems used. All DEM Emergency Coordinators are trained on SoCoAlert and the Integrated Public Alert & Warning System (IPAWS – which includes WEA/EAS/and NWR) using the alerting systems within 30 days of beginning employment. For DEM employees training includes:

1. Familiarization with Alert & Warning Doctrine to include Alert Authority, alert message development and other best practices

    • Completion of FEMA IS-247 & IS-251 courses (any version)

    • Social science considerations

2. Use of the alerting system to include:

    • Creation and launching of SoCoAlerts

    • Creation and launching of IPAWS alerts through WEA, EAS and NWR

    • Familiarization and manipulation of message templates to send an alert

3. Procedures for inter-agency coordination for Alert & Warning

4. Use of alternative and auxiliary Alert & Warning systems

Training requirements will change and develop as the function, technology, and community needs evolve.[22] Alert originators other than DEM employees will be trained in accordance with their agency requirements.

Alert Authority Training

The DEM will host Alert Authority training to ensure Alert Authorities understand the capabilities and limitations of alert and warning systems and how to properly request alerts. This training will be held in conjunction with the Annual Op Area Wildfire Workshop and other times and locations as requested.

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[22] State of California, Public Alert and Warning Program Assessment for Sonoma County, 2018.

Testing

In addition to validating the operability of warning systems, Originator and Authority training will be reinforced by periodic testing in accordance with the table below. DEM may coordinate participation in additional regional, state or federal tests and exercises.

Table 3: Warning System Testing Responsibilities and Frequency

Action	Responsible Organization	Testing Frequency					
		Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Alerting System Operational Check	DEM	✓					
DEM Staff Duty Officer Alert & Warning Drill	DEM		✓				
NWS NOAA Weather Radio Test Alert	NWS Monterey		✓				
FEMA IPAWS[23] Lab Monthly Test	DEM			✓			
Dispatcher Quarterly FEMA IPAWS Test	DEM Comm. Centers				✓		
SoCoAlert Review	DEM					✓	
Alert Authority Training and Testing	DEM						✓
Alert and Warning Functional Exercise	DEM						✓

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[23] Integrated Public Alert & Warning System, FEMA

September 2021

CITY OF SEBASTOPOL EMERGENCY OPERATIONS PLAN

PREPARING FOR ANY EVENTUALITY

CITY OF SEBASTOPOL
EMERGENCY MANAGEMENT AUTHORITY

- Sebastopol Municipal Code (Chapter 2.36 Civil Defense and Disaster)

- California Emergency Services Act (Chapter 7, Div.1 of Title 2 of the Government Code)

- Standardized Emergency Management System (SEMS) Regulations

- National Incident Management System (NIMS) Regulations

- Flow of Information

- Coordination and Control

  - Field

  - Local Government

  - Operational Area

  - Region

  - State

- Local, Regional, State, National NIMS/ SEMS/ ICS

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GOALS OF THE CITY OF SEBASTOPOL'S EMERGENCY OPERATIONS PLAN

- Provide effective life safety measures.

- Reduce property loss and damage to the environment.

- Provide for the rapid resumption of impacted government, community and business services.

- Provide accurate documentation and records required for cost recovery.

EMERGENCY OPERATIONS CENTER (EOC)

- PRIMARY – POLICE DEPARTMENT

- ALTERNATE – FIRE DEPARTMENT

EMERGENCY OPERATION CENTER (EOC)

- The City's response to an emergency incident is coordinated through the Emergency Operations Center (EOC)

- Per Municipal Code the Fire Chief serves as the Emergency Operations Director. The City Manager is the designated alternate.

- Senior city staff fill key positions within the ICS organization.

EMERGENCY OPERATION CENTER (EOC)

- The EOC utilizes the Incident Command System (ICS) SEMS/NIMS for unity of command and span of control.

- ICS divides the workload into Sections:

  - Management

  - Operations

  - Logistics

  - Planning

  - Finance

EMERGENCY OPERATION CENTER (EOC)

- Each of the roles in the EOC has specific outlined responsibilities (Playbook)

- Those responsibilities have protocols and guidelines to follow

- The protocols are adjusted depending on the nature of the major event (Wildfires, Earthquakes, Floods, Etc.)

EMERGENCY OPERATIONS PLAN

- Overall management and coordination of emergency operations

- Collection, evaluation, and dissemination of damage information and other essential data

- Coordination and liaison with appropriate federal, state, other local governmental and private sector agencies and organizations

- Management of mutual aid

- Establishment of priorities

- Allocation of resources

EMERGENCY OPERATIONS PLAN CONTENTS

- EMERGENCY OPERATIONS CENTER ACTIVATION AND STAFFING

- BRIEFING AND CONFERENCES

- EMERGENCY OPERATIONS CENTER AND ORGANIZATION

- EMERGENCY OPERATIONS CENTER ADMINISTRATIVE SUPPORT

- EMERGENCY OPERATIONS CENTER ROLES AND RESPONSIBILITIES

- EMERGENCY OPERATIONS CENTER CHECKLISTS

- SITUATION STATUS REPORTS

- DEACTIVATION OF THE EMERGENCY OPERATIONS CENTER

EMERGENCY OPERATIONS PLAN CONTENTS

- GLOSSARY OF TERMS

- LIST OF ACRONYMS AND ABBREVIATIONS

- Appendixes

  - General threat assessments

  - Response and short-term recovery

  - Messaging Templates

  - Evacuation Zones and Maps

  - Sample Proclamation of Emergency

2021 SONOMA GRAND JURY REPORT EMERGENCY ALERTS & COMMUNICATIONS

- <u>Recommendation RI</u> - All nine cities include within their EOP action steps to reach all subpopulations within the county who may not receive an alert. The action steps have been addressed and included as part of the Operations Section Chiefs responsibility.

- <u>Recommendation R4</u> - All nine cities and the county work together to ensure consistent naming for all evacuations maps used by the public and first responders. Before the update, the city did not have an evacuation plan identifying zone boundaries or evacuation routes that are critical for traffic safety and emergency response. Through a coordinated effort with Sonoma County and the Sebastopol Fire Department, the plan provides for an evacuation zone map outlining four evacuation zones within the incorporated city and identifies a primary and secondary evacuation route for each zone to ensure efficient traffic flow. Maps have been included in the plan Appendix E.

CITY COUNCIL GOALS
GENERAL PLAN GOALS

- Action CSF 5g: Continue to support and implement community education and training regarding fire prevention and emergency preparedness.

- Action SA 3a: Regularly review and update the City's Multihazard Emergency Plan to ensure consistency with the County's plan and regional plans and to address changing conditions.

- Action SA 3b: Ensure that the City's Multihazard Emergency Plan or other disaster planning and emergency response plan: 1) identifies specific facilities and lifelines critical to effective emergency/disaster response and evaluate their abilities to survive and operate efficiently immediately after a disaster, 2) designates alternative facilities for post-disaster assistance in the event that the primary facilities have become unusable, and 3) identifies evacuation routes.

CITY COUNCIL GOALS
GENERAL PLAN GOALS

- Action SA 3c: Continue to publicize and regularly update information at City Hall, other public locations, and via the City website related to emergency and disaster preparedness including evacuation routes and specific steps to take in the event of a flood, fire, earthquake, or other emergency. Improve the visibility and accessibility of emergency and disaster preparedness information on the City's website by making information more prominent, more detailed, and by providing critical information in Spanish.

- Action SA 3e: Adopt an emergency evacuation system and periodically review, maintain, and repair City roadways and emergency access routes, and provide signage, where necessary, to clearly identify emergency access routes.

THE STATE OF CALIFORNIA OFFICE OF EMERGENCY SERVICES

• The EOP follows the State of California Office of Emergency Services EOP "crosswalk," which is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency

CALIFORNIA LEGISLATION MANDATES

- People with Access and Functional Needs

  - AB 2311 Brown Emergency Services Access and Functional Needs in Emergencies - September 2016

  - AB 477 Cervantes Emergency Preparedness Vulnerable Populations September 2019

  - SB 160 Jackson Emergency Services Cultural Competence - October 2019

CHALLENGES

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CHALLENGES

- Facilities vulnerable to structural damage

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CHALLENGES

- Preparing the public to react be self-sufficient

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CHALLENGES

- Sufficient Emergency Response Staffing

- Sufficiently Trained EOC Staffing

NEXT STEPS

WHERE DO WE GO FROM HERE….

- Verification of ICS/SEMS/NIMS Mandated training of Staff

- Establish Annual Training Plan including Annual EOC exercise

- Access EOC's – Are facilities equipped and ready?

- Annual review of EOP and edit/revise as necessary

- Review and modification Chapter 2.36 Sebastopol Municipal Code

- Community Outreach and Awareness
  - City web page information
  - Community disaster prep presentations
  - Assist home-owner associations, Senior Facilities, Condo/Apartment Complexes with developing disaster prep plan

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