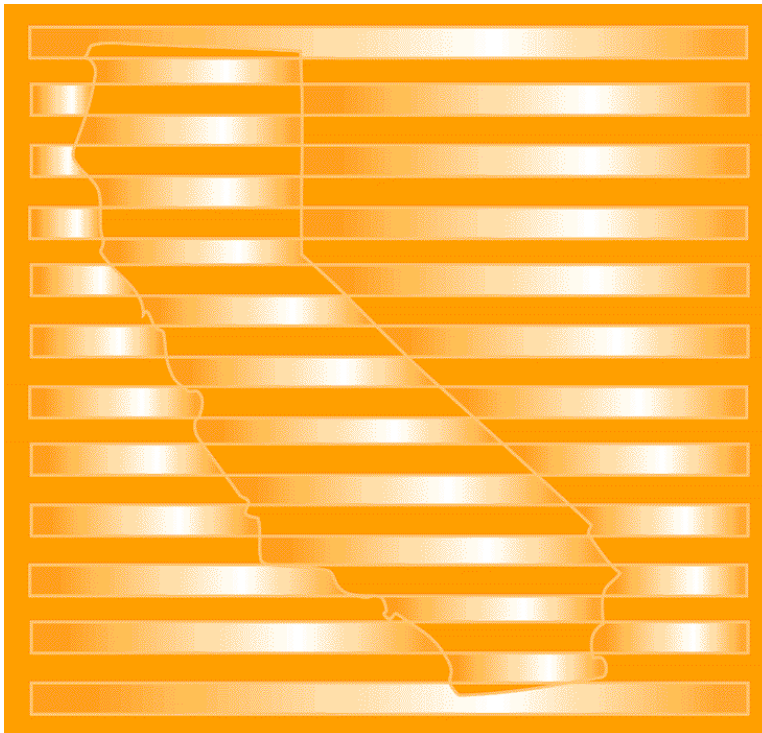




State of California Emergency Plan



May 1998

Gray Davis
Governor

Dallas Jones
Director
Governor's Office of Emergency Services

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STATE OF CALIFORNIA EMERGENCY PLAN

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Procedure Change Notice: Errata Sheet

Date: 31 July, 1998

Purpose: This provides a listing of editorial changes to the May, 1998 version of the State Emergency Plan.

Exceptions: The list does not include punctuation, spelling, spacing and capitalization changes.

**Specific
Changes:**

	Page	Topic	Changes
		Credits Page	Add: Neil Honeycutt, Chief, Fire and Rescue Branch Jeff Rubin Laura Venegas Katherine Latipow, Executive Director, California Utilities Emergency Association
8		Operational Area	Change: "... Emergency Operation Center" to "... Emergency Operations Center"
8		Local Government	Change: "... resources of its residents to" to "... their residents"
20		Other state agency responsibilities	add words: ... listed on "page 19,
23		Mutual Aid	add word: ... federal and State moneys may be "appropriated"
25		State Agency Tasking	Remove the fifth paragraph. It is redundant and misplaced.
48		Attachment M	First bullet under Response/Recovery-Mutual Aid change: "... public and private d sustained..." to "... public and private damage..."
53		State Response and Recovery Activities	Change: "... (Attachment A, State Agency Response Roles..." to "... (Attachment A, State Agency Emergency Response Roles..."
65		Facilities Coordination	Add: Immediately after the first bullet, "CCC"
66		Equal Employment Opportunity	Change: "SOCOs" to "SCOs"
79 to 81		Legal References	Insert the section symbol (§) where appropriate

continued

Procedure Change Notice: Errata Sheet

31 July, 1998

(continued from page 1)

Page	Topic	Changes
81	California Code of Regulations	Add: source of Disaster Service Worker Regulations “Adopted by the California Emergency Council on March 30, 1971, and further amended on May 13, 1977 and January 9, 1979
81	Federal Law	Add: CERCLA Federal Water Pollution Control Act
81	Code of Federal Regulations	Delete reference to CERCLA, SARA, and the Clean Water ACT
83	Supporting Documents	Add reference: State Agency Disaster Response Planning Guidelines, OES, 1991
83	Resource Documents	Change: “... (scheduled to be revised in 1998) to “January 1998”
84	Memorandum of Understanding	Change: “... American National Red Cross... ” to “... National American Red Cross... ”
85	Acronyms	Add: ACI Approved Course of Instruction CIWMB California Integrated Waste Management Board “Department” of General Services
85	Acronyms	Remove: CUEA CalOSHA
86	Acronyms	Add: DSS Department of Social Services Department of Justice (State)
86	Acronyms	Remove: (CalEPA) “Oil” from Office of Oil Spill Prevention and Response
87	Acronyms	Add: USDA United States Department of Agriculture

END OF CHANGES

Part One

Basic Plan

Foreword

This is the first major revision of the State of California Emergency Plan, or State Emergency Plan, since 1989. Since that time, California has experienced eighteen (18) major disasters. This plan reflects recent advances in emergency management capabilities and changes in the Emergency Services Act (ESA). It addresses mitigation, preparedness, response, and recovery activities.

There are four parts to the State Emergency Plan. Part One is the basic plan, describing the hazards we face in California, the emergency management organization, the Standardized Emergency Management System (SEMS), emergency declarations, roles and responsibilities, and administrative practices. The basic plan is intended to be general in its application and provide for flexibility during response and recovery. Part Two consists of an overview of the organization for response and recovery operations, including State agencies and other organizations with lead and support responsibilities.

Part Three is a listing of plans and documents that are identified as references to the State Plan. Included are laws, regulations, orders, plans, training material, resource manuals, and agreements that support this plan. They provide additional detailed information for the conduct of emergency operations and performance of emergency duties. Examples of model ordinances and resolutions for city and county government, federal plans, and planning guidance material are also listed. Part Four contains a glossary of acronyms and definitions used in this plan.

The State Emergency Plan is not meant to stand alone. It is intended to be used in conjunction with city, county, operational area (OA), and State agency plans and associated standard operating procedures. Other specific contingency plans may also support this plan. Where supporting plans are inconsistent with the general principles described in the State Plan, the State Plan will supersede supporting plans. (Many supporting plans are listed in Part Three of this plan.)

Introduction

FUNCTION	The State Emergency Plan defines the emergency management system used for all emergencies in California. It describes the California Emergency Organization which provides the Governor access to public and private resources within the State in times of emergency. This plan is supported by other contingency plans and operating procedures. A matrix of emergency plans related to various threats is included as Attachment A.
RELATIONSHIP TO SEMS	The State Emergency Plan establishes the policies, concepts, and general protocols for the implementation of SEMS. The use of SEMS is required by law during multi-agency or multi-jurisdictional emergency response by State agencies. Local government must also use SEMS to be eligible for reimbursement of certain response-related personnel costs. All organizations dealing with emergency activities at any level should use SEMS throughout the four phases of a disaster: mitigation, preparedness, response, and recovery. Integrating all emergency management activities, throughout all phases of an emergency, and across all functions increases accountability, provides continuity of resource application, establishes a clear chain of command and coordination, and identifies responsibilities for critical task performance.
CHANGES IN EMERGENCY MANAGEMENT AGENCIES	The revision of this plan reflects changes in the structure and function of California governmental agencies. This includes changes in roles, responsibilities, and the addition of new departments. The plan also reflects federal government agency roles that have changed.

Purpose, Scope, and Assumptions

PURPOSE	<p>The State Emergency Plan establishes a system for coordinating all phases of emergency management in California. The plan includes:</p> <ul style="list-style-type: none">• a description of the California Emergency Organization;• a description of mutual aid use during non-declared and declared emergencies to ensure effective coordination of needed resources;• general policies to guide emergency management activities;• guidance on interagency coordination to deliver assistance;
----------------	--

- specific responsibilities of State agencies and various levels of the California Emergency Organization;
- potential assignments for State agencies;
- interagency and intergovernmental shared responsibilities and support capabilities; and
- supporting plans and procedures.

SCOPE

The State Emergency Plan applies to all elements of the California Emergency Organization during all phases of emergency management.

The primary audience is intended to be emergency management professionals from city, county, special district, operational area, State, and volunteer agencies.

This plan is also a reference for managers from other states and the federal government, and interested members of the public.

It is intended as an overview of emergency management in California and is not a detailed operational document. Specific operating procedures exist at each agency and jurisdiction in support of this plan.

ASSUMPTIONS

The following assumptions apply to this plan:

- Emergency management activities are accomplished using SEMS;
- Emergency response is best coordinated at the lowest level of government involved in the emergency;
- Local authorities maintain operational control and responsibility for emergency management activities within their jurisdictions, unless otherwise superseded by statute or agreement;
- Mutual Aid is requested when needed and provided as available;
- Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage; and
- Supporting plans and procedures are updated and maintained by responsible parties.

California State Hazards

STATE HAZARD SUMMARY

California and its people are vulnerable to a wide range of threats. Attachment B indicates the types of disasters that have affected the people and property of California, by county, in emergencies proclaimed by the Governor, from 1950 through 1997. This information is based on data collected by the Office of Emergency Services (OES), Information and Public Affairs.

Concept Of Operations

OPERATIONAL PRIORITIES

Special consideration is given to the following priorities when conducting emergency operations:

- protecting life (highest priority), property, and the environment;
- meeting the immediate emergency needs of people, including rescue, medical care, food, shelter, and clothing;
- temporarily restoring facilities, whether publicly or privately owned, that are essential to the health, safety, and welfare of people (such as medical, sanitation, water, electricity, and emergency road repair);
- meeting the rehabilitation needs of people, including provision of temporary housing, food stamps, and employment; and
- mitigating hazards that pose a threat to life, property, and the environment.

STATEWIDE EMERGENCY MANAGEMENT

The emergency response of governmental agencies in California is an extension of day-to-day operations. Emergency operations rely on the normal authority and responsibilities of government, plus police powers which may be invoked by executive authority under specified conditions. Government at all levels must work together effectively, along with the private sector, business and industry, community based organizations and volunteers, to meet the challenges posed by a disaster.

Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System is the system required by Government Code §8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, region, and State (Chart 1). SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing discipline specific mutual aid, the operational area concept, and multi-agency or inter-agency coordination. SEMS helps unify all elements of California’s emergency management organization into a single integrated system. Its use is required for State response agencies. Local government agencies must use SEMS to be eligible for State funding of certain response related personnel costs resulting from a disaster.

THE FIVE SEMS ORGANIZATION LEVELS

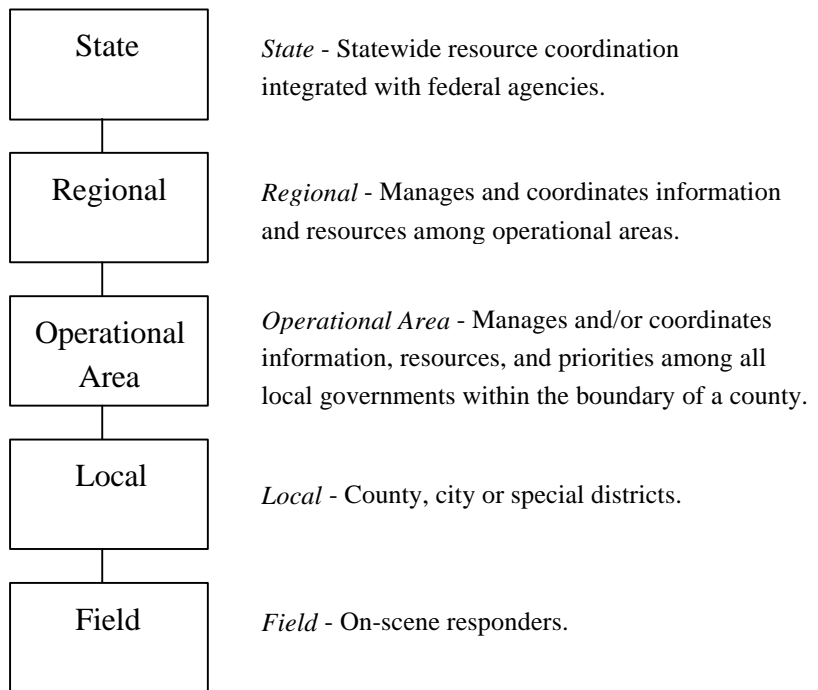


CHART 1

Additional information may be found in the California Code of Regulations (CCR), Title 19, §2400 and the Approved Course of Instruction (listed as references in Part Three of this plan).

The California Emergency Organization

The five SEMS organization levels, together with the private sector, are collectively referred to as the California Emergency Organization (Chart 2). This organization represents all resources available within the State which may be applied in disaster response and recovery phases. It operates from established Emergency Operations Centers (EOCs) at all levels of government, as well as in many businesses and industries. The goal is to support emergency activities to protect life, property, and the environment. During a state of war emergency, a state of emergency, or a local emergency, the OES Director will coordinate the emergency activities of all State agencies (California Emergency Services Act, §8587). In addition, a number of discipline specific mutual aid sub-systems have been developed in California to support the emergency management structure (Attachments C-E).

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. Some emergency responses are led by designated State agencies. Such agencies have jurisdiction at the State level of those emergencies or disasters. In some cases there may be joint response, requiring a Unified Command for coordinated response between State and local jurisdictions; e.g., hazardous material, nuclear power plant, and terrorism emergencies.

Resource requests for response and recovery originate at the lowest level of government and are progressively forwarded to the next level until filled. For example, if an OA is unable to provide the necessary requested assistance, it may contact the OES Region at the Regional Emergency Operations Center (REOC) and forward the request.

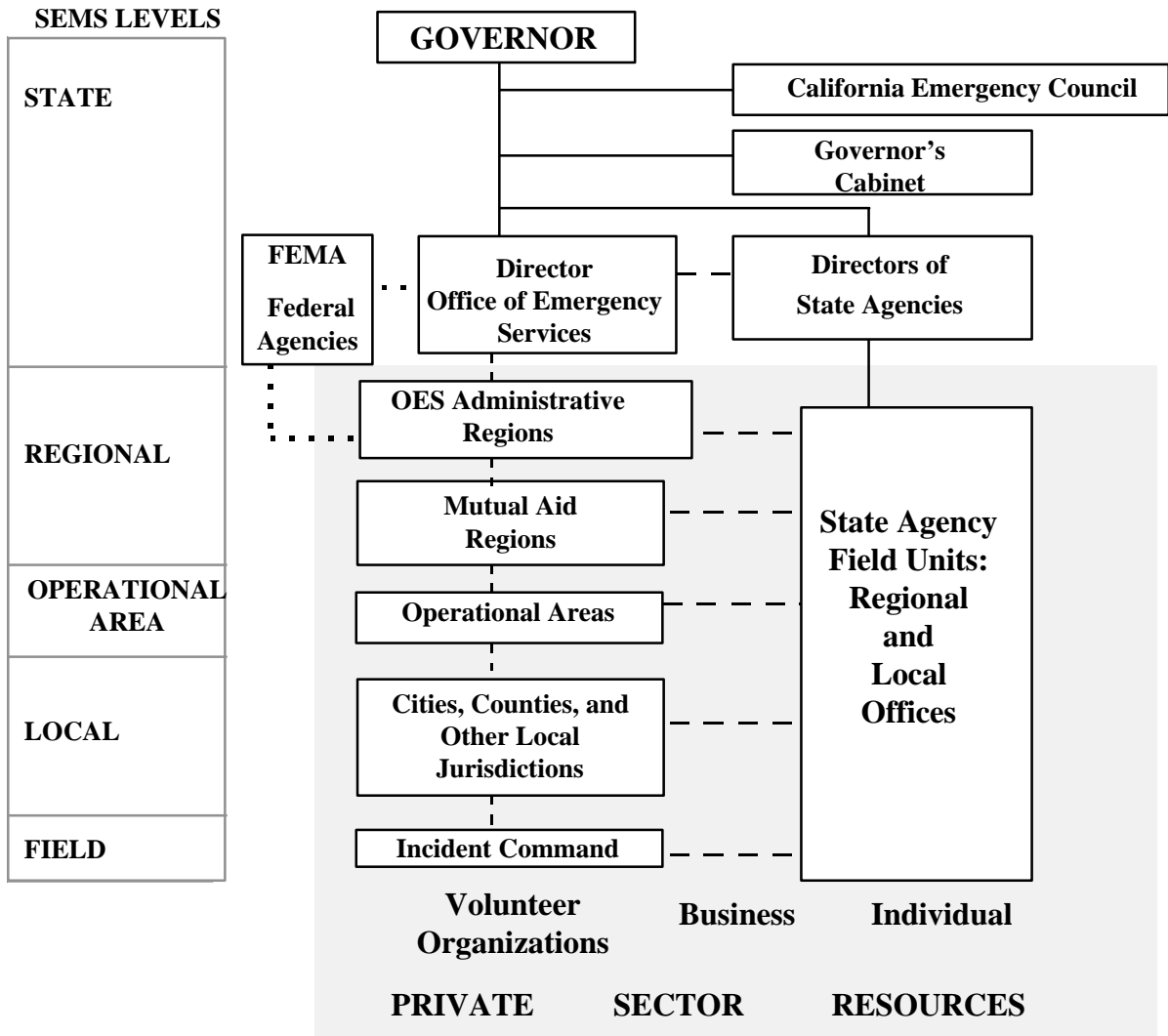
State agencies with responsibilities for emergency response will follow their established plans and procedures. During complex emergencies involving multiple jurisdictions and agencies, coordination of resources can be achieved through the use of liaison officers, agency representatives, and unified command.

When support requirements cannot be met with State resources, the State may request assistance from those federal agencies having statutory authority to provide assistance in the absence of Presidential Declarations. The State may also request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

California has established essential communications support procedures between the OA, the OES REOC, the State Operations Center (SOC), and other State agencies to provide the information links for elements of the California Emergency Organization. This communications infrastructure includes the use of the Response Information Management System (RIMS), and the California portion of the National Warning system (Attachments F-J).

CHART 2

CALIFORNIA EMERGENCY ORGANIZATION



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

State Government

The Governor:

The Governor is the chief constitutional officer of the State. The emergency powers of the Governor are described in the ESA.

The California Emergency Council:

The California Emergency Council is the official advisory body to the Governor during times of emergency and on matters pertaining to emergency preparedness.

The State Office of Emergency Services (OES):

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

Region

There are three OES Administrative Regions (Inland, Coastal, and Southern) in California (Map 1). There are six Mutual Aid Regions for fire and general mutual aid coordination (Map 2). Law Enforcement and Coroners have seven Mutual Aid Regions (Map 3). The State OES Administrative Regions manage and coordinate information and resources among OAs within mutual aid regions designated pursuant to Government Code 8600, and between the OAs and State agencies for support during emergency mitigation, preparedness, response, and recovery activities.

Operational Area

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

Local Government

Local government includes counties, cities, and special districts within an OA. They operate formal multi-agency EOC operations, and have the primary responsibility for the protection of the health, safety, and property/resources of their residents.

Field

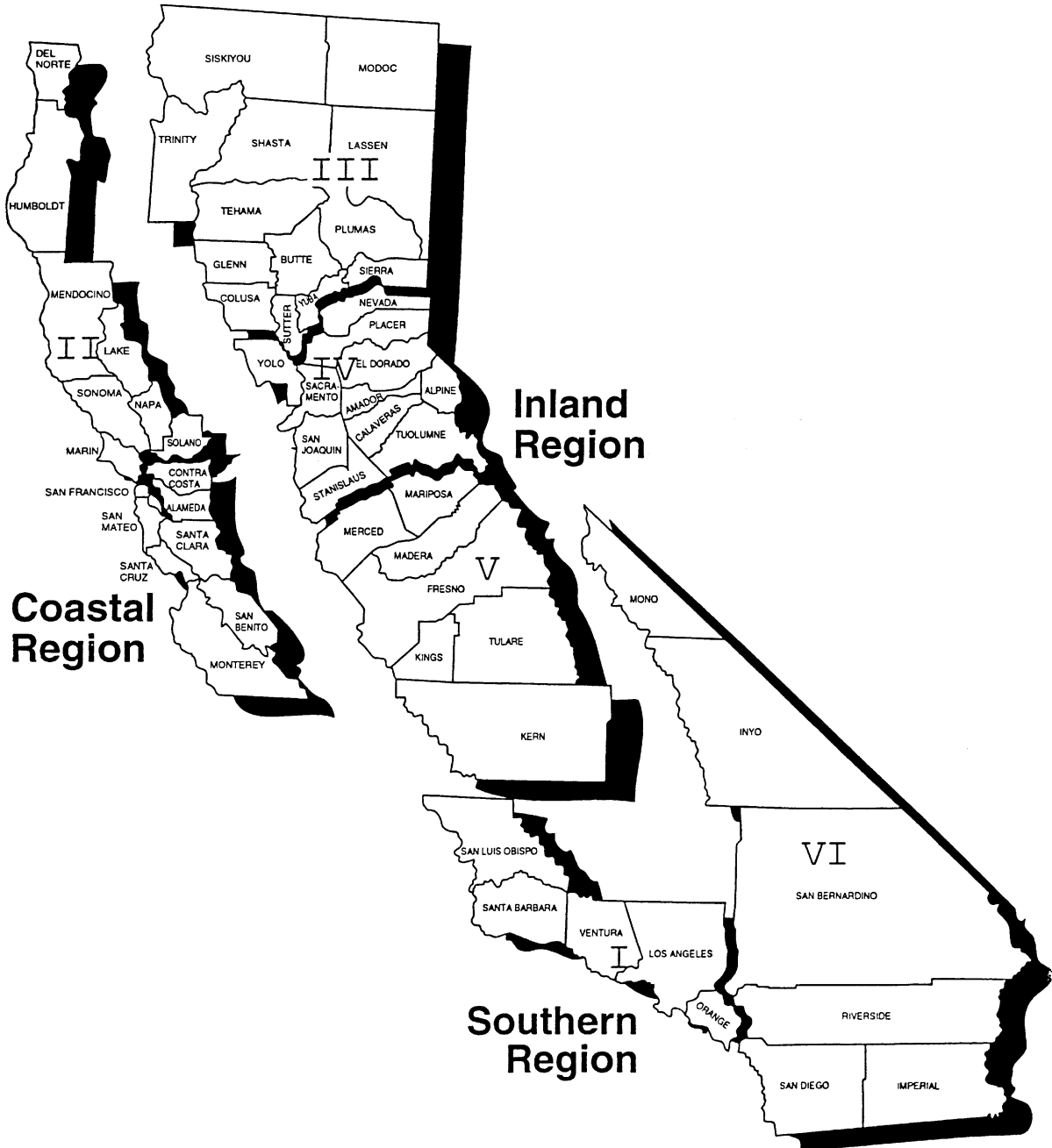
Many emergency response organizations have direct control of resources and response functions at the site of a disaster. These organizations command response personnel and resources to carry out tactical decisions and activities within their jurisdiction. ICS is used at the field level to coordinate response activities. Field coordination occurs at the Incident Command Post (ICP).

Private Sector

An important part of the emergency organization is the private sector. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs), or Non-Governmental Organizations (NGOs) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level.

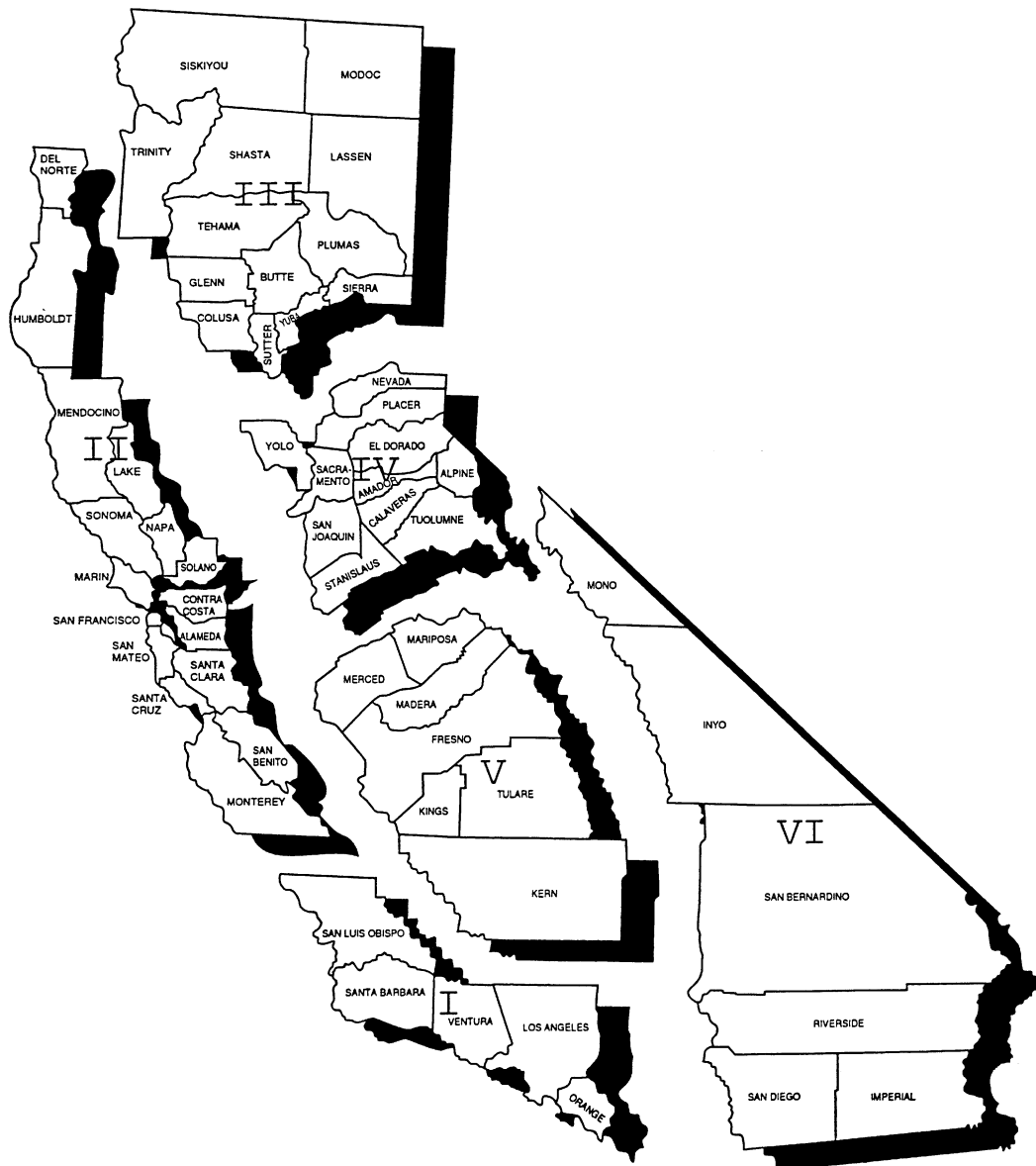
MAP 1

California Governor's Office of Emergency Services
Administrative Regions and Mutual Aid Regions



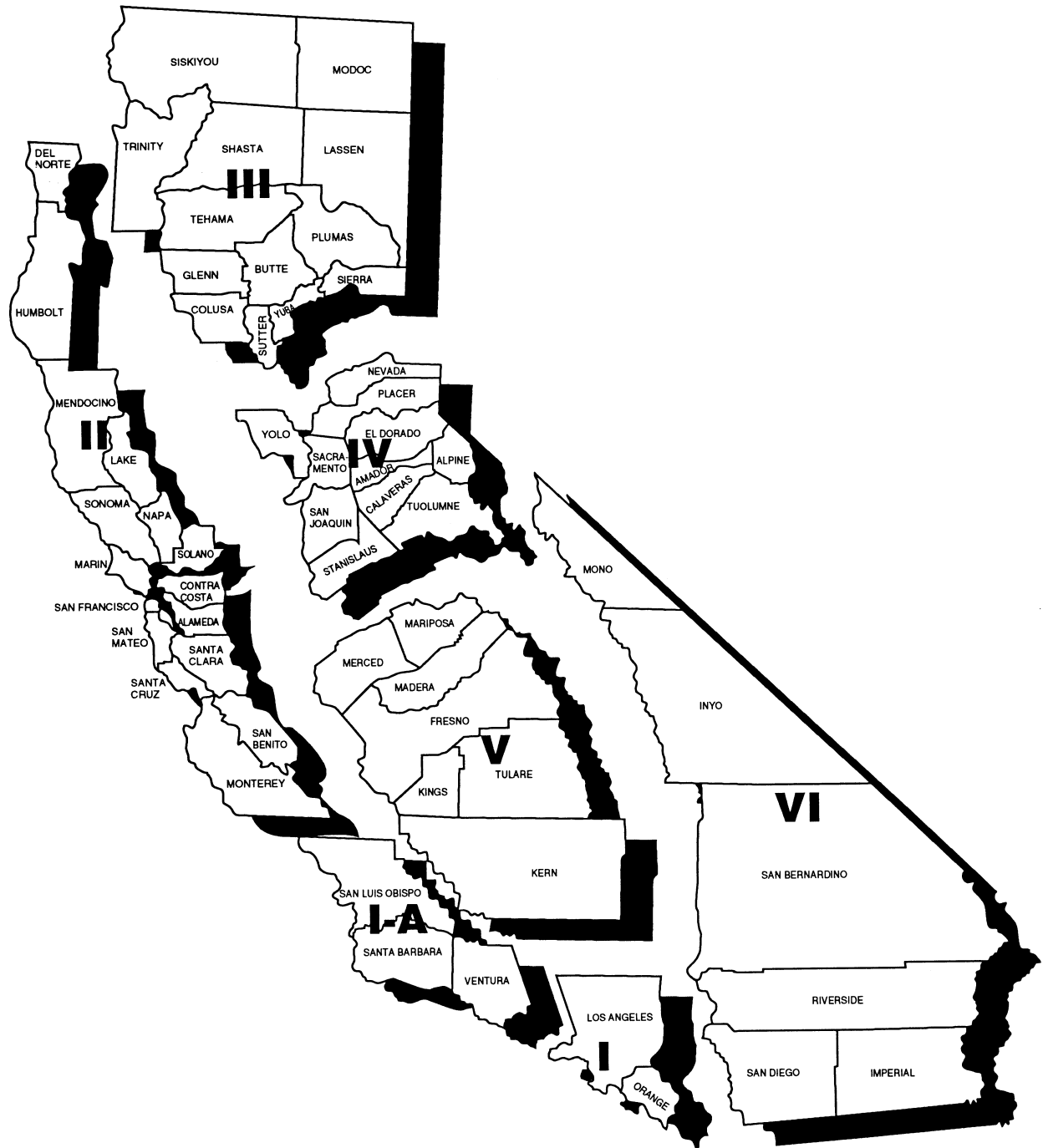
MAP 2

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



MAP 3

Law Enforcement and Coroner Mutual Aid Regions



**PHASES OF
EMERGENCY
MANAGEMENT**

Emergency management activities can be categorized into a series of phases (Chart 3). Each management phase is unique, as described below.

- Preparedness

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

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

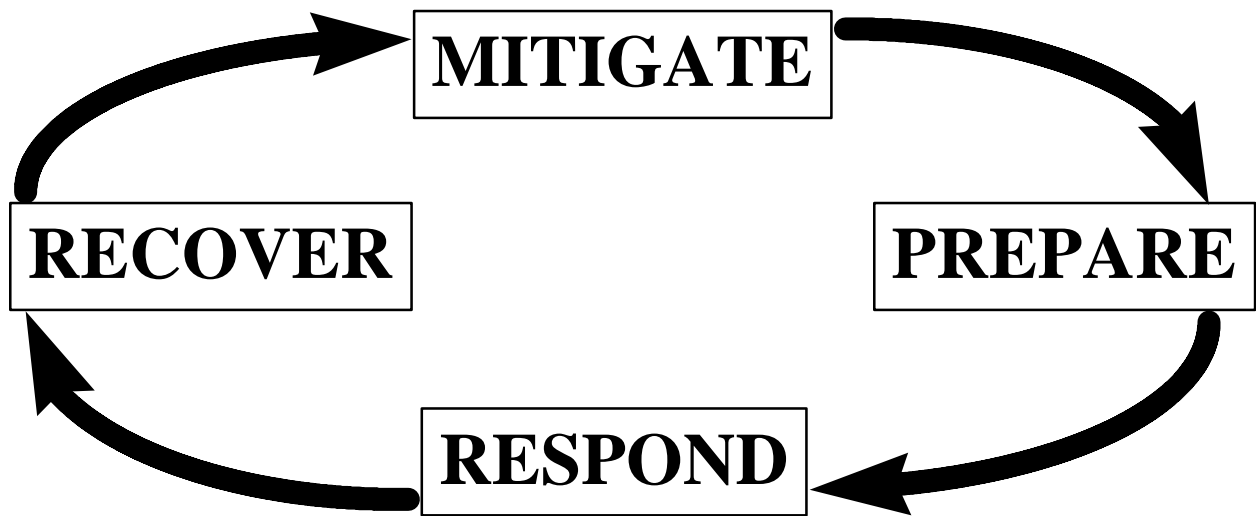
Increased Readiness: As a crisis begins to develop, government takes action to increase its readiness. Actions taken during the buildup of a crisis situation are designed to increase an organization's ability to respond effectively to a disaster. Increased readiness actions include briefing government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

- Response

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

Immediate Impact: During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response actions are accomplished within the affected area by government agencies (including requests for mutual aid) and segments of the private sector. During this phase, the Incident Command Posts and EOCs may be activated, and emergency instructions may be issued to the public.

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

THE DISASTER CYCLE**CHART 3**

- Recovery

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

- Mitigation

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

CONTINUITY OF GOVERNMENT

A major disaster could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. The California Government Code and the Constitution of the State of California provide authority for the continuity and preservation of State and local government.

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

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

- (1) succession to essential positions required in emergency management;
- (2) pre-delegation of emergency authorities to key officials;
- (3) emergency action steps provided in emergency plans and emergency action plans;
- (4) emergency operations centers;
- (5) alternate emergency operations centers;
- (6) safeguarding vital records; and
- (7) protection of government/industrial resources, facilities, and personnel.

EMERGENCY PROCLAMATION

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

Local Emergency

A local emergency may be proclaimed by the local governing body or a duly authorized local official, as described in the California ESA and as provided for in its local emergency ordinance. A local emergency means the duly proclaimed existence of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services,

personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. Local proclamations may authorize additional emergency authorities for local officials in accordance with their local ordinance. For specific actions local jurisdictions may take after a local emergency proclamation, see Attachment L, Emergency Proclamations.

State of Emergency

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

State of War Emergency

If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor, as provided in the ESA.

A state of war emergency "exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent." For specific state of war emergency actions, see Attachment L, Emergency Proclamations.

**THE GOAL,
OBJECTIVES,
AND RESPONSIBILITIES
OF THE CALIFORNIA
EMERGENCY
ORGANIZATION**

1. The goal of the California Emergency Organization is to provide for effective coordination and management of emergency operations. The following objectives support this goal:
 - ensure SEMS is applied to emergency management throughout California;
 - establish and staff an augmented emergency communications system;
 - request and coordinate mutual aid according to established procedures;
 - respond to requests for resources and other support;
 - maintain liaison with local, State, and federal government agencies and the private sector, ensuring that resources are available to support mutual aid;
 - manage the movement, reception, and care of persons during an evacuation; and
 - restore essential services.
2. The designation of responsibilities to the California Emergency Organization is intended to ensure coordinated emergency management. The responsibilities are assigned in accordance with the general criteria listed below. Each agency is responsible for planning, organizing, training, and other preparedness activities necessary for its organization to carry out assigned tasks.
 - All essential emergency responsibilities are assigned.
 - Emergency responsibilities assigned to agencies are generally compatible or related to their regular functions.
 - Each primary task is assigned to one agency (see Part Two).
 - Support tasks are assigned to as many agencies as appropriate.
 - Agencies may be requested to provide support under specific emergency situations even if the support function is not assigned in this plan.

3. Summarized below are the responsibilities of the California Emergency Organization:

- a. **LOCAL JURISDICTIONS**

Each local emergency organization fits into the California Emergency Organization in a systematic and organized manner as described in the SEMS Regulations. A prime objective in emergency operations is to provide local jurisdictions with the resources to meet their disaster needs and maintain continuity of government. All public employees are Disaster Service Workers (DSW) and may be given emergency assignments.

Cities and Counties

Cities and counties typically have ordinances that establish their emergency organization and local disaster council, provide for the development of an emergency plan, establish responsibilities for emergency management operations, and specify the officials authorized to declare a local emergency. As part of emergency preparedness, many jurisdictions have adopted agreements to share critical skilled personnel and equipment. Local jurisdictions have conducted training for emergency response and taken advantage of training made available by a wide variety of agencies.

During the immediate threat of, or in actual disaster conditions, local authorities immediately put emergency response plans into operation and take actions required to cope with disaster situations. As conditions require, all immediately available and applicable local, State, and federal resources will, in accordance with prior arrangements and as authorized by law, be committed to protect lives, property, and the environment.

As defined by statute and provided for in local ordinances, a local emergency will be proclaimed by local officials. Local EOCs will advise the OA EOC of this proclamation. The EOC will, in turn, advise the OES Regional Administrator through the OES Regional Duty Officer. Situation reports, including anticipated or actual mutual aid requirements, will follow this channel. Formal mutual aid requests will follow specified procedures through identified mutual aid coordinators. Specific tasks for implementing local jurisdiction emergency management are included in Attachment M, Summary of Local Jurisdiction Responsibilities.

Special Districts

Traditionally, special districts have played an important role in emergency preparedness and response. Special districts, as defined under the Standardized Emergency Management System regulations, are active participants in the Operational Area. Special districts may also be Emergency Response Agencies, which are defined in the CCR, Title 19, §2409 as "...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."

The Operational Area is a focal point for all local emergency management information and the provision of mutual aid. Special districts, which often have unique resources, capabilities, and vulnerabilities, must be included in the activities at the operational area level in order to ensure that the needs of citizens are best met in times of disaster. Preparedness activities need to include all governmental levels involved in emergency response.

Increased participation in Operational Area emergency management activities by all units of government will provide an improved capability to share needed resources and speed their mobilization.

b. OPERATIONAL AREA

Under SEMS, the OA is an intermediate level of the State's emergency organization which encompasses the county and all political subdivisions located within the county, including special districts. The OA manages information, resources, and priorities among local governments within the OA. It serves as the coordination and communication link between the local government level and the regional level. Minimum criteria for OA EOC activation are contained in Attachment L.

It is important to note that, while an OA always encompasses the entire county area, it does not necessarily mean that the county government manages and coordinates all of the OA response and recovery activities within the county. The organization, structure, and operating procedures for the OA are developed by the governing bodies of the county and the political subdivisions within the county. For specific guidance on how to develop OA plans and procedures, refer to the Emergency Planning Guidance For Local Government, published by OES (see also 62 Ops. Cal. Atty. Gen. 710 [1979]).

c. STATE AGENCIES

- Emergency responsibilities of OES.

The State emergency management staff, headed by the OES Director, or by the OES Director's designated representative (such as the SOC or

REOC Director), is assisted by coordinators designated by State agencies. OES is the lead State agency for all aspects of emergency management, including planning, response coordination, recovery coordination, mitigation efforts, and training. REOC/SOC staff are responsible for coordinating the State's emergency response to disasters, including provision of mutual aid and the allocation of essential supplies and resources.

OES is responsible for development of the State Emergency Plan. During emergency operations, it receives and disseminates emergency alerts and warnings. It coordinates and acts on mutual aid requests. It activates and operates the SOC and REOCs, and participates in the Disaster Field Office (DFO) activities. OES coordinates emergency response and recovery activities with the Federal Regional Operation Center (ROC) and the Joint Information Center (JIC). In conjunction with the federal government, it directs and coordinates recovery programs to mitigate future disasters and to recover disaster costs.

When the OES State Operations Center and Regional EOC(s) are activated, the ten (10) items listed below constitute the initial response actions to be taken:

- 1) Establish formal activation time and initial staffing pattern for EOC.
- 2) Establish and maintain communications with other EOCs and Department Operations Centers (DOCs).
- 3) Deploy field representatives as needed to assess the situation.
- 4) Coordinate and deploy immediate assistance, as requested, through mutual aid.
- 5) Establish/Confirm air and ground routes into affected area.
- 6) Determine need for staging areas, mobilization centers, and disaster support areas, and coordinate their establishment.
- 7) Provide/Deploy technical assistance to supported elements as needed.
- 8) Mobilize and stage key resources required to address the potential threat.
- 9) Determine the operational periods and develop action plans for those periods, adjusting the time frame as necessary.
- 10) Monitor and prioritize scarce resources as the situation dictates.

- Other State agency emergency responsibilities.

The ESA requires that State agencies carry out activities assigned by the Governor. They cooperate with each other, OES, and other political subdivisions to prepare for, respond to, and mitigate the effects of an emergency.

Agency plans must be consistent with the provisions of the administrative orders and the statutory authorities of the individual agency. These plans are reviewed and approved by OES. Part Three of this plan lists planning documents such as Administrative Orders and Standby Orders.

Administrative orders, prepared under the authority of the Governor's Executive Order W-9-91, expand upon and consolidate emergency assignments of State agencies. Additional State agency assignments may be indicated within Standby Orders from the Governor. Each agency maintains its own emergency plans and procedures, in accordance with SEMS, to accomplish assigned emergency management tasks. Agency plans may delegate authority and assign responsibilities to divisions, bureaus, field offices, or other components of the agency.

State agencies must ensure that all personnel assigned specific responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities. Agencies of State government retain operational control of their personnel and equipment when tasked to support other State agencies or local jurisdictions.

State agencies may use the OES 10 initial response actions listed on page 19, the State Agency Disaster Response Planning Guidelines, and the generic State Agency Checklist (Attachment N), for basic actions to consider and implement before, during, and after an emergency.

d. FEDERAL GOVERNMENT

By executive order, the President has assigned emergency preparedness and operating responsibilities to certain federal agencies. Overall responsibility is assigned to the Federal Emergency Management Agency (FEMA). Other federal agency assignments are based on their regular functions and capabilities and are detailed in the Federal Response Plan (FRP). Federal emergency management includes the administration of natural disaster relief programs, technological emergencies, and other incidents requiring federal assistance.

Initial requests for federal assistance will be made to and coordinated with the Federal Emergency Management Agency Regional Operations Center (FEMA Region IX ROC) by the OES SOC, unless other more specific procedures are agreed upon and contained in mutually approved contingency plans.

The federal Emergency Support Functions (ESFs) include:

- ESF 1- Transportation
- ESF 2- Communications
- ESF 3- Public Works and Engineering
- ESF 4- Firefighting
- ESF 5- Information and Planning
- ESF 6- Mass Care
- ESF 7- Resource Support
- ESF 8- Health and Medical Services
- ESF 9- Urban Search and Rescue
- ESF 10- Hazardous Materials
- ESF 11- Food Annex
- ESF 12- Energy Annex

Attachment O, Federal Emergency Responsibilities, lists federal agency responsibilities as presented in the Federal Response Plan.

e. UTILITIES

Utility emergency-related issues in California are addressed through the Utilities Branch of the State Operations Center and Regional Emergency Operations Centers. Utilities covered under this branch include gas, electric, telecommunications (including wireless), water, waste-water, and petroleum pipeline industries.

During emergencies, the Utilities Branch is activated to enhance the State's capability to respond to and recover from emergencies by providing an improved structure for cooperation and communication among utilities and government agencies.

State agencies that may provide staff to the Utilities Branch include OES, DWR, DHS, CEC, CDF, WRCB, and the PUC. Trained utility representatives may also respond to the SOC or may staff the utilities function at a REOC.

The utility function at Operational Area EOCs works in coordination with the Regional Emergency Operations Centers.

f. BUSINESS AND INDUSTRY

Today, many business and industry leaders are recognizing that preparedness can be the difference between a company surviving a disaster, or going out of business. Risk managers and chief executive officers assess the threats posed by disasters, and where risks are higher, implement mitigation and preparedness measures. Employee injury and illness prevention programs and business resumption plans are leading many businesses to develop or expand their emergency plans. 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 disasters;
- 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 disasters;
- 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; and
- a method to provide and accept goods and services from other companies.

g. VOLUNTEER AGENCIES

The American Red Cross (ARC) provides disaster relief to individuals and families, and emergency mass care in coordination with government and private agencies. It receives its authority from a congressional charter that cannot be changed by State or local emergency plans and procedures. In providing their services, the ARC will not duplicate the programs of other public or private welfare agencies, nor will it assume financial responsibility for their actions.

Government recognizes the value and importance of Community Based Organizations who perform services and have resources which can augment the ARC and other traditional response and relief agencies. Following a disaster, volunteer agencies continue to provide services for their constituents, as well as the governmental agencies which might have need of their unique services. Many of these organizations have already been identified through statewide information and referral networks and are trained in SEMS to maximize their efficiency and ability to become better integrated into the response and relief effort. Many groups providing voluntary disaster services can be contacted through the National Voluntary Organizations Active in Disasters (VOAD).

Administrative Practices

GENERAL DISCUSSION

Adherence to standard administrative and finance procedures is critical. They support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs. It is essential that all financial management officials involved in record keeping have access to the basic documents which govern Damage Survey Reports (DSRs). The "Subgrantee Disaster Assistance Resource Manual, Disaster Assistance Division/OES" describes the use of specialized time reporting documents, reports, travel claims, purchase orders, and individual and unit logs. (See Part Three: Legal References, Emergency Plans, and Supporting Documents.)

Records maintenance continues throughout the cycle of an emergency.

- **Prior to the Disaster:**

Training and appropriate forms are to be provided, including procedures for all units of the response organization.

- **During the Disaster Response:**

Care should be taken to ensure that adequate documentation is collected for activities of personnel, use of equipment, and expenditures for the incident.

- **After the Disaster Response:**

Records must be protected and maintained for audit purposes and potential court actions. It is essential that a single unit be responsible for cost recovery records and that all managers assist in collecting any missing information. Problem areas should be identified, corrective measures taken, and employees retrained in proper procedures.

SPECIFIC PRACTICES

Mutual Aid

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

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

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

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

State and local (political subdivision) agencies contacted by OES to conduct emergency operations as provided for in the Master Mutual Aid Agreement, Emergency Services Act, Governor's executive order, or order, will be issued a number for reference in monitoring the progress of the task and for agency use in maintaining records of expenses incurred. Specific numbering procedures are maintained by OES headquarters which address authorized action by OES branches, the SOC, the REOCs, and OES Executive Duty Officers. The number provides evidence of a duly authorized emergency response activity conducted under the authority of the OES Director, or the Governor. It does not constitute a purchase order or interagency agreement between OES and the responding agency.

State Agency Tasking

It is the policy of the State of California that all executive branch agencies will provide immediate and efficient response to disasters. Although agencies should be mindful of the fiscal implications of emergency response actions, life saving response shall not be delayed by concerns for reimbursement or budgetary impacts.

The items listed below are guidelines within which State agency tasking is performed:

- OES State Agency Mission Numbers issued by the SOC and REOCs are valid only for State agencies.
- OAs and State Agencies must request mutual aid assistance from outside their mutual aid region through their OES REOC, or the SOC if unable to contact the REOC.
- OES will analyze and coordinate the request, tasking an appropriate State agency.

- The tasked and requesting agencies are responsible to report to OES the number and status of resources deployed on a mission on a daily basis. The State agency will provide continuous updated information to OES, via RIMS, including the number, type, and status of resources and any change in status.
- An OES State Agency Mission Number does not guarantee reimbursement, nor does it imply that OES will cover the costs of the mission. It does mean that OES will endorse claims by the tasked agency for reimbursement from appropriate State and federal government agencies.
- OES may direct a State Agency to perform a service outside their normal statutory responsibility during a state of emergency or state of war emergency (see Government Code 8570, 8587, 8595, 8627, 8628).
- After a mission is approved, the requesting and tasked agencies, with OES, will establish a completion date. If an extension is required, it can only be extended after formal reconsideration by the three parties.
- OES, acting for the Governor, reserves the right to redirect State mutual aid resources based on an assessment of the totality of circumstances.

State Agency Funding

State agencies may be directed by the Governor to incur costs and expend funds from their normal operating budget for disaster assignments.

Because of the need to respond to emergency situations immediately, there may be times when it is difficult to secure advance approval for expenditures from the Department of Finance (DOF). For this reason, DOF, under the authority of the California Government Code, §13078, and Executive Order W-9-91, has given standing authority to the OES Director to direct any agency to utilize and employ State personnel, property, equipment, and appropriations to prevent or alleviate actual or threatened damage due to an emergency, without prior approval. The cost of such urgency actions by State agencies may not exceed \$25,000 for each emergency incident directed by OES. For expenditures above this level, DOF approval is required.

The California Government Code, §8649, provides that for any State department using its personnel, property, equipment, or appropriation for declared emergencies where the agency's funds are subject to constitutional restrictions, the State department may be reimbursed and the original expenditure considered a temporary loan to the General Fund. It is the State's policy to recover eligible State agency disaster costs from available federal assistance programs. It is each State agency's responsibility to maintain its own records, prepare its own applications for disaster assistance funds, and prepare requests to the Legislature to recoup funds spent on disaster activities.

The State Administrative Manual (SAM) provides that, subject to approval by DOF, any State agency may use its personnel, property, equipment, and appropriations in emergencies proclaimed by the Governor. In the event a department is unable to absorb all the costs associated with an emergency response, it should request assistance from DOF. The DOF staff will give immediate attention to the anticipated funding deficiency and provide guidance to the department projecting the shortage. DOF will evaluate and make decisions on each request for supplemental funding on an individual basis.

Damage Survey Reports (DSRs)

Time frames for processing public assistance applications and completing DSRs can vary considerably, given the complexities and difficulty of any given project. The Public Assistance Applicant Packet for State Agencies, Local Government, and Special Districts provides a flowchart titled "Public Assistance Overview," which illustrates the process from a major disaster declaration to final inspection, and payment of retained funds. It is critical to submit complete and accurate information in the application to make timely progress toward project approval.

Debris Clearance and Waste Management

A major disaster has the potential to create vast amounts of waste products. To conserve the State's landfill capacity and, in keeping with State policy to maximize all diversion options in order to reduce the amount of solid waste that must be disposed, it is the intent of the State that disaster-related debris be recycled or centrally held until it can be processed for maximum recycling. Recycling and processing costs are considered a cost of debris clearance if local debris management plans existing prior to the disaster, provide for separate handling and cost accounting for disaster-created debris. (See also: Integrated Waste Management Disaster Plan: guidance for local government on disaster debris management.)

Plan Development and Maintenance

This emergency plan is developed under the authority conveyed to the Governor by the ESA. The draft document is coordinated with local government, State agencies, and the Office of Planning and Research (OPR) as the State clearinghouse for State plans. The State plan is reviewed and recommended to the Governor for approval by the California Emergency Council. The plan is maintained by OES. Changes and revisions will be published periodically as warranted.

Authorities and References

California Emergency Services Act

Natural Disaster Assistance Act

California Code of Regulations, Title 19

Governor's Executive Order W-9-91*

California Disaster and Civil Defense Master Mutual Aid Agreement

State of Emergency Orders and Regulations (Made in advance of a State of Emergency --Standby Orders)

State of War Emergency Orders and Regulations (Made in advance of a State of War Emergency-- Standby Orders)

Robert T. Stafford Disaster Relief and Emergency Assistance Act (as amended)

The Federal-State Agreement

Title 44 Code of Federal Regulations

Other related authorities are contained in Part Three of this plan.

*The Governor's Order directs the Director of OES to prepare the State of California's Emergency Plan and to coordinate the activities of all State agencies during the preparedness and response phases of emergencies. The Executive Order also directs State government organizations to submit agency emergency plans and procedures to the Director of OES for review and approval prior to publication, provide personnel emergency training, define lines of succession, and ensure effective use of resources during response and recovery.

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Part One

Attachments: Administrative Functions and Operations

PART ONE Attachment A

PLANS AND PROCEDURES CROSS-REFERENCED TO EVENT

	Air Pollution	Drought	Earthquake	Energy Shortage	Epidemic	Fire	Flood	Hazardous Material	Infestation/Disease	Prediction of Earthquake /Volcano	Radio logical Accident	Riot	Storm	Terrorist Act	Volcano	War Emergency
California Disaster and Civil Defense Master Mutual Aid Agreement			X	X	X	X	X	X			X	X	X	X	X	X
California Fire Service and Rescue Emergency Mutual Aid System			X			X		X				X	X	X	X	X
California Short Term Earthquake Prediction Response Plan			X							X					X	
Checklist for Review of Haz Mat Area Plans						X		X						X		
Disaster Assistance Procedure Manual	X	X	X	X	X	X	X	X	X			X	X		X	
Disaster Debris Management Plan (IWMB)			X			X	X	X			X	X	X	X	X	
Disaster Medical Response Plan *			X		X	X	X	X	X		X	X		X	X	X
Earthquake Program Guidance for Special Populations			X													
Earthquake Recovery and Reconstruction Planning Guidelines			X	X						X	X					
Emergency Action Plan (Cal OSHA)			X	X	X	X	X	X			X	X	X	X	X	X

*Under development

PART ONE Attachment A

PLANS AND PROCEDURES CROSS-REFERENCED TO EVENT

	Air Pollution	Drought	Earthquake	Energy Shortage	Epidemic	Fire	Flood	Hazardous Material	Infestation/Disease	Prediction of Earthquake/Volcano	Radiological Accident	Riot	Storm	Terrorist Act	Volcano	War Emergency
Energy Shortage Contingency Plan				X												
Firescope Documents						X										
Hazardous Material Incident Contingency Plan California	X		X			X	X	X				X	X	X		
Hazardous Materials Mutual Aid Plan*	X		X			X	X	X			X	X	X	X		
Hazardous Materials Plan Format Guidance								X			X					
Hazardous Materials, SARA Title III, HMAC/LEPC, Regional Plans	X		X			X	X	X			X	X	X	X		
Hazard Mitigation Plans	X	X	X	X	X	X	X	X	X		X	X	X	X	X	
Law Enforcement Guide for Emergency Operations Planning			X			X	X	X			X	X	X	X	X	X
Law Enforcement Mutual Aid Coroner's Annex			X			X	X	X			X	X	X	X	X	X
Law Enforcement Mutual Aid Plan			X			X	X	X			X	X	X	X	X	X
Medical/Health Mutual Aid *	X		X	X	X	X	X	X	X		X	X	X	X	X	X

*Under development

PART ONE Attachment A

PLANS AND PROCEDURES CROSS-REFERENCED TO EVENT

	Air Pollution	Drought	Earthquake	Energy Shortage	Epidemic	Fire	Flood	Hazardous Material	Infestation/Disease	Prediction of Earthquake/Volcano	Radiological Accident	Riot	Storm	Terrorist Act	Volcano	War Emergency
Mental Health Mutual Aid *	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mutual Aid Region Plans and Procedures	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Natural Disaster Assistance Act...Eligibility Guidelines and Claiming Instructions	X	X	X		X	X	X		X				X		X	
Nuclear Emergency/Terrorism Response Plan											X			X		
Nuclear Power Plant Emergency Response Plan											X					
Nuclear Power Plant Unit prepared Local/State Agency NPP ERP's											X					
OASIS Guidelines	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
OES Operational Recovery Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Parkfield Earthquake Prediction Response Plan			X							X						
Procedures for Post-Earthquake Safety Evaluation of Buildings (ATC-20)			X												X	
Public Works Mutual Aid*		X	X	X		X	X	X			X	X	X	X	X	X

*Under development

PART ONE Attachment A

PLANS AND PROCEDURES CROSS-REFERENCED TO EVENT

	Air Pollution	Drought	Earthquake	Energy Shortage	Epidemic	Fire	Flood	Hazardous Material	Infestation/Disease	Prediction of Earthquake/Volcano	Radiological Accident	Riot	Storm	Terrorist Act	Volcano	War Emergency
RAPID (Railroad Accident Prevention and Immediate Deployment Plan)								X								
REM Guide, Radiological Emergency Management											X					
SEMS Guidance (i.e., ACI, Guidelines, Regulations, Local Emergency Planning Guidance *)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
State Agency Disaster Response Planning Guidelines	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
State Agency Emergency Plans (relating to Executive Order/ Adm. Orders)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Telecommunications Plans	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Urban Search and Rescue Program (Mutual Aid)			X			X	X						X	X	X	X

*Under development

PART ONE Attachment B

California Proclaimed States of Emergency 1950 to 1997

COUNTIES	Floods	Earthquake	Agricultural Emergency	Wildland Fires	Drought	Fire, Urban/Intermix	Medical Disaster	Weather/Storm	Civil Disturbance	Transport Disaster	Landslide	Energy Shortage	Epidemic	Hazardous Material	Dam Failure	TOTALS
Alameda	11	1	1	3	2			2	1			2				23
Alpine	6			1	2			2								11
Amador	7			1	2			2								12
Butte	9			2	2			5								18
Calaveras	5			2	2			1								10
Colusa	10			1	2			3								16
Contra Costa	12	1	1		2			4	1			2				23
Del Norte	8	1		1	1			1			1					13
El Dorado	8			2	1			3								14
Fresno	7	1	1	1	2			4								16
Glenn	10				3			2								15
Humboldt	9	2		2	1			5			1					20
Imperial	6	2	1				1	2								12
Inyo	6			1	1			4								12
Kern	8		1	4	1			6			1					21
Kings	7				2			3								12
Lake	9			1	1			3								14
Lassen	9			2	1			2								14
Los Angeles	13	6	7	17	2	1		11	2	1	4	2	1		1	68
Madera	7		1	1	2			4								15
Marin	9	2		1	2			4				2				20
Mariposa	5			2	1			1								9
Mendocino	10			1	2			5			1					19
Merced	5		1		2			3								11
Modoc	8			1	1			4								14
Mono	7	1		1	1			2								12
Monterey	8	1	1	3	2			8			2	4				29
Napa	9			3	2			4								18
Nevada	8			3	2			3								16

PART ONE Attachment B

California Proclaimed States of Emergency 1950 to 1997

COUNTIES	Floods	Earthquake	Agricultural Emergency	Wildland Fires	Drought	Fire, Urban/Intermix	Medical Disaster	Weather/Storm	Civil Disturbance	Transport Disaster	Landslide	Energy Shortage	Epidemic	Hazardous Material	Dam Failure	TOTALS
Orange	9	3	2	3		1		5			2	2	1			28
Placer	10			2	1			3		1						17
Plumas	8			2	1			3								14
Riverside	12	1	4	4	1	1		6			1	4	1			35
Sacramento	9	1	1		1			3		1						16
San Benito	6	1	1		3			3								14
San Bernardino	12	2	2	6	2	1		7			1	5	1			39
San Diego	10		1	5	1	1	2	8		1	2	1	1			33
San Francisco	4	1							1			1				7
San Joaquin	10	1	1		2			6								20
San Luis Obispo	6			2	2			6								16
San Mateo	10	1	1		2			2			1	1				18
Santa Barbara	9	1		4	3			7	1		1		1	1		28
Santa Clara	9	2	2	1	2			2				2				20
Santa Cruz	10	1	1	1	1			3			1	2				20
Shasta	8		1	4	1			2								16
Sierra	7			2	1			3								13
Siskiyou	7			1	1			4								13
Solano	9	1	1	2	2			4			1					20
Sonoma	8			2	2			6				1				19
Stanislaus	6		2		2			4			1					15
Sutter	10				2			3								15
Tehama	9			3	2			5								19
Trinity	10			1	1			2								14
Tulare	6		1	1	2			6								16
Tuolumne	5			2	2			1								10
Ventura	9	1	1	6		1		10			1	2	1			32
Yolo	8		1		2			3								14
Yuba	11			1	1			3								16
TOTALS	483	35	38	112	90	6	3	223	6	4	22	33	7	1	1	1064

PART ONE Attachment C

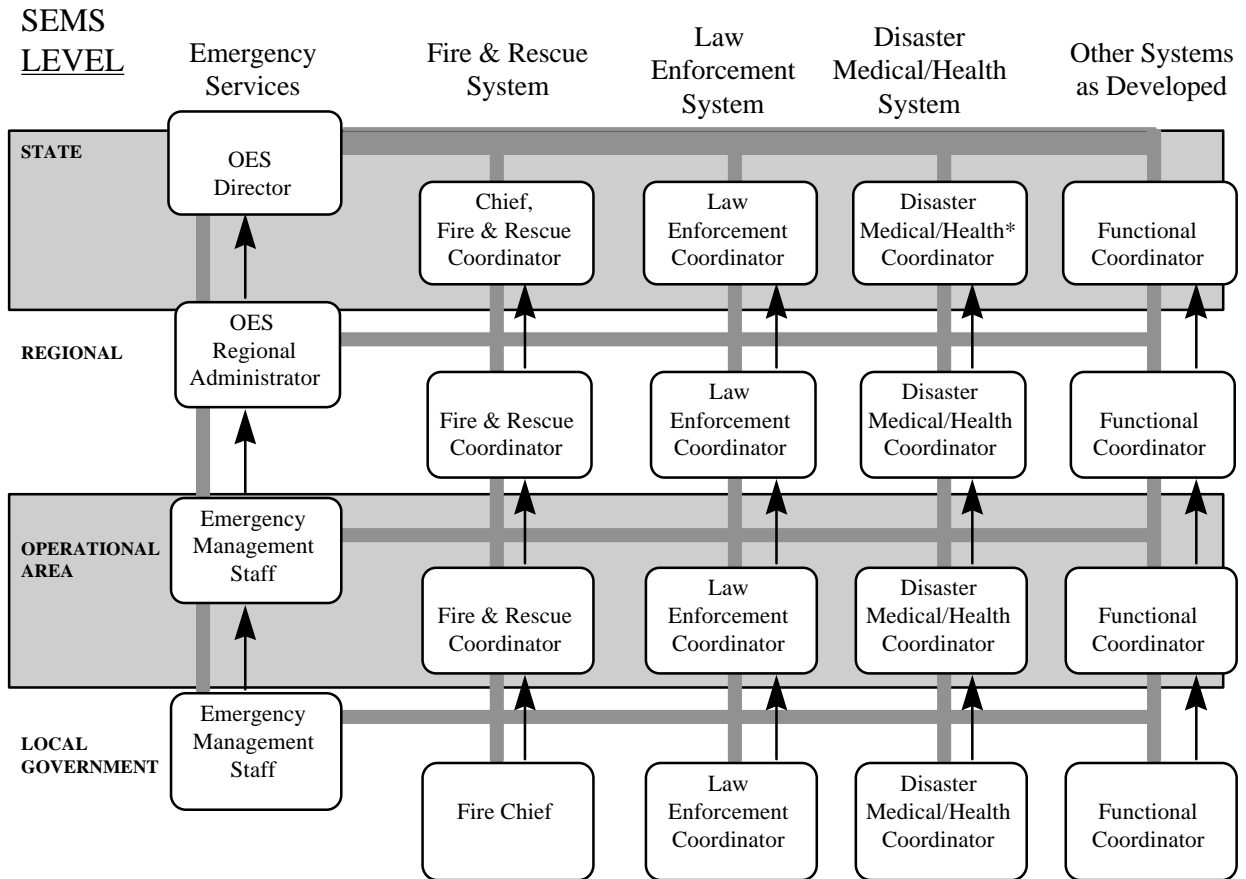
CALIFORNIA MUTUAL AID SYSTEM

DISCIPLINE SPECIFIC MUTUAL AID SUB-SYSTEMS			
FIRE and RESCUE	LAW ENFORCEMENT	EMERGENCY SERVICES	MEDICAL/HEALTH
Fire Mutual Aid	Coroners Mutual Aid	All other emergency services Mutual Aid	Disaster Medical/Health Mutual Aid ¹
Urban Search and Rescue Mutual Aid	Law Enforcement Mutual Aid	Public Works Mutual Aid ¹	Mental Health Mutual Aid ¹
Hazardous Materials Mutual Aid ¹	Search and Rescue Mutual Aid	Emergency Managers Mutual Aid	Mass Care & Shelter Mutual Aid ¹

¹ Systems currently under development

PART ONE Attachment D

MUTUAL AID CHANNELS: Discipline Specific Mutual Aid Systems



* Includes Mental Health Mutual Aid System



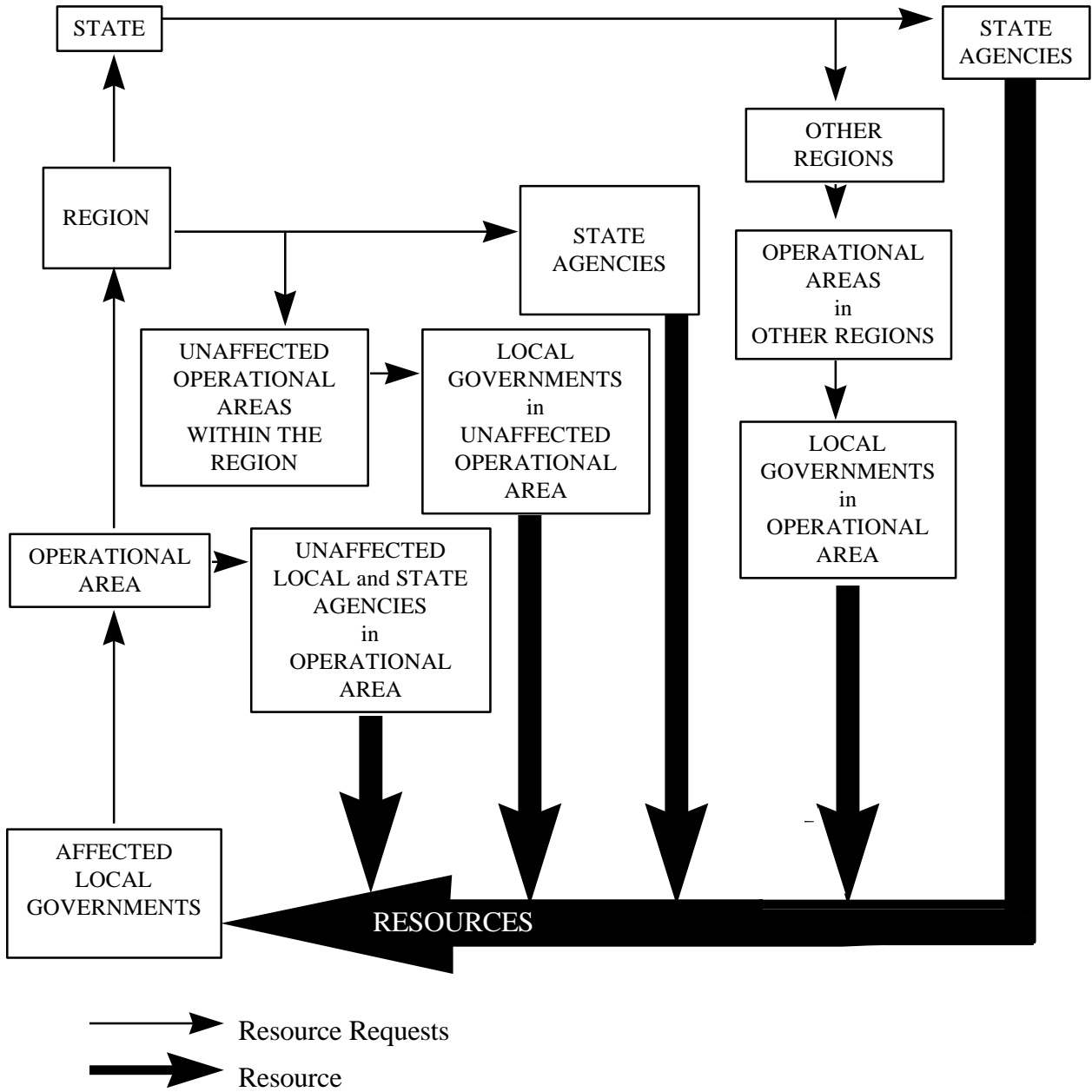
Resource Requests



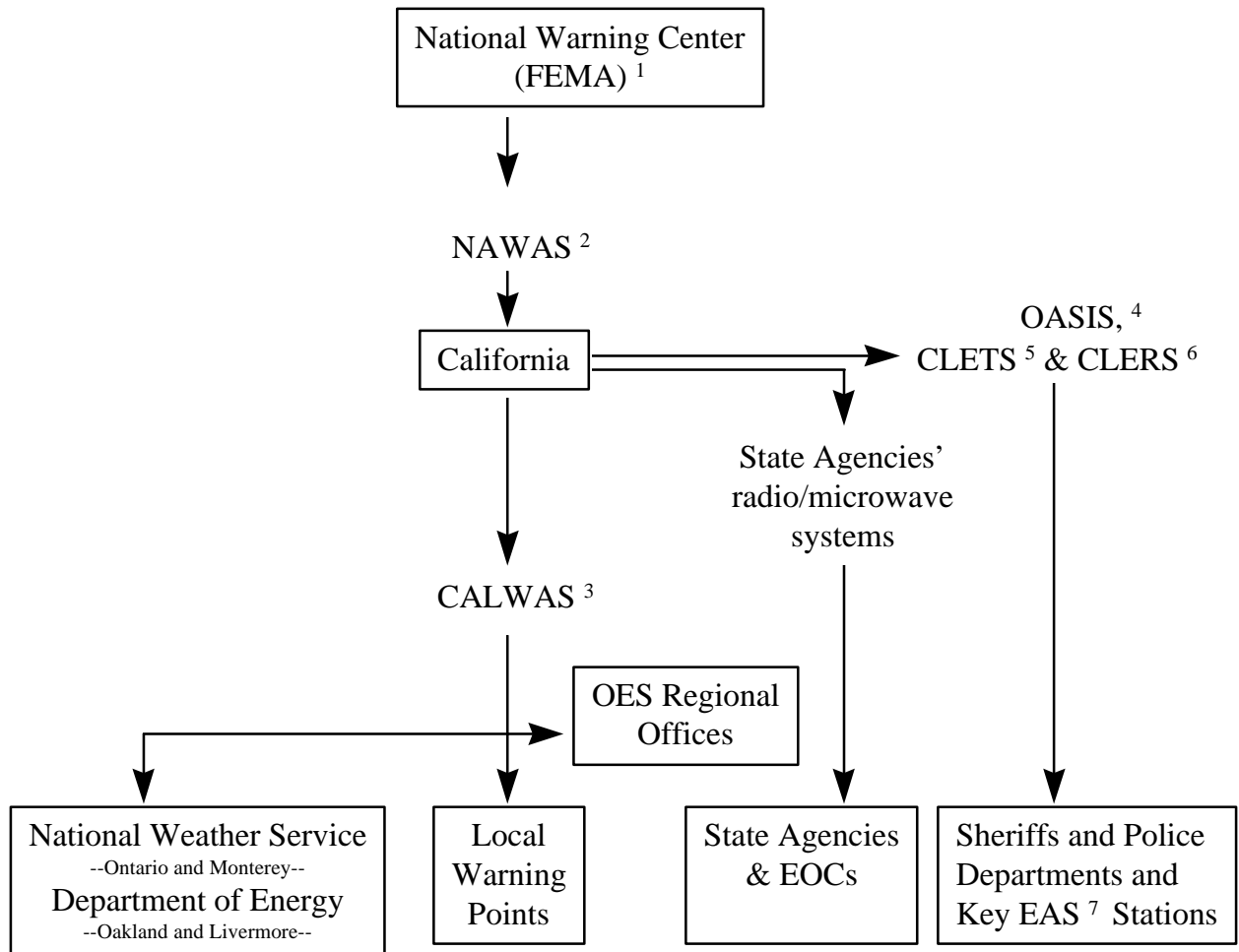
Information Flow and Coordination

PART ONE Attachment E

**MUTUAL AID CONCEPT:
Flow of Resource Requests**



California Warning System



¹ Federal Emergency Management Agency

² National Warning System

³ California Warning System

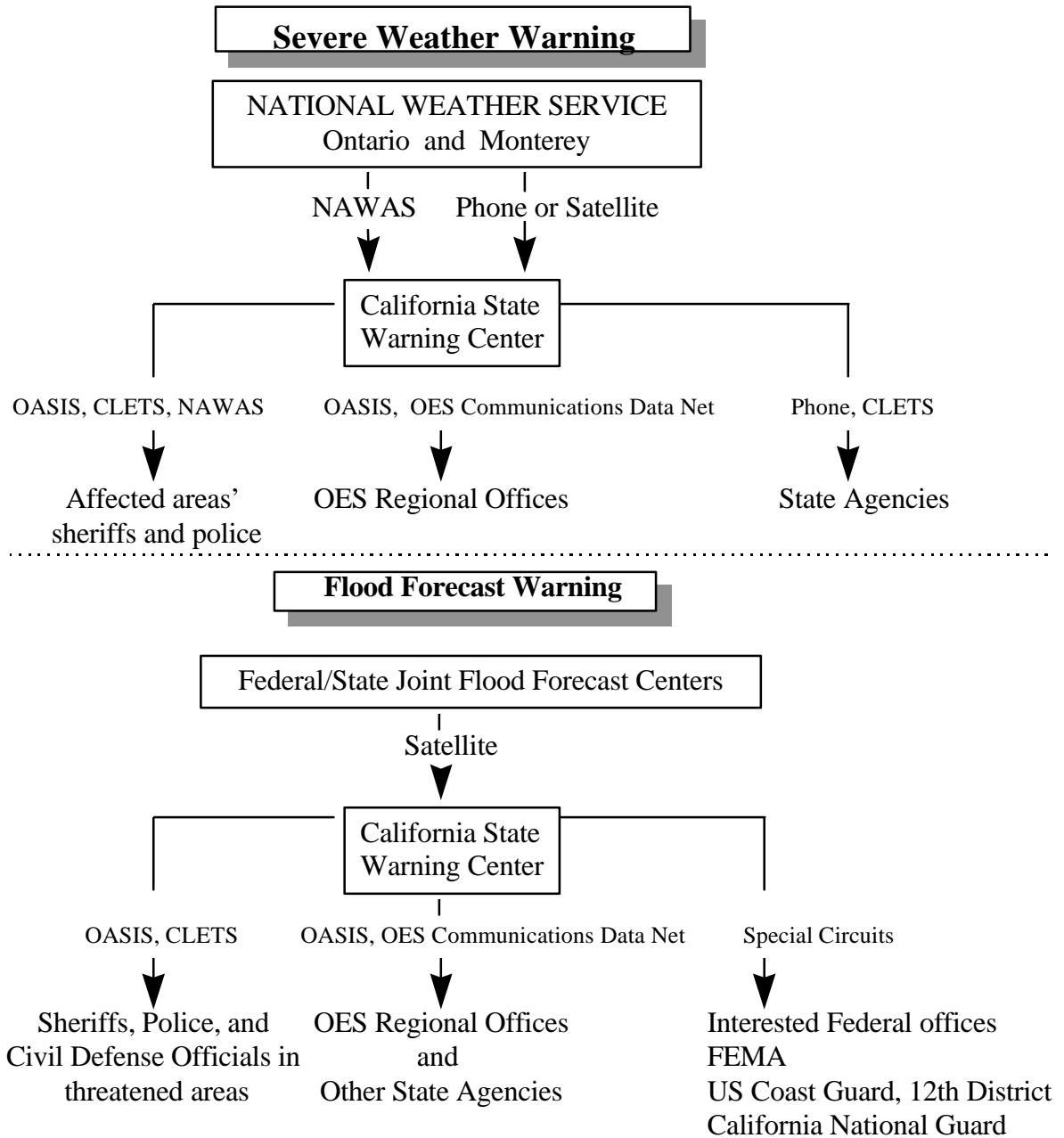
⁴ Operational Areas Satellite Information System

⁵ California Law Enforcement Teletype System

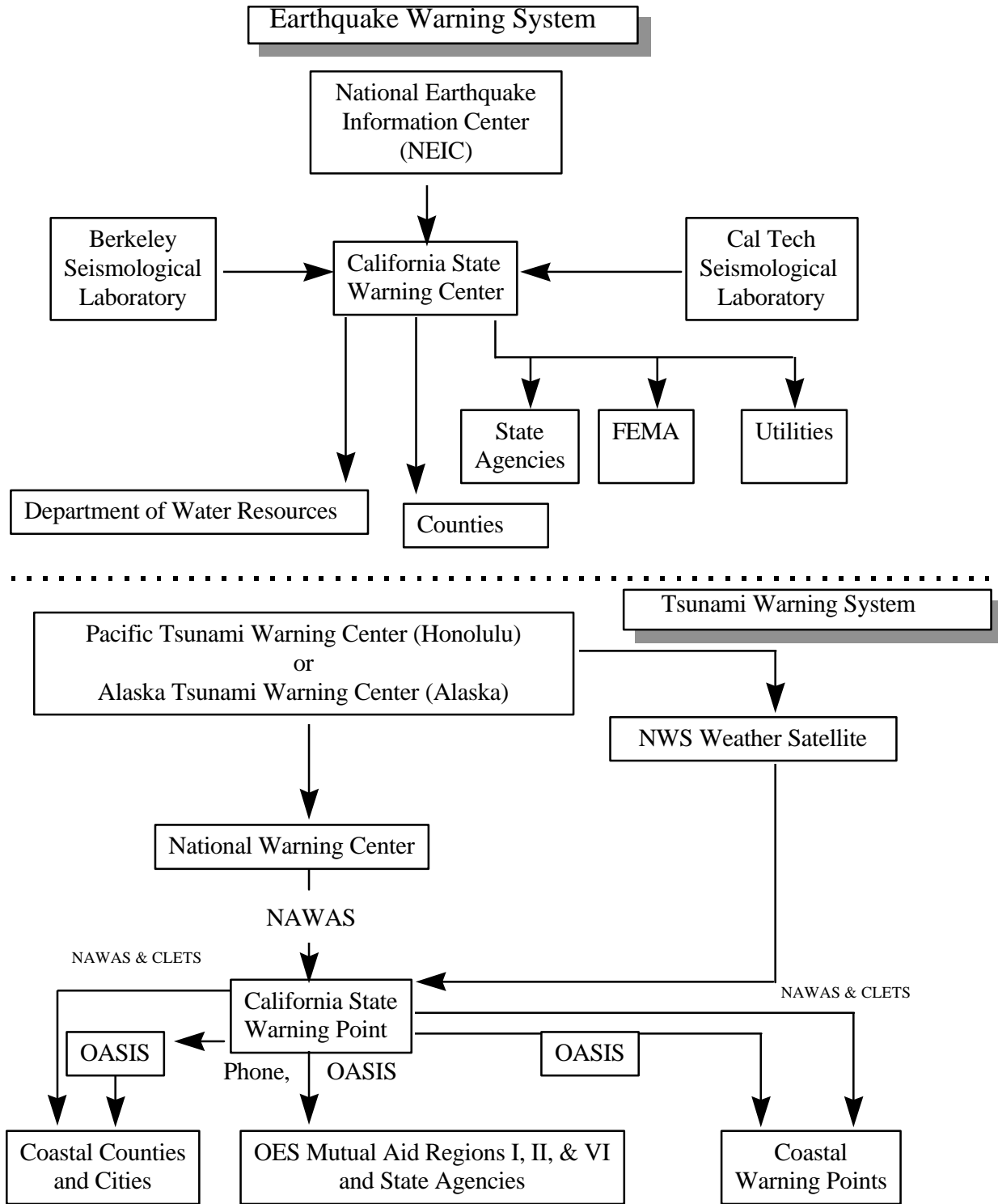
⁶ California Law Enforcement Radio System

⁷ Emergency Alert System

PART ONE Attachment G

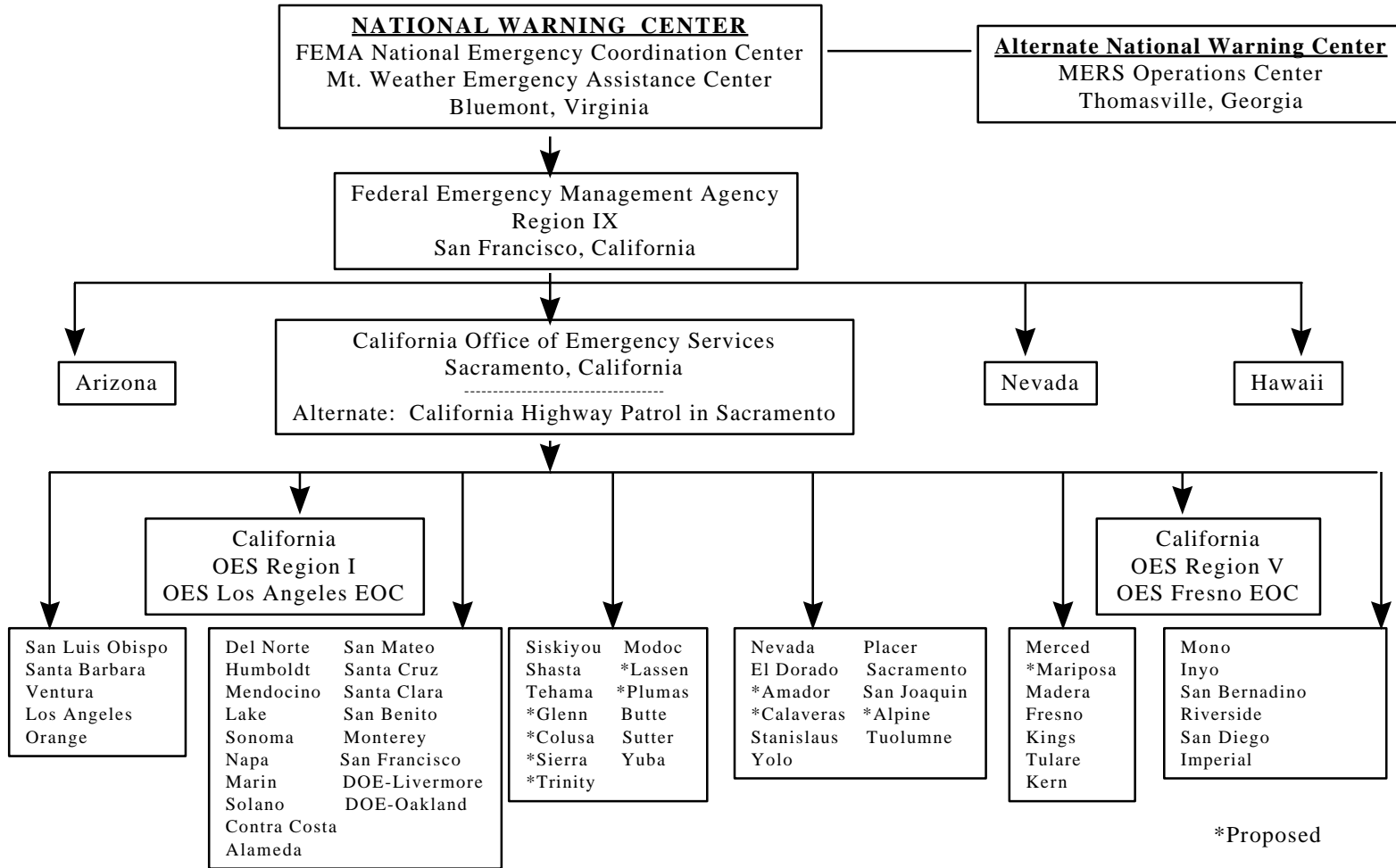


PART ONE Attachment H



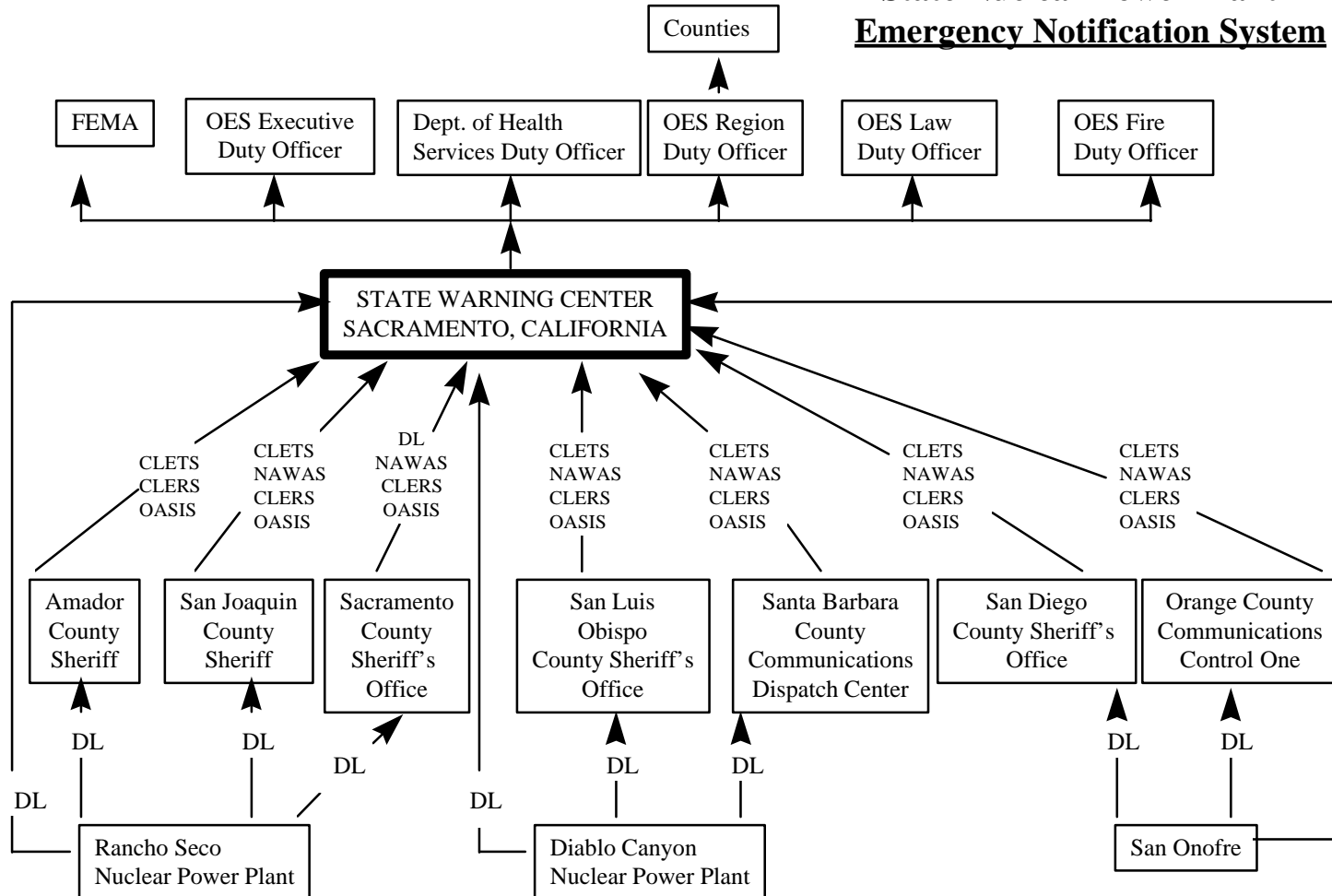
PART ONE Attachment I

California Portion of the National Warning System (NAWAS)



PART ONE Attachment J

**State Nuclear Power Plant
Emergency Notification System**



DL= Dedicated Line
 NAWAS= National Warning System (Telco Lines)
 CLETS= California Law Enforcement Teletype System
 CLERS= California Law Enforcement Radio System

PART ONE Attachment K

Minimum Activation Requirements per SEMS Regulations

Shaded areas = not applicable to SEMS Levels Situations identified in SEMS Regulations:	SEMS LEVELS:				
	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local emergency proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local government EOC activated §2407(a)(1)	Use ICS	Use SEMS			
Local government activates EOC and requests operational area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an operational area proclaim a local emergency §2409(f)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
County and one or more cities proclaim a local emergency §2409(f)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests governor's state of emergency proclamation §2409(f)(4)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area requests resources from outside its boundaries** §2409(f)(6)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area receives resource requests from outside its boundaries** §2409(f)(7)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
An operational area EOC is activated §2411(a)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency §2413(a)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the State level EOC.

* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

** Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)

PART ONE Attachment L

**EMERGENCY PROCLAMATION:
LOCAL EMERGENCY**

WHO PROCLAIMS*	BASED ON WHAT CRITERIA
Governing body of a county, city and county, or city or by an official so designated by ordinance adopted by the governing body	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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.
WHO PERFORMS*	SOME KEY ACTIVITIES AFTER PROCLAMATION
City, City and County, or County	<ul style="list-style-type: none"> • Request the Governor to proclaim a state of emergency. • Promulgate or suspend local orders and regulations as necessary to provide for the protection of life and property including issuing orders or regulations imposing a curfew within designated boundaries. • Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements. • Request State agencies to provide mutual aid. • Require emergency services of any local official or employee. • Requisition necessary personnel and materials from any local department or agency. • Obtain vital supplies and equipment, and if required, immediately commandeer these for public use. • Impose penalties for violation of lawful orders. • Conduct operations under emergency conditions with broadened immunities from legal liability for performance or failure of performance. • Review declarations of local emergency every 14 days (or every 21 days if the board/council does not meet at least weekly) in accordance with Emergency Services Act, Section 8630.

* For further details regarding the activities, authorities, and responsibilities for disaster declarations refer to the California Emergency Services Act.

PART ONE Attachment L

**EMERGENCY PROCLAMATION:
STATE of EMERGENCY**

WHO PROCLAIMS*	BASED ON WHAT CRITERIA
Governor	<p>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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from labor controversy or conditions causing a “state of war emergency,” which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission, AND</p> <p>The Governor is requested to do so by the mayor or chief executive of a city or chairman of the board of supervisors or a county administrative officer. It is OES policy that a formal request be submitted through OES for the Governor to proclaim a state of emergency. Such a request will be in written form, but may be preceded by a verbal request, OR</p> <p>Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the State caused by natural or man-made incidents, and the Governor finds that local authority is inadequate to cope with the emergency.</p>
WHO PERFORMS*	SOME KEY ACTIVITIES AFTER PROCLAMATION
City, City and County, or County	<ul style="list-style-type: none"> At the time the request for the Governor and/or the President to declare the disaster is made, the jurisdictions will provide OES with estimates of the severity and extent of damage resulting from a disaster, to include estimates of the amount in dollars of both public and private damage sustained or expected.
Director of OES	<ul style="list-style-type: none"> Immediately evaluate the situation, advise both the Governor and the Regional Director of FEMA, and if warranted, recommend gubernatorial action. <i>The Director may recommend a Presidential Declaration of an Emergency or Major Disaster if justified.</i>
State Mutual Aid Regions	<ul style="list-style-type: none"> Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
Governor	<ul style="list-style-type: none"> To the extent deemed necessary, shall have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area. May suspend provisions of orders, rules, or regulations of any State agency, any regulatory statute, or statute prescribing the procedure for conducting State business.

* For further details regarding the activities, authorities, and responsibilities for disaster declarations refer to the California Emergency Services Act.

PART ONE Attachment L

**EMERGENCY PROCLAMATION:
STATE of WAR EMERGENCY**

WHO PROCLAIMS*	BASED ON WHAT CRITERIA
Governor	The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent.
WHO PERFORMS*	SOME KEY ACTIVITIES AFTER PROCLAMATION
	<p>The threat of war, or enemy-caused disaster, would require a number of preparedness actions in addition to those measures recommended for handling peacetime emergencies:</p> <ul style="list-style-type: none"> • Automatically upon the existence of a state of war emergency, OR • On order of the Governor or the Director of the Office of Emergency Services upon activation of a national defense emergency plan.
Governor	<ul style="list-style-type: none"> • May take any of the actions described under the conditions of a state of emergency and will direct the mobilization of the state of war emergency management organization. • Promulgate orders, rules, and regulations necessary to protect life, property, and the environment. • Direct all State agencies to use their personnel, equipment, and facilities to prevent or alleviate actual or threatened damage due to the emergency. • Temporarily suspend any officer or employee of the State for willful neglect to obey any order or regulation issued by the Governor. The Governor may then designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of the suspension. • Calls a meeting of the Emergency Council not later than the seventh day whenever it appears that a state of war emergency will continue for more than seven days.
Director of OES	<ul style="list-style-type: none"> • Carries out assigned responsibilities under a state of emergency. • Establishes the State War Emergency Organization and completes the transition to wartime emergency status in accordance with the Emergency Resources Management Plan. • Mobilizes the staff of primary and alternate State Emergency Operations Centers (EOCs). • Directs the mobilization of the State's mutual aid regional emergency staff and of the Regional EOCs. • Maintains liaison with appropriate federal agencies and with the American Red Cross. • Receives and allocates resources provided by the federal government or other states. • Forms a policy group, from the California Emergency Organization, known as the Resource Priorities Board.

* For further details regarding the activities, authorities, and responsibilities for disaster declarations refer to the California Emergency Services Act.

PART ONE Attachment M

SUMMARY OF LOCAL JURISDICTION RESPONSIBILITIES

PREPAREDNESS	RESPONSE/RECOVERY-MUTUAL AID	HAZARD MITIGATION (in coordination with the GAR*)
<ul style="list-style-type: none"> • Identify all hazards that may pose a major threat to the jurisdiction. • Develop and maintain up-to-date emergency plans consistent with the State Emergency Plan and the California Master Mutual Aid Agreement. • Develop maps of jurisdiction showing areas subject to disasters. • Develop plans for meeting all conditions which could constitute a local emergency. • Develop standard forms available for use in requesting the Governor to proclaim a State of Emergency. 	<ul style="list-style-type: none"> • Provide State OES with estimates of the severity and extent of damage resulting from a disaster, including dollar values of both public and private damage sustained as well as estimates of resource costs required to alleviate the situation. • Dispatch situation reports to the operational area coordinator and OES mutual aid region as the emergency situation develops and changes. • Identify multipurpose staging areas for support of recovery activities. • Maintain liaison with the OES mutual aid region and neighboring jurisdictions. • Request assistance from neighboring jurisdictions and the operational area • Respond to emergency regulations issued by the Governor. • Respond to mutual aid requests. • Use resources received from neighboring jurisdictions and from State, federal, and private agencies. 	<ul style="list-style-type: none"> • Obtain concurrence for the findings and recommendations of the joint survey, then follow up on those to ensure that timely and adequate local and State hazard mitigation actions are taken. • Provide technical assistance to eligible applicants for accomplishing State-approved hazard mitigation actions. • Arrange for State inspection to verify compliance with approved hazard mitigation measures. • Accomplish hazard mitigation planning in accordance with Federal/State agreement. • Submit a final report of compliance with State and local hazard mitigation requirements to the FEMA Regional Director for review and acceptance.

*Governor's Authorized Representative

PART ONE Attachment N

STATE AGENCY CHECKLIST**PREPAREDNESS:**

- _____ Appoint and provide to the Office of Emergency Services the primary and alternate representatives for coordinating interagency emergency plans and procedures.
- _____ In coordination with OES, develop and maintain plans and procedures to carry out emergency responsibilities. Submit State and regional emergency response plans to OES for review and approval.
- _____ Coordinate plans, procedures, and preparations with affected federal, State, regional, local, special districts, quasi public, and private agencies. Enter into working agreements with these agencies to promote effective emergency response.
- _____ Determine agency or departmental resources required to continue essential services; inventory remaining resources available for emergency response.
- _____ To ensure operational readiness, train personnel assigned emergency functions and facilitate their participation in exercises conducted by OES.
- _____ Appoint a public information representative to coordinate emergency public information plans and procedures with OES.
- _____ Ensure staff are familiar with and trained to use SEMS.

RESPONSE:

- _____ Implement departmental or agency emergency plans.
- _____ Alert personnel and mobilize resources in affected areas.
- _____ Upon request, provide representation to OES regional offices (Regional Emergency Operations Centers) and, as needed, to the OES State Operations Center.
- _____ In a proclaimed emergency, provide personnel who are trained to perform functions assigned in the California Emergency Plan and supporting Plans.
- _____ Coordinate emergency response with counterpart federal, State, local, and other agencies.
- _____ Establish liaison with allied governmental and private sector agencies in, or adjacent to, the disaster area as needed.

STATE AGENCY CHECKLIST

RESPONSE: (continued)

- _____ Coordinate the release of emergency public information with the OES Public Information Office.
- _____ Locate and assess the extent of damage to any State-owned facility or property under agency or departmental jurisdiction. Report this information to OES as soon as possible.
- _____ Record and report to OES any costs incurred in carrying out emergency operations.

RECOVERY:

- _____ Upon request, provide personnel and equipment to OES to support recovery operations.
- _____ Upon request, provide public information support during recovery operations.
- _____ Develop and implement programs to resume normal departmental activities.
- _____ Following involvement in a disaster, submit after-action reports detailing agency activities.
- _____ Submit Damage Survey Reports and cost accounting documents.

MITIGATION:

- _____ Begin preparation of mitigation documents.

PART ONE Attachment O

FEDERAL EMERGENCY RESPONSIBILITIES*

ESF #	1	2	3	4	5	6	7	8	9	10	11	12
	TRANSPORTATION	COMMUNICATIONS	PUBLIC WORKS AND ENGINEERING	FIREFIGHTING	INFORMATION AND PLANNING	MASS CARE	RESOURCE SUPPORT	HEALTH AND MEDICAL SERVICES	URBAN SEARCH AND RESCUE	HAZARDOUS MATERIALS	FOOD	ENERGY
P=Primary S=Support												
AID								S	S			
ARC					S	P		S			S	
DHHS			S		S	S	S	P	S	S	S	
DHUD						S						
DOC	S	S	S	S	S	S	S			S		
DOD	S	S	P	S	S	S	S	S	P	S	S	S
DOE	S		S		S		S			S		P
DOEd					S							
DOI		S	S	S	S					S		
DOJ	S	S	S	S	S	S	S	S	S	S	S	S
DOL					S			S		S		
DOS	S									S		S
DOT	P	S	S		S	S	S	S	S	S	S	S
EPA			S	S	S			S	S	P	S	
FCC		S										
FEMA		S		S	P	S	S	S	S	S	S	
GSA	S	S	S		S	S	P	S	S	S		S
ICC	S											
NASA				S								
NCS		P			S		S	S				S
NRC					S					S		S
OPM							S					
TREAS					S							
TVA	S		S									S
USDA	S	S	S	P	S	S	S	S	S	S	P	S
USPS	S					S		S				
VA			S			S	S	S				

*SOURCE: Federal Response Plan

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Part Two

Disaster Operations: Response and Recovery

State Response and Recovery Activities

This part of the State Emergency Plan contains the general policy material which relates to various branches of the emergency organization within the two major disaster activities response and recovery -- for the SOC, the REOCs, and the DFO. Complete descriptions of functions are contained in the SOC, REOC, and DFO standard operating procedures (SOPs).

State agency tasks are further detailed in the Administrative Orders and appropriate plans (see Part Three). State agency assignments are contained in matrices for both response and recovery (Attachment A, State Agency Emergency Response Roles; and Attachment B, State Agency Emergency Recovery Roles).

The branches of the emergency organization are multi-disciplined; organized and structured according to the SEMS (Standardized Emergency Management System) organization; and relate to the Emergency Service Functions of the Federal Response Plan (FRP). Lead and support agencies are identified in the matrices referenced in this part. **Additional assignments may be made as necessary to carry out response and recovery activities.**

Key terms are defined as follows:

Lead: Responsible for the overall management or coordination of a particular function.

Support: Responsible for providing support to a particular function.

State Response and Recovery Activities

RESPONSE ACTIVITIES

Management

Liaison
Public Information Office
Safety

Planning/Intelligence

Situation Status & Analysis
Documentation
Mobilization/Demobilization
Advance Planning
Technical Specialists

Operations

Fire and Rescue
Law Enforcement
Medical and Health Services
Care and Shelter
Construction and Engineering
Utilities
Hazardous Materials

Logistics

Information Systems and Communications
Transportation
Personnel
Procurement
Facilities Coordination
Resource Tracking

Finance/Administration

Time Reports
Compensation and Claims
Cost Accounting
Damage Survey Report Record-Keeping
Procurement

RECOVERY ACTIVITIES

Management

Legislative Liaison
Public Information
Safety
Equal Employment Opportunity

Planning/Intelligence

Situation Status and Analysis
Documentation
Mobilization/Demobilization
Advance Planning
Action Planning

Operations

Individual Assistance
Public Assistance (**)
Hazard Mitigation (**)

**Separate branch
reporting to Deputy SCO
during large operations.

Logistics

Information Systems and Communications
Transportation
Staffing Services
Procurement
Facilities Coordination
Resource Tracking
Mail and Courier Services

Finance/Administration

Time Reports
Compensation and Claims
Cost Accounting
Damage Survey Report Record-Keeping

STATE RESPONSE ACTIVITY DESCRIPTION

This section provides a synopsis of State agency functions within the SOC (State Operations Center) and the REOCs (Regional Emergency Operations Centers) for response activities. In Operations, which involves a federal component, representatives of ESFs (Emergency Support Functions) may collocate with State counterparts in the SOC and the REOC to develop a joint operation. State agencies may be assigned tasks in addition to those identified in this plan.

MANAGEMENT

“Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.” [California Code of Regulations (CCR), Title 19, §2403 (c)(1).] The Management function includes the positions of the SOC Director and REOC Director. The Governor’s Office of Emergency Services (OES) is the emergency management agency which coordinates the State response. The management function also includes:

Liaison

Liaison is an OES responsibility, supported by California Department of Forestry and Fire Protection (CDF), California National Guard (CNG), or other agencies as needed. The liaison position ensures that staff from other agencies receive a preliminary orientation on the current emergency operation and are assigned to the appropriate functions within the REOC/SOC.

Public Information Office

The Public Information Office is an OES responsibility. It is responsible for developing and releasing information about emergency operations to the news media, to personnel involved in the operation, and other appropriate agencies and organizations. Additional support may be drawn from other State agencies, volunteers, or participants in the Public Information Officer Mutual Aid Program.

Safety

Safety is an OES responsibility, supported by CDF, CNG, or other agencies as needed. The Safety Officer develops and recommends measures for assuring personnel safety, assessing and/or anticipating hazardous and unsafe situations, and taking corrective measures. This position also ensures that staff receive stress management services.

**PLANNING/
INTELLIGENCE**

"Planning/Intelligence is responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation." [CCR, Title 19, §2403 (c)(3).] The Planning/ Intelligence section is headed by a Section Chief and includes:

Situation Status and Analysis

Situation Status and Analysis prepares the situation report, maintains status information in the Response Information Management System (RIMS) data base (a computerized information and resource tracking system) and on status boards (electronic or manual), analyzes and verifies data, and prepares the Action Plan. It sets priorities for the Geographic Information System (GIS) team within the unit to provide information management and graphics generation. OES is the lead agency for this function. Representation from other agencies depends upon the nature of the event. Potential assignments include:

- CALTRANS: Preparation of road information and displays.
- CDF: Assistance with analysis process and displays.
- CDSS: Provides information on shelter and mass care operations.
- CHP: Preparation of road information with CALTRANS and input to law enforcement sections.
- CNG: Assistance with displays and data entry.
- DFG (OSPR): May provide GIS capabilities.
- DMH: Provides health information on disaster mental health status and operations.
- EMSA & DHS: Preparation of the medical and public health report, special reports, or assistance with data display.

Documentation

Documentation compiles records and data pertaining to an event from all portions of the SOC or REOC. It will be staffed by OES and supported by personnel from other State agencies.

Mobilization/Demobilization

Mobilization/Demobilization works with Operations and Logistics to help plan the mobilization of personnel, equipment, and facilities. It also prepares the demobilization plan and monitors its execution. This unit will be staffed primarily by OES, CDF, and CNG. Depending upon the nature of the event, other agencies may be asked to assign staff to this section.

Advance Planning

Advance Planning identifies situations that may impact emergency operations beyond the current operational period. The liaison to recovery activities is established in this unit. It will be staffed primarily by OES. Additional personnel will be drawn from other agencies, depending upon the situation. For example, Department of Water Resources (DWR) may be involved in this unit during flood fight operations.

Technical Specialists

Technical Specialists are individuals with specialized skills and knowledge pertaining to some critical aspect of the disaster. There are several areas of expertise that can fit into this function. Examples include radiological protection, hazardous materials, and geological assessment. Potential assignments include:

- ARB: For air pollution issues.
- CDMG: For seismological and geological data.
- DFG (OSPR): For oil and hazardous material assessment capabilities.
- DGS (DSA): For building status assessments.
- DHS: For events such as incidents affecting public water systems, communicable disease issues; accidents involving radioactive materials or nuclear power plants; large hazardous material incidents; nuclear, chemical, or biological terrorism; and similar events which affect public health.
- DTSC: For hazardous materials incidents.

OPERATIONS

“Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.” [CCR, Title §19, 2403 (c)(2).] The Operations section is headed by a Section Chief and includes:

Fire and Rescue

Fire and Rescue monitors the status of fire mutual aid activities. This unit provides support to Urban Search and Rescue (USAR) efforts and other technical rescues occurring in the urban environment. It provides non-fire support as needed to other branches. OES is the lead agency for this function. Potential assignments include:

- CDF: For wildland fire management and response; pipeline issues; building safety issues; support to emergency operations through provision of entities such as "overhead" teams.
- CNG: Provides personnel and equipment in support of firefighting operations.
- DFG (OSPR): Provides Air Operation and hazardous material technical expertise.
- DOC/CYA: Provides personnel for firefighting.
- OES (Fire and Rescue): Provides mutual aid and USAR coordination.

Law Enforcement

Law Enforcement performs functions in accordance with the Law Enforcement and Coroner's Mutual Aid Plans. This unit coordinates and monitors law enforcement and coroner activities. It provides support to USAR efforts and also coordinates wilderness search and rescue (SAR) resources. OES is the lead agency for this function. Potential assignments include:

- CDF: Provides personnel with peace officer powers; also has fire/arson investigators.
- CHP: Provides traffic supervision and control; law enforcement mutual aid to local law enforcement agencies; protection to State facilities and occupants; physical security of constitutional officers and legislators of the State.
- CNG: Can assist civil law authority within the provisions of the Military & Veterans Code (M&VC).
- DCA (Medical Board): Can provide Medical Board investigators with peace officer powers.
- DFG (OSPR): Provides personnel with peace officer powers and can assist with SARs.
- DOC/CYA: Provides personnel with peace officer powers.
- DOJ: Provides legal guidance/assistance; liaison to FBI; State intelligence assistance on criminal activities.
- DPR: Provides personnel with peace officer powers.
- DTSC: Provides special investigators with peace officer powers. Can assist with criminal investigations involving hazardous materials releases.
- OCJP: Provides planning assistance in law enforcement.
- OES (Law Enforcement): Provides Law and Coroner Mutual Aid and SAR coordination.

Medical and Health Services

Medical and Health Services coordinates the allocation of all federal, State, and private medical support to disaster medical operations in the affected area(s). DHS is the lead for public health. Emergency Medical Services Authority (EMSA) is the lead agency for the medical response. Both EMSA and DHS share responsibility for the lead in the Medical/Health Branch. Potential assignments include:

- ARB: Provides technical input on the implications of air quality conditions for emergency operations. May provide personnel for general duties.
- CDC/CYA: Can provide medical staff. May provide emergency medical treatment at facilities.
- CDF: May provide trained "first responders".
- CDSS: Ensures that health concern needs are addressed among mass care and shelter populations during disasters. Also assists with welfare inquiries.

- CNG: May provide medical resources.
- DFA: Can help with vector control, food quality, and other issues.
- DHS: Works closely with EMSA on developing the State's medical response to disasters; coordinates statewide public health concerns during disasters.
- DTSC: Can declare health related emergencies stemming from hazardous substances releases.
- DVA: Can provide limited medical staffing and facilities.
- EMSA: Manages State's medical response in a disaster; establishes medical response policies and procedures within the framework of the overall State response.
- OEHHA: Evaluates risk and makes recommendations regarding health hazards posed by hazardous substances.
- OSHPD & CDF: Inspects hospitals and other licensed care facilities for structural integrity and fire/life safety; provides data to appropriate levels.

Care and Shelter

Care and Shelter coordinates the actions of agencies responsible for mass care and shelter of persons displaced by the disaster. The California Department of Social Services (CDSS) is the lead agency for this function. Potential assignments include:

- CCC: Can assist with set-up and maintenance of mass care facilities.
- CDSS: Manages the Care and Shelter program for the State. Coordinates with volunteer agencies such as the ARC and Salvation Army.
- CNG: Can provide limited mass care facilities.
- CYA: May provide work crews to assist with shelters or sheltering/feeding operations.
- DFA: Maintains lists of potential food supplies.
- DMH: Coordinates with providers of mass care to address mental health issues and the provision of crisis counseling services for disaster victims and mass care workers. Can assist with welfare inquiry process.
- DOA: Addresses concerns associated with the aging population.
- DOC: In some areas, can provide limited sheltering/feeding facilities.
- DOE: Can address issues associated with use of schools. Office of Food Distribution can coordinate food distribution via USDA donated commodities.
- DR: May feed disaster victims, and assist with counseling and the evacuation of the disabled.
- DRE: Works with HCD on temporary housing issues.

- DPR: May provide information on availability of State parks and their facilities.
- DHCD: May provide policy/program guidance on housing issues and housing financing options. May act as liaison to local housing authorities and participate/lead a housing task force following a major disaster.
- DVA: Can address veterans concerns. Has mass care facilities.
- EMSA & DHS: Works with CDSS to determine medical or public health requirements of shelters.

Construction and Engineering

Construction and Engineering provides construction and engineering resources and support to the affected OAs during a disaster. It coordinates with associations such as the Structural Engineers Association of California and the Engineers Board (Consumer Affairs). OES is the lead agency for this function. Potential assignments include:

- CALTRANS: Does road construction; also has access to heavy equipment. Identifies contract requirements. Supports local public works agencies. May be in a position to provide engineers for damage assessment assignments.
- CCC: Can provide crews to assist with construction work.
- CHP: May provide initial and rapid damage survey of major highway transportation arteries. May provide traffic control, traffic diversion, and alternate route identification. May provide security and access control to damaged systems.
- CNG: Has limited construction abilities. Can assist with debris removal.
- DCA: Board of Registration for Professional Engineers and Land Surveyors may provide assistance locating building professionals.
- DGS/OSA: Direct construction, engineering, and inspection capability, to include construction and contracting.
- DIR: Inspects and reports damage to elevators and related conveyances, and proposes methods and estimates for their repair.
- DPR: Has heavy equipment capability.
- DWR: Manages the State Water Project. Coordinates levee/river repair as needed. Assesses dam status.

Utilities

Utilities are owned and operated by special districts, municipalities, public entities, or private corporations. During emergencies, utilities may send representatives to EOCs at the local, OA, or REOC level, depending on the availability of staff and on the given utility's service area. Potential assignments include:

- CDF: Addresses incidents involving certain hazardous liquid pipelines.

- CEC: Addresses energy shortage issues.
- DHS: The DHS Drinking Water Program is responsible to ensure the safety of all public water supplies.
- DWR: May address water quality issues with utilities.
- PUC: May address utilities issues associated with disasters.
- WRCB: May address sewage collection, treatment, and disposal.

Hazardous Materials

Hazardous Materials monitors hazardous materials (hazmat) incidents. This unit assists with the coordination of resources for response to hazmat incidents. Radiological incidents/accidents are also included in this category. OES is the lead agency for this function. Potential assignments include:

- ARB: Provides information on effect of hazmat incidents on air quality.
- CAL/EPA: Oversight agency for hazmat and environmental concerns.
- CAL/EPA/DPR: Has an active role when the hazardous material response involves a pesticide.
- CALTRANS: Cleans up hazardous material spills on highways, largely through assistance of private contractors. Assists with route control and other aspects of hazmat incident management.
- CDF: Has hazmat capability.
- CHP: Has incident management responsibility for hazmat incidents occurring on highways/roadways under CHP jurisdiction. CHP is the State Agency Coordinator for hazmat incidents occurring on any highway/roadway in California and has statewide monitoring capabilities. May implement safety criteria for recovery, re-occupancy, and rehabilitation of evacuated areas.
- CNG: Has limited hazmat capability.
- DFA: Addresses issues regarding contaminated food and fodder. Addresses issues regarding pesticide problems.
- DFG (OSPR): Acts as the lead State agency for off-highway hazmat spills. Recommends actions in hazmat incidents affecting streams, waterways, fish, and wildlife. Works extensively with federal agencies in accordance with the Oil Spill Response Plan.
- DHS: Has statutory responsibility for radioactive materials and biological hazardous waste. Will provide technical advice and assistance on the health effects of hazardous material incidents, including assessment, risk communication, and epidemiological follow up.
- DPR: Participates in oil spill response.

- DTSC: May assist local jurisdictions in the clean-up of off-highway releases of hazardous materials. Has responsibilities for Human Health Effects, Environmental Fate, Laboratory Services, and Clean-Up Technology when the Railroad Accident Prevention and Immediate Deployment (RAPID) Plan is activated.
- EMSA: Coordinates State medical support associated with hazmat/radiological incidents.
- OEHHA: Evaluates risk and makes recommendations regarding health hazards posed by hazardous substances.
- OES (Hazardous Materials): Has technical staff which deals in this area on a routine basis.
- OES (Radiological Defense, RADEF): Coordinates personnel, equipment, and resources. Provides technical assistance in radiological instrumentation.
- WRCB: Samples, monitors, analyzes, and assesses water supplies.

LOGISTICS

“Logistics is responsible for providing facilities, services, personnel, equipment, and materials.” [CCR, Title 19, §2403 (c)(4).] The Logistics section is headed by a Section Chief. Logistics includes:

Information Systems Communications

Information Systems and Communications coordinates all aspects of telecommunications including computer systems, telephones, radios, fax, and satellite communications. OES is the lead agency for this function. Potential assignments include:

- CDF: Has communications capabilities and protocols established for fire service communications.
- CNG: Both Army and Air Guard have communications capabilities.
- DFG (OSPR): Provides statewide communication and Geographical Information System (GIS).
- DGS: Has a telecommunications division. Can arrange for service contracts.
- DHS: Has a computerized information exchange system and conference call capability.
- DPR: Has communications capability.
- OES (Information Technology): Deals with integration of information systems, both within OES and throughout the emergency management community, which includes RIMS, GIS, personal computer support, satellite systems, landline, and radio systems.

Transportation

Transportation coordinates all aspects of transportation including ground, air, and waterway. The California Department of Transportation (CALTRANS) is the lead agency for this function. Potential assignments include:

- CALTRANS: Has multiple responsibilities for route condition information, recovery, movement control, and provision of equipment.
- CHP: Activates and administers the State's Emergency Highway Traffic Regulation Plan (approved by the Federal Highway Administration) upon the declaration of a national emergency, state of emergency, or as directed by the Governor. Coordinates interstate highway movement on regulated routes with adjoining states. In coordination with CALTRANS, designates route classifications. Enforces route restrictions and issues access permits. Staffs traffic control and access control points as necessary.
- CNG: Has ground and air transportation assets. Also has traffic control capability for ground (convoy control) and air (air traffic control).
- DFG (OSPR): May provide fixed wing aircraft for support.
- DGS: Has fleet administration. Has experience in dispatch functions. May serve as liaison with travel agencies.
- Can assist with vehicle identification and emergency licensing (personnel and vehicles).
- PUC: Provides lists of commercial and private transport available. Has information on railroad status. Coordinates interstate transport issues.

Personnel

Personnel coordinates the acquisition of staff from other State agencies, develops staffing patterns and shift assignments, and ensures that personnel are provided to agencies/organizations. OES is the lead agency for this function. Potential assignments include:

- EDD: Can identify potential personnel resources pools. Has staff skilled in personnel screening, processing, and acquisition.
- DPA: Can provide advice on the use of civil service classifications.
- SPB: Helps EDD manage and implement emergency human resources programs.

Procurement

Procurement develops and manages contracts for services in support of emergency operations. OES is the lead agency for this function. Potential assignments include:

- CDF: Has extensive background in emergency procurement. Has staff that can be used for this function.
- DGS: Develops contracts for services.
- OES (Business Services): Has expertise in the area of procurement.

Facilities Coordination

Facilities Coordination develops facilities plans such as mobilization centers, disaster support areas or staging areas, shelters, and regional evacuation points. It oversees set-up and installation of utilities, communications, and office equipment, and ensures facilities maintenance. OES is the lead agency for this function. Potential assignments include:

- CCC: Can assist with set-up and maintenance of facilities.
- CDF: Has experience in set-up and management of facilities.
- DGS: Can assist with facility planning.
- DOC: Can provide limited shelters.

Resource Tracking

Resource Tracking is responsible for tracking the status of resources. This unit coordinates with discipline-specific mutual aid sub-systems regarding mutual aid tracking. OES is the lead agency for this function. Potential assignments include:

- CDF: Has resource tracking expertise.
- CNG: Has resource tracking expertise.
- DGS: Has resource tracking expertise.

**FINANCE/
ADMINISTRATION**

“Finance/Administration is responsible for financial activities and administrative aspects not assigned to the other functions.” [CCR, Title 19, §2403 (c)(5).] The Finance/Administration section is headed by a Section Chief and includes:

Time Reports

Time Reports ensure employees maintain and submit complete and accurate personnel time keeping records and costs associated with personnel. Time Reports also collect equipment time from operators.

Procurement

Procurement arranges for the purchase of supplies and equipment. This unit maintains a record of procured items, and tracks and coordinates delivery of supplies. Potential assignments include:

- DGS: Helps State agencies procure materials, supplies, and equipment.
- DOF: Has oversight for all State financial transactions.

Compensation and Claims

Compensation and Claims manages worker's compensation and claims actions. Potential assignments include:

- DIR (SCIF): Provides advice on workers compensation claims.

Cost Accounting Cost Accounting maintains costs on response activities. Potential assignments include:

- DOF: Has oversight for all State financial transactions.

Damage Survey Report Record Keeping Damage Survey Report Record Keeping manages the DSR process throughout the response phase.

State Recovery Activity Description

This section addresses the DFO and recovery operations. The DFO is established following a Presidential Declaration of a Major Disaster. It functions to coordinate State and federal recovery actions including joint policy decisions, and promulgates the State’s major policy issues. The DFO is also responsible for State recovery and mitigation activities. While it is not required for recovery operations, OES has adopted the SEMS organization for recovery operations. Local jurisdictions are encouraged to use the DFO organizational model for establishment of their recovery organization where appropriate. (See Part Two, Attachment C, Summary of Disaster Assistance Availability.)

MANAGEMENT

"Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations." [CCR, Title 19, §2403 (c)(1).] The Management function encompasses the positions of SCO and Deputy SCO, as well as the following positions:

Legislative Liaison The Legislative Liaison Officer monitors the impact of State and federal legislation upon the recovery process, advises the SCO on potential legislative actions, and prepares the appropriate documents. This position works closely with legislative elements, both State and federal, and may address concerns regarding recovery raised by their constituents. It is staffed by OES and supported by other State agencies.

Public Information The Public Information Officer (PIO) is responsible for developing and releasing information about the DFO to the news media, to personnel involved in the operation, and other appropriate agencies and organizations. The position coordinates closely with Planning/Intelligence and may function within the JIC (Joint Information Center) if established. OES provides the lead, with supporting personnel drawn from other State agencies (or hired on a limited term basis if necessary).

Safety

The Safety Officer develops and recommends measures for assuring personnel safety and assessing and/or anticipating hazardous and unsafe situations. This position ensures that staff receive CIS (Critical Incident Stress) debriefings and is also responsible for security issues. It may be filled by OES staff or personnel from agencies such as CDF.

Equal Employment Opportunity (EEO)

The Equal Employment Opportunity (EEO) Officer may be filled by the OES Equal Employment Opportunity Officer, at the SOCO's discretion, based in part on the level of DFO staffing. EEO counselors may be appointed from qualified individuals assigned to the DFO. OES will provide support for this position.

**PLANNING/
INTELLIGENCE**

"Planning/Intelligence is responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation." [CCR, Title 19, §2403 (c)(3).] The Planning/ Intelligence section is responsible for preparing the Action Plan, conducting executive objective-setting meetings, planning meetings, and joint FEMA Federal Coordinating Officer (FCO)/OES-State Coordinating Officer (SCO) briefings. This section is headed by a Section Chief assigned from OES and includes:

Situation Status and Analysis

Situation Status and Analysis prepares the situation report, maintains status information in the RIMS data base and on status boards (electronic or manual), analyzes data, and prepares the Action Plan. It sets priorities for the GIS team within the unit to provide information management and graphics generation. The GIS team will be led by OES staff, but may include qualified personnel from any State agency. Representation depends upon the nature of the event. Potential assignments include:

- CDF: Assistance with analysis process and displays.
- CDSS: Provides information on human services concerns.
- DMH: Provides information on disaster mental health status and operations.
- EMSA & DHS: Preparation of the medical and public health portions of reports, preparation of special reports, or assistance with data display.

Documentation

Documentation compiles records and data pertaining to an event from all portions of the DFO. OES or CDF may serve as the initial lead in this unit. Additional staffing may be provided from other State agencies or through limited-term hires.

*Mobilization/
Demobilization*

Mobilization/Demobilization prepares the demobilization plan and monitors its execution. This unit also monitors the release of personnel and equipment and the termination of facilities operations (in conjunction with Logistics). Lead staff will be drawn from OES, CDF, or CNG.

Advance Planning

Advance Planning looks at emerging issues and concerns that may become DFO Action Plan objectives for the medium or long-term DFO operation. This unit is also responsible for coordination on long-term recovery efforts. OES will be the lead in this area, with appropriate agency representation, depending upon the disaster. For example, Housing and Community Development (HCD) and CDSS may work to develop long-term housing strategies.

Action Planning

Action Planning prepares the Action Plan for the DFO. The lead will be either OES or CDF. Clerical support for this function may be drawn from other agencies.

OPERATIONS

“Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action.” [CCR, Title 19, §2403 (c)(2).] The Operations section is headed by a Section Chief from OES. OES may have a representative in most of the units. It coordinates very closely with its FEMA (Federal Emergency Management Agency) counterparts. This section also coordinates with voluntary relief agencies such as the American Red Cross and other Community Based Organizations (CBOs). The American Red Cross provides individual assistance in accordance with their national charter and capabilities. Operations includes:

Individual Assistance (IA)

Individual Assistance (IA) performs a wide variety of functions and involves many State agencies to ensure individual, family, business, and farm recovery from disasters. Some sample areas included in IA are mental health, housing, insurance, subsistence, and employment. In addition to the teleregistration of disaster victims requesting assistance, IA also focuses on bilingual needs and coordinates with the Legislative Liaison, Outreach, and "information fairs." This unit develops and distributes information materials in multiple languages. The materials may include brochures, flyers, and Public Service Announcements. It dispatches teams to provide generalized disaster assistance information and also targets special categories, such as the disabled, the elderly, and the homebound. OES serves as the lead for this section. Potential assignments include:

- CDSS: Addresses a wide range of social services needs and administers grant programs.
- DCA: Provides guidance to the public on various items such as contractors and engineers through its different licensing boards.
- DFA: Assists with food stamp issues.

- DHS: Addresses a broad range of health issues including long term public health recovery, such as hospital restoration.
- DI: Provides consumer support regarding insurance issues.
- DMH: Ensures mental health support and technical assistance is given to local government. Administers crisis counseling and training programs/grants.
- EDD: Assists with employment issues.
- FTB: Provides guidance on tax issues.
- HCD: Monitors and assesses long-term emergency housing issues.

Public Assistance (PA)

Public Assistance (PA) administers State disaster relief programs under the Natural Disaster Assistance Act, and federal disaster assistance programs under various federal laws and regulations, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288 as amended), the Code of Federal Regulations, and the State Administrative Plan. These regulations designate the State of California as “grantee” for all federal public assistance funding available to agencies of State government, local governments, and federal non-profit entities that offer services of a governmental nature. As grantee, the State is responsible for the processing of sub-grants to public assistance applicants in accordance with 44 CFR, parts 13, 14, and 206, and its own policies and procedures. PA works closely with FEMA to process Damage Survey Report (DSRs). It dispatches inspection teams and conducts applicant briefings. This unit will be led by OES, with support drawn from other State agencies.

Hazard Mitigation

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program’s purpose is to fund projects which are cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering from a major natural disaster. Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility requirements. Types of eligible projects will be identified from those mitigation measures identified in the State Hazard Mitigation Plan, hazard mitigation team reports, and issues unique to the disaster event. The priorities of funding will be established and the program administered by OES.

LOGISTICS

“Logistics is responsible for providing facilities, services, personnel, equipment and materials. OES may have a representative in most of the units.” [CCR, Title 19, §2403 (c)(4).] The Logistics section is headed by a Section Chief. Logistics includes:

Information Systems and Communications

Information Systems and Communications coordinates all aspects of telecommunications, including computer systems, telephones, radios, fax, and satellite communications for the DFO. Potential assignments include:

- DGS: Has a telecommunications division. Can arrange for service contracts.
- DHS: Has a computerized information exchange system and conference call capability.
- OES (Information Technology): Deals with integration of information systems, both within OES and throughout the emergency management community. This includes RIMS, GIS, personal computer support, satellite systems, landline, and radio systems.
- Teale Data Center: May provide support, as needed, to other State agencies having emergency response or recovery roles under the State Emergency Plan. Restores California State Government Network (CSGNET) Telecommunication services to State agencies in the affected disaster area.

Mail and Courier Services

Mail and Courier Services are developed as needed.

Transportation

Transportation coordinates all aspects of transportation to support the DFO, including rental cars, airline ticketing, and parking spaces. Potential assignments include:

- CHP: Coordinates with local law enforcement on multi jurisdictional traffic control issues. May assist with area access control and security of temporary State facilities when a security or safety threat exists.
- DGS: Has fleet administration and experience in dispatch functions. May serve as liaison with travel agencies.

Staffing Services

Staffing Services coordinates with OES Personnel for the acquisition of personnel from other State agencies, develops staffing patterns, ensures that personnel are provided to agencies/organizations, and manages workers' compensation and claims actions. Potential assignments include:

- DIR (SCIF): Provides advice on workers' compensation claims.
- DPA: Can assist with development of duty statements for DFO staffing.
- EDD: Can identify potential personnel resources pools. Have staff skilled in personnel screening, processing, and acquisition.
- SPB: Helps EDD manage and implement emergency human resources programs.

Procurement

Procurement develops and coordinates contracts for services in support of DFO operations. Procurement arranges for purchase of supplies and equipment. Potential assignments include:

- CDF: Has extensive background in procurement.

- DGS: Develops contracts for services.
- OES (Business Services): Has expertise in the procurement area.

Facilities Coordination

Facilities Coordination develops facility plans for the DFO and other support sites, oversees set-up, installation of utilities and communications, and ensures facilities maintenance. Potential assignments include:

- CCC: Can assist with set-up and maintenance of facilities.
- CDF: Has experience in set-up and management of facilities.
- DOC: Can provide limited shelters.

Resource Tracking

Resource Tracking is responsible for tracking the status of resources and maintaining accountability in the DFO and other support facilities. Potential assignments include:

- CDF: Has resource tracking expertise.
- DGS: Has resource tracking expertise.

**FINANCE/
ADMINISTRATION**

“Finance/Administration is responsible for financial activities and administrative aspects not assigned to the other functions.”
[CCR, Title 19, §2403 (c)(5).] The Finance/ Administration section is headed by a Section Chief and includes:

Time Reports

Time Reports Unit ensures employees maintain and submit complete and accurate personnel timekeeping records and costs associated with personnel.

Compensation and Claims

Compensation and Claims manages workers’ compensation and claims actions. Potential assignments include:

- DIR (SCIF): Provides advice on workers’ compensation claims.

Cost Accounting

Cost Accounting maintains costs on response and recovery activities. This unit maintains records of purchased items. Potential assignments include:

- DGS: Helps State agencies procure materials, supplies, and equipment.

*Damage Survey Report
Record Keeping*

Damage Survey Report Record Keeping manages the DSR process.

Part Two

Attachments: Agency Roles

PART TWO Attachment A

STATE AGENCY EMERGENCY RESPONSE ROLES

L=Lead S=Support

	Aging	Air Resources Board	State Architect	Conservation/ Mines and Geology	CA Conservation Corps	Corrections	Education	EMSA	Employment Development	Energy Commission	Finance	Fish & Game	Food & Agriculture	Forestry & Fire Protection
MANAGEMENT														
Emergency Management														
Liaison														S
Safety														
Public Information														
PLANNING/INTELLIGENCE														
Mobilization/Demobilization														S
Plans														
Reports														
Situation Status														S
Technical Specialist		S	S	S										
OPERATIONS														
Care and Shelter	S				S		S	S					S	
Construction & Engineering					S									
Coroners														
Fire						S								S
Hazmat (includes radiological)		S						S				L*	S	S
Law Enforcement						S						S		
Medical					S	S		L					S	
Public Health						S		S					S	
Utilities										S				S
LOGISTICS														
Communications/ Info. Systems														S
Facilities					S	S								S
Personnel									S					
Purchasing														S
Resources														S
Transportation														
FINANCE/ADMINISTRATION														
Finance/Administration											S			

*Lead when there is an oil spill incident on a waterway involving OSPR, otherwise acts as Support.

PART TWO Attachment A

STATE AGENCY EMERGENCY RESPONSE ROLES

L=Lead S=Support

	General Services	Health Services	Highway Patrol	Housing/Comm. Develop	Industrial Relations	Integ. Waste Manage Bd.	Justice	Mental Health	Military Dept. (CNG)	Motor Vehicles	Off. Crim. Just. Planning	OES	OEHA	State Health Plan. & Dev.	Parks and Recreation
MANAGEMENT															
Emergency Management												L			
Liaison							S	S				L			
Safety												L			
Public Information												L			
PLANNING/INTELLIGENCE															
Mobilization/Demobilization									S			L			
Plans												L			
Reports												L			
Situation Status		S	S						S			L			
Technical Specialist												L			
OPERATIONS															
Care and Shelter		S		S				S	S	S					S
Construction & Engineering	S		S		S				S			L			S
Coroners												L			
Fire									S			L			
Hazmat (includes radiological)		S	S			S	S		S			L	S		S
Law Enforcement			S				S		S		S	L			S
Medical		S						S	S				S	S	
Public Health		L						S	S				S	S	
Utilities												L			
LOGISTICS															
Communications/Info. Systems	S	S							S			L			S
Facilities												L			
Personnel												L			
Purchasing	S											L			
Resources	S								S			L			
Transportation	S		S						S	S					
FINANCE/ADMINISTRATION															
Finance/Administration	S											L			

PART TWO Attachment A

STATE AGENCY EMERGENCY RESPONSE ROLES

L=Lead S=Support

	Personnel Administration	Personnel Board	Public Utilities Comm.	Real Estate	Rehabilitation	Social Services	Toxic Substances Control	Transportation	Universities	Veterans Affairs	Water Resources	Water Resources Control Bd.	Youth Authority
MANAGEMENT													
Emergency Management													
Liaison													
Safety													
Public Information													
PLANNING/INTELLIGENCE													
Mobilization/Demobilization													
Plans													
Reports													
Situation Status						S		S					
Technical Specialist													
OPERATIONS													
Care and Shelter				S	S	L			S	S			S
Construction & Engineering								S			S		
Coroners							S						
Fire													S
Hazmat (includes radiological)							S	S				S	
Law Enforcement							S	S					S
Medical						S	S			S			S
Public Health						S	S			S			S
Utilities			S								S	S	
LOGISTICS													
Communications/Info. Systems													
Facilities													
Personnel	S	S											
Purchasing													
Resources													
Transportation			S					L					
FINANCE/ADMINISTRATION													
Finance/Administration													

PART TWO Attachment B

STATE AGENCY EMERGENCY RECOVERY ROLES

	CA Conservation Corps	Consumer Affairs	Corrections	EMSA	Employment Development	Finance	Fish & Game	Food & Agriculture	Forestry & Fire Protection	Franchise Tax	General Services	Health Services	Highway Patrol	Housing/Comm. Develop	Industrial Relations
L=Lead S=Support															
MANAGEMENT															
Emergency Management															
Liaison															
Safety															
Public Information															
PLANNING/INTELLIGENCE															
Advance Planning							S								S
Reports				S								S			
Displays									S						
Mitigation															
Demobilization									S						
OPERATIONS															
Public Assistance															
Individual Assistance		S			S			S		S		S		S	
LOGISTICS															
Communications/Info. Systems											S	S			
Cost Accounting						S									
Facilities	S		S					S							
Personnel					S										
Resources									S		S				
Transportation											S		S		
FINANCE/ADMINISTRATION															
Compensation															S
Purchasing									S		S	S			

PART TWO Attachment B

STATE AGENCY EMERGENCY RECOVERY ROLES

L=Lead S=Support

	Insurance	Mental Health	Military Dept. (CNG)	OES	Personnel Administration	Personnel Board	Seismic Safety	Social Services	Water Resources
MANAGEMENT									
Emergency Management				L					
Liaison				L					
Safety				L					
Public Information				L					
PLANNING/INTELLIGENCE									
Advance Planning				L				S	S
Reports				L					
Displays				L					
Mitigation				L			S		S
Demobilization			S	L					
OPERATIONS									
Public Assistance				L					S
Individual Assistance	S	S		L				S	S
LOGISTICS									
Communications/Info. Systems				L					
Cost Accounting				L					
Facilities				L					
Personnel				L	S	S			
Resources				L					
Transportation				L					
FINANCE/ADMINISTRATION									
Compensation				L					
Purchasing				L					

PART TWO Attachment C

SUMMARY OF DISASTER ASSISTANCE AVAILABILITY

This table provides a very brief summary of disaster assistance available. Detailed discussions are contained in: "A Local Government Guide to Disaster Assistance" (OES) December, 1995; and in "Disaster Assistance: A Guide to Recovery Programs" FEMA 229(4), November 1995.

Assistance Available with a Local Proclamation	Assistance Available with a State Proclamation	Assistance Available with Presidential Declaration
<ul style="list-style-type: none"> • American Red Cross • Mennonite Disaster Service • Natural Disaster Assistance Act (NDAA) (with OES Director Concurrence) • Assistance with Utilities • Local Government Tax Relief • Salvation Army • US Small Business Administration Disaster Loans • US Department of Agriculture • Other Community and Volunteer Organizations 	<ul style="list-style-type: none"> • Board of Registration for Professional Engineers and the Contractor's License Board • Department of Aging • Natural Disaster Assistance Act (NDAA) (with OES Director Concurrence) • Department of Motor Vehicles • Department of Social Services • Franchise Tax Board • US Small Business Administration Disaster Loans • State Board of Equalization • Department of Insurance • US Department of Agriculture • Department of Veterans Affairs CALVET • Prior Assistance Available with Local Declarations 	<ul style="list-style-type: none"> • Cora C. Brown Fund (Individual Assistance) • Crisis Counseling Program • Disaster Unemployment • Temporary Housing Program • Individual and Family Grant Program • Internal Revenue Service Tax Relief • Legal Aid • Public Assistance • Hazard Mitigation • Veterans Affairs Assistance (Housing/Medical) • Federal Financial Institutions • Employment Development Assistance • Prior Assistance with Local/State Declarations

Supporting Documents to Part Two

California SOC Procedures (draft)
California REOC Procedures
State Agency Administrative Orders

Part Three

Legal References, Emergency Plans, and Supporting Documents

Legal References

<i>Constitution</i>	Constitution of the State of California
<i>Executive Orders</i>	Executive Order D-63-87
	Executive Order W-9-91
	Executive Order W-40-93
	Standby Orders
	Administrative Orders
<i>State Law</i>	Air Pollution, Health and Safety Code §42320
	Air Toxics Hot Spots, Health and Safety Code §44300
	Disaster Project Law, Health and Safety Code §34000
	Disaster Recovery Reconstruction Act, Government Code §8877.1
	Earthquake Education Act, Public Resources Code §2805
	Earthquake Fault Zoning Act, Public Resources Code §2621
	Earthquake Hazards Reduction Act, Government Code §8871
	Economic Disaster Act, Government Code §8695
	Employees Safety Act, Labor Code §2801
	Emergency Response Team for State Operations, Government Code §8549.10
	Emergency Services Act, Government Code §8550 Essential Services Buildings
	Seismic Safety Act, Health and Safety Code §16000
	Field Act, Education Code §17281

State Law (continued)

FIRESCOPE Act, Health and Safety §13070

Flood Control Law, Water Code §8000

Flood Control Law of 1946, Water Code §12800

Flood Plain Management, Water Code §8400

Hazardous Substances Highway Spill Containment and Abatement Act,
Vehicle Code §2450

Hazardous Materials Release Response Plans and Inventory, Health and
Safety Code §25500

Integrated Waste Management Act, Resources Code, §40050

Katz Act, Education Code §§35295 - 35297 (Requires that schools plan for
earthquakes and other emergencies)

Natural Disaster Assistance Act, Government Code §8680

Oil Refinery and Chemical Plant Safety Preparedness Act, Government Code
§51020

Oil Spill Prevention and Response Act, Government Code §8674.1

Planning and Zoning Law, Government Code §65000

Radiation Protection Act, Health and Safety Code §114650

Sabotage Prevention Act, Military and Veterans Code §1630

Seismic Hazards Mapping Act, Public Resources Act §2690

Hospital Facilities Seismic Safety Act, Health and Safety Code §129675

Seismic Safety Commission Act, Business and Professions Code, §1014

Water Shortage Emergency Act, Water Code §350

*California Code of
Regulations*

Title 19, Public Safety, Division 2, Chapter 1, Standardized
Emergency Management System, §2400

Title 19, Public Safety, Division 2, Chapter 2, Emergencies and Major
Disasters, §2501

Title 19, Public Safety, Division 2, Subchapter 2, Hazardous Substances
Emergency Response Training, §2510

California Code of Regulations (continued)

Title 19, Public Safety, Division 2, Chapter 3, Conflict of Interest Code, §2600

Title 19, Public Safety, Division 2, Chapter 4, Hazardous Material Release Reporting, Inventory, and Response Plans, §2620

Title 19, Public Safety, Division 2, Chapter 5, State Assistance for Fire Equipment Act, §2800

Title 19, Public Safety, Division 2, Chapter 6, Natural Disaster Assistance Act, §2900

Disaster Service Worker Regulations, Adopted by the California Emergency Council on March 30, 1971 and further amended May 13, 1977 and January 9, 1979.

Federal Laws

Comprehensive Environmental Response Compensation and Liability Act (CERCLA), Title 42 USC, §9601

Emergency Planning and Community Right-to-Know Act, 1986 (also known as SARA Title III, as amended in CERCLA, Title 42 USC, §11001)

Federal Water Pollution Control Act, 33 USC §1251

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended

Code of Federal Regulations (CFR)

7 CFR Farmers Home Administration (FmHA) recovery, land use policy, soil conservation service, disaster losses

10 CFR Department of Defense (DOD) relates to Defense Production Act, priority supply of crude oil and petroleum products

24 CFR Housing and Urban Development , Disaster Assistance Act of 1974

29 CFR Hazardous Waste Operation and Emergency Response (HAZWOPER), §1910.120

32 CFR Department of Defense (DOD), national defense, military resources in support of civil authorities

40 CFR Environmental Protection Agency (EPA) hazardous waste treatment, storage, and disposal facilities.

44 CFR Federal Emergency Management Agency (FEMA) federal disaster assistance programs, emergency and major disaster declarations, disaster field offices, State and federal coordinating officers

45 CFR Public Welfare, Health and Human Services, emergency energy conservation program

Emergency Plans

Emergency Plans *State Agency Plans*

Air Pollution Emergency Plan, State Implementation Plan (Chapter 21), ARB, Revised 1990

California Earthquake Advisory Plan, OES, 1990

California Emergency Resources Management Plan, OES 1968

California Energy Shortage Contingency Plan, CEC, 1996

California Fire and Rescue Emergency Plan, OES, 1993

California Short-Term Earthquake Prediction Response Plan
-Supplement to California Short-Term Earthquake Prediction
Response Plan

California Utilities Emergency Plan, OES, 1990

Hazardous Material Incident Contingency Plan, OES, 1991

Marine Oil Spill Contingency Plan, DFG, (Working Draft)

Nuclear Emergency/Terrorism Response Plan, OES, 1991

Nuclear Power Plant Emergency Response Plan, OES, 1993

Oil Spill Contingency Plan, DFG, 1983

Parkfield California Earthquake Prediction Response Plan, OES, Revised 1993

Post Disaster Safety Assessment Plan, 1992

Radiological Intelligence Plan, 1979

Railroad Accident Prevention and Immediate Deployment (RAPID) Plan, DTSC, Working Draft April 1994

Mutual Aid Plans

California Coroners' Mutual Aid Plan, OES, 1985

Emergency Managers Mutual Aid Plan, OES 1997

Fire and Rescue Mutual Aid Plan, OES 1988

Law Enforcement Mutual Aid Plan, OES 1994

Law Enforcement Mutual Aid Plan (SAR) Annex, OES, 1995

Medical/Health Mutual Aid Plan (under development)

City and County Emergency Plans

Local Marine Oil Spill Contingency Plan (see DFG/OSPR for details)

State Agency Procedures

State Agency plans are supported by internal procedures which may provide useful information to agencies assisting with common activities. The primary procedures of interest to all response elements in California are the OES REOC procedures listed below.

Regional Emergency Operations Center (REOC) Standard Operating Procedures, OES, 1996

Supporting Documents

Supporting Documents

SEMS Documents:
SEMS Guidelines
EMS Approved Course of Instruction (ACI)
SEMS Bulletins
RIMS Manual

Resource Documents

Emergency Planning Guidance for Local Government, OES, January 1998

Subgrantee Disaster Assistance Resource Manual, Disaster Assistance Division/OES

Disaster Recovery Public Assistance Applicant Packet - For State Agencies, Local Government, Special Districts and Private Nonprofit Organizations

Guidelines for Documenting Disaster-Related Response and Recovery Costs for Federal (FEMA) and State (NDAA) Public Assistance Programs, California State Controller's Office, 1995

State Agency Disaster Response Planning Guideline, OES, 1991

OES/FEMA Program Administrative Plans

The Federal State Agreement, together with the various administrative plans describe how federal (FEMA) programs will be administered within the State. Information in these documents is contained in various applicant packages and is presented at Disaster Assistance Division/OES briefings following disaster declarations.

The Federal State Agreement
Individual Assistance Administrative Plan
Public Assistance Program Administrative Plan
Administrative Plan for the Hazard Mitigation Grant Program
State Flood Hazard Mitigation Plan
State Fire Mitigation Plan

Memorandums of Understanding and Agreements(MMAA)

California Disaster and Civil Defense Master Mutual Aid Agreement (also referred to as the Master Mutual Aid Agreement)

Memorandum of Understanding - OES and Department of Fish and Game

Memorandum of Understanding - National American Red Cross and Department of Social Services

Memorandum of Understanding - OES California Division of Mines and Geology, and the United States Geological Survey

Statement of Operational Relationships Between the American Red Cross and California Office of Emergency Services

Sample Reference Documents for Local Jurisdictions

Model Ordinances and Resolutions:

Resolution Proclaiming Existence of a Local Emergency by City Council or Board of Supervisors

Resolution Confirming Existence of a Local Emergency by Director of Emergency Services

Resolution Confirming Existence of a Local Emergency

Resolution Requesting Governor to Proclaim a State of Emergency

Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to:

- (1) Proclaim a State of Emergency; and
- (2) Request a Presidential Declaration
- (3) Local Resolution Requesting State Director, Office of Emergency Services' Concurrence In Local Emergencies

Resolution Proclaiming Termination Of Local Emergency

Earthquake Recovery: A Survival Manual for Local Government, OES, 1993

Federal Emergency/Disaster Plans and Procedures

Federal Response Plan

Federal Radiological Emergency Response Plan (FRERP) Advance Copy, April 1996

National Interagency Incident Management System (NIIMS), Complete Set of Qualification Documents, National Wildfire Coordinating Group, National Interagency Fire Center

Part Four

Glossary

Acronyms and Definitions

Acronyms

ACI	Approved Course of Instruction
ARB	Air Resources Board
ARC	American Red Cross
CAL/EPA	California Environmental Protection Agency
CALTRANS	California Department of Transportation
CBO	Community-Based Organization
CCC	California Conservation Corps
CCR	California Code of Regulations
CDE	California Department of Education
CDF	California Department of Forestry and Fire Protection
CDMG	California Division of Mines and Geology (see DOC/DMG)
CDSS	California Department of Social Services
CEC	California Energy Commission
CHP	California Highway Patrol
CIS	Critical Incident Stress
CIWMB	California Integrated Waste Management Board
CNG	California National Guard
COG	Continuity of Government
CSGNET	California State Government Network
CYA	California Youth Authority
DCA	Department of Consumer Affairs
DFA	Department of Food and Agriculture
DFG	Department of Fish and Game
DFO	Disaster Field Office
DGS	Department of General Services
DGS/DSA	Department of General Services, Division of the State Architect
DHCD	Department of Housing and Community Development
DHS	Department of Health Services
DI	Department of Insurance
DIR	Department of Industrial Relations
DMH	Department of Mental Health
DMV	Department of Motor Vehicles
DOA	Department of Aging
DOC	Department of Corrections
DOC	Department Operations Center

Acronyms (continued)

DOC/DMG	Department of Conservation/Division of Mines and Geology
DOE	Department of Energy
DOEd	Department of Education (federal)
DOF	Department of Finance
DOJ	Department of Justice (state)
DPA	Department of Personnel Administration
DPR	Department of Parks and Recreation
DPR	Department of Pesticide Regulation
DR	Department of Rehabilitation
DRE	Department of Real Estate
DSR	Damage Survey Report
DSS	Department of Social Services
DSW	Disaster Service Worker
DTSC	Department of Toxic Substances Control
DVA	Department of Veterans Affairs
DWR	Department of Water Resources
EDD	Employment Development Department
EEO	Equal Employment Opportunity
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Centers
ESA	Emergency Services Act
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
FTB	Franchise Tax Board
FTS	Field Treatment Site
GIS	Geographic Information System
HMGP	Hazard Mitigation Grant Program
IA	Individual Assistance
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MMAA	Master Mutual Aid Agreement (also known as the California Civil Defense and Disaster Mutual Aid Agreement)
NGO	Non-Governmental Organization
OA	Operational Area
OASIS	Operational Area Satellite Information System
OCJP	Office of Criminal Justice Planning
OEHHA	Office of Environmental Health Hazard Assessment
OES	Office of Emergency Services
OPR	Office of Planning and Research
OSHPD	Office of Statewide Health Planning and Development
OSPR	Office of Spill Prevention and Response (DFG)
PA	Public Assistance

Acronyms (continued)

PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PUC	Public Utilities Commission
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
ROC	Federal Regional Operations Center
SAM	State Administrative Manual
SAR	Search and Rescue
SCIF	State Compensation Insurance Fund
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SOC	State Operations Center
SOP	Standard Operating Procedures
SPB	State Personnel Board
USAR	Urban Search and Rescue
USDA	United States Department of Agriculture
VOAD	National Voluntary Organizations Active in Disasters
WRCB	Water Resources Control Board

Definitions**ACTION PLAN**

A plan prepared in a Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific Standardized Emergency Management System level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

AMERICAN RED CROSS

A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

CALIFORNIA EMERGENCY COUNCIL

The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

CALIFORNIA EMERGENCY ORGANIZATION

Civil government organized and augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, the private sector, and community based organizations.

CARE AND SHELTER

A function that provides food, clothing, and housing needs for people on a mass care basis.

CHECKLIST

A list of actions taken by an element of the emergency organization in response to a particular event or situation.

CONCEPT OF OPERATIONS

A general notion of the methods agencies use to organize their response to disasters (such as mutual aid and the Standardized Emergency Management System). Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

CONTAMINATION

Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

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.

DAMAGE SURVEY REPORT

Under 206.202 of CFR 44, a Damage Survey Report is prepared by an inspection team. The team is accompanied by an authorized local representative who is responsible for representing the applicant and insuring that all eligible work and costs are identified. A Damage Survey Report Data Sheet (FEMA Form 90-91) is prepared for each site with damage over a specified amount established by regulation.

Definitions (continued)

DECONTAMINATION/CONTAMINATION CONTROL

Radioactive Materials:

The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting the material stand.

Other Hazardous Materials:

Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as diking.

DISASTER FIELD OFFICE (DFO)

A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control State and federal efforts which support disaster relief and recovery operations.

DISASTER SERVICE WORKER

Any persons registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

DISASTER SUPPORT AREA

A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

EMERGENCY (Federal definition--see also Local Emergency and State of Emergency)

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

EMERGENCY MANAGEMENT

The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

EMERGENCY MANAGER

An individual duly appointed by State agencies, counties, cities and counties, and cities of the State of California, in accordance with State authority, adopted ordinance, by resolution as provided for by ordinance, or section §26622 of the Government Code, who is responsible for administering State law and local ordinances relating to emergency management.

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.

Definitions (continued)

EMERGENCY OPERATIONS CENTER

A centralized location from which emergency operations can be directed and coordinated.

EMERGENCY PLANS

Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

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 the American Red Cross.

FEDERAL ASSISTANCE (Federal definition)

Aid to disaster victims or State or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288) and other statutory authorities of federal agencies.

FEDERAL COORDINATING OFFICER (Federal definition)

The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

FEDERAL-STATE AGREEMENT

A legal document entered into between the State and the federal government following a Presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the State, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.

FIELD TREATMENT SITE

Sites designated by county officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

HAZARD

Any source of danger or element of risk to people or property.

HAZARDOUS MATERIAL

A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or 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.

Definitions (continued)

HAZARDOUS MATERIAL INCIDENT

Any release of a material (during its manufacture, use, storage, or transportation) which is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

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.

LOCAL EMERGENCY (State definition)

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, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

LOCAL GOVERNMENT (Federal definition)

Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or authorized tribal organization, or Alaskan native village or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

MAJOR DISASTER (Federal)--see also Emergency

Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe 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.

MASTER MUTUAL AID AGREEMENT

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

MEDIA

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

MITIGATION

Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management.)

Definitions (continued)

LOCAL GOVERNMENT EMERGENCY PLANNING GUIDANCE

A document which lays a foundation for emergency response planning for counties, cities, as well as other political subdivisions.

MUTUAL AID

A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

MUTUAL AID AGREEMENT

An agreement authorized under the Emergency Services Act, in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

MUTUAL AID REGION

A subdivision of the State emergency services organization established to coordinate mutual aid and other emergency operations.

NATIONAL WARNING SYSTEM

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.

OFFICE OF EMERGENCY SERVICES

Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.

OPERATIONAL AREA

An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county.

PLAN

As used by OES, an emergency management document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

POLITICAL SUBDIVISION (California Emergency Services Act definition)

Any city, city and county, county, district, or other local government agency or public agency authorized by law.

PUBLIC INFORMATION OFFICER

An official responsible for releasing information to the public through the news media.

REGIONAL EMERGENCY OPERATIONS CENTER

The Regional Emergency Operations Center is the first level facility of the Office of Emergency Services to manage a disaster. It provides a single consistent emergency support staff operating from a fixed facility, whose staff are responsive to the needs of the operational areas and coordinates with the State Operations Center.

Definitions (continued)

REGIONAL DIRECTOR (Federal definition)

A director of a regional office of the Federal Emergency Management Agency (FEMA).

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, P.L. 93-288 as amended

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 declared emergencies and major disasters.

SEARCH

Systematic investigation of an area or premises to locate persons trapped, injured, immobilized, or missing.

SPECIAL DISTRICT

A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1903, the Vehicle Parking Mall Law of 1943, the Parking District Law of 1951, the Pedestrian Mall Law of 1960, or any similar assessment law, or any similar procedural ordinance adopted by a chartered city.

STANDARD OPERATING PROCEDURES

A set of instructions having the force of a directive, covering those features of operations which lend 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)

The group of principles for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to facilitate the flow of emergency information and resources within and between the organization levels.

STATE AGENCY (State definition)

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

STATE COORDINATING OFFICER

The person appointed by the Governor to coordinate and work with the federal coordinating officer.

STATE EMERGENCY PLAN

The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

Definitions (continued)**STATE OF EMERGENCY (State definition)**

According to §8558 (b) of the Emergency Service Act, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a 'state of war emergency,' which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

STATE OF WAR EMERGENCY (State definition)

According to Section 8558 (a) of the Emergency Services Act, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

STATE OPERATIONS CENTER

A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate State operations and the coordination of federal resources in support of OES Regional Emergency Operations Centers (REOC) during emergencies. The response efforts of State and federal agencies in support of local government operations will be coordinated as much as possible at the REOC level.

VECTOR CONTROL

Actions to limit the spread of disease-carrying insects and animals.

VOLUNTEERS

Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.