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# *El Dorado County*

## *Emergency Operations Plan August 2022*

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# Purpose of El Dorado County's Emergency Operations Plan

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The El Dorado County (EOP) Emergency Operations Plan has been revised to bring it into compliance with the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the federal National Incident Management System (NIMS). The revised plan has been designed to be more of a functional guide to enhance our ability to manage large-scale emergencies and disaster level events.

Disasters are large emergencies, which exceed local capabilities in either responding to or recovering from the event. The impact may be such that it will require all county operations to function under an emergency management structure for days or perhaps weeks. During such events the County will be expected to respond effectively to the emergency at hand yet maintain essential county services.

All county emergency services organizations and support agencies in addition to most departments and divisions within the County will have responsibilities in a large disaster. The levels of involvement will vary according to the nature and duration of the emergency. Naturally, some departments will experience extensive involvement while others will be utilized for limited periods of time. This Emergency Operations Plan provides the framework for a directed and coordinated response from the first arriving on-scene units to Emergency Operations Center functions and ultimately to recovery.

This document, however, also reflects an understanding that traditional emergency management structures can leave little room for a collaborative community-centered approach to emergency response. While developing this plan, staff reached out to the community which included members of the Access and Functional Needs population, Social Service Agencies, Non-Profit Organizations, Transportation Providers, and Agencies that serve Culturally and Socially Diverse communities who experience the most vulnerability during disasters and emergency responses. As a result, this document identifies opportunities to ensure that all community members' needs are understood and met in all phases of the emergency response process. This process assumes that only by designing to the margins, we are truly able to serve our community.

## **This Plan is composed of 8 sections**

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- 1. Scope, Overview, Assumptions**
- 2. Concept of Operations**
- 3. Organization and Assignment of Responsibilities**
- 4. Direction, Control, and Coordination**
- 5. Information Collection**
- 6. Mutual Aid**
- 7. Plan Development and Maintenance**
- 8. Authorities and Reference**

# TABLE OF CONTENTS

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- I. Purpose of El Dorado County’s Emergency Operation Plan.....2**
- II. Plan Sections.....3**
- III. Table of Contents .....4**
- 1. Scope, Overview, Assumptions .....8**
  - 1.1 Scope.....9**
    - 1.1.1 Promulgation Statement.....10**
  - 1.2 Activation Authority .....11**
  - 1.3 Overview .....12**
  - 1.4 Transportation Map .....13**
  - 1.5 Demographics .....13**
    - 1.5.1 El Dorado County Demographics .....14**
  - 1.6 Hazard Vulnerabilities .....16**
  - 1.7 Hazard Analysis Summary .....16**
    - 1.7.1 Wildfires.....16**
    - 1.7.2 Severe Weather .....18**
    - 1.7.3 Flooding .....18**
    - 1.7.4 Utility/Critical Infrastructure Failure .....19**
    - 1.7.5 Hazardous Material Incidents .....20**
    - 1.7.6 Dam Failure .....21**
    - 1.7.7 Landslide/ Avalanche.....21**
    - 1.7.8 Structure Fire/ Explosion .....22**
    - 1.7.9 Earthquake .....22**
    - 1.7.10 Civil Unrest.....23**
    - 1.7.11 Nuclear Risk .....24**
    - 1.7.12 Terrorism.....24**
    - 1.7.13 Mass Casualty Incidents (MCI’s).....24**
    - 1.7.14 Transportation Emergencies.....25**
    - 1.7.15 Public Health Emergencies .....26**
    - 1.7.16 School Emergencies .....27**

- 1.7.17 Agricultural Disasters- Severe Drought.....27
- 1.7.18 How Climate Change Affects Hazard Mitigation .....28
- 1.7.19 Summary .....28
- 1.8 Planning Assumptions .....29
- 1.9 Functional Responsibilities Chart-Local and Private Agencies .....30
  
- 2. Concept of Operations .....36
  - 2.1 Preparedness .....37
  - 2.2 Response.....38
    - 2.2.1 Evacuations.....39
    - 2.2.2 Emergency Road Control Levels .....40
    - 2.2.3 Care and Shelter .....40
  - 2.3 Recovery Phases .....41
    - 2.3.1 Local Assistance Center .....48
  - 2.4 Mitigation.....48
  - 2.5 Preparedness Training .....50
  
- 3. Organization and Assignment of Responsibilities .....51
  - 3.1 Standardized Emergency Management Structure .....52
  - 3.2 National Incident Management System .....53
  - 3.3 Incident Command System .....54
  - 3.4 Emergency Operations Center (EOC) Organization .....56
    - 3.4.1 EOC Management Objectives .....56
  - 3.5 Organization Chart.....57
  - 3.6 EOC Operations Section .....58
  - 3.7 EOC Plans/Intelligence Section .....60
  - 3.8 EOC Finance/ Administrative Section .....61
  - 3.9 EOC Logistics Section .....62
  - 3.10 EOC Activation Levels .....64
  - 3.11 Deactivation of the Emergency Operations Center .....65

- 4. Direction, Control, and Coordination.....66**
  - 4.1 Response Partnership .....67**
    - 4.1.1 Operational Area Planning and Response Stakeholders .....67**
  - 4.2 Department Operations Center (DOC) .....67**
  - 4.3 Emergency Proclamations.....68**
    - 4.3.1 Safety Assessment .....69**
    - 4.3.2 Damage Assessment .....69**
    - 4.3.3 Mutual Aid.....70**
    - 4.3.4 Disaster Assistance Process .....70**
    - 4.3.5 Definition of Local Emergency .....71**
  
- 5. Information Collection .....72**
  - 5.1 Alert and Warning Systems .....73**
    - 5.1.1 Joint Information Center (JIC) .....75**
    - 5.1.2 Public Information Officer (PIO).....75**
    - 5.1.3 Joint Information Center Organizational Structure Position Checklist .....77**
    - 5.1.4 JIC Information Dissemination Priorities .....79**
  - 5.2 Communication Interface .....80**
  - 5.3 Emergency Management Information System.....81**
  - 5.4 Preservation of Vital Records .....82**
  
- 6. Mutual Aid Management .....83**
  - 6.1 Mutual Aid System .....84**
    - 6.1.1 Discipline Specific Mutual Aid .....85**
    - 6.1.2 Volunteers .....85**
    - 6.1.3 Obligatory Mutual Aid .....85**
    - 6.1.4 Mutual Aid Agreements .....86**
    - 6.1.5 Coordination of request.....87**
  
- 7. Plan Development .....90**
  - 7.1 Plan Maintenance.....92**
  - 7.2 Plan Distribution.....93**

**8. Authorities and References .....95**

**8.1 Continuity of Government .....96**

**8.1.1 Temporary Seat of Government.....96**

**8.1.2 Suspensions and Appointments .....96**

**8.1.3 Continuity of Government References.....97**

**8.1.4 Local Supporting Plans .....97**

**8.2 Authorities .....98**

**8.2.1 Federal .....98**

**8.2.2 State .....98**

**9. Annexes .....100**

**10. Acronyms .....101**

**11. Glossary of Terms .....105**

**11.1 Introduction.....106**

# **1.**

## **Scope, Overview, Assumptions**



# 1.1 Scope

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The El Dorado County / Operational Area Emergency Operations Plan (EOP) addresses El Dorado County's planned response to extraordinary emergency situations associated with natural disasters, technological (man-made) emergencies, acts of war and terrorism. The operational concepts reflected in this plan focus on large-scale emergencies and disasters that often generate situations requiring planned and coordinated responses by multiple disciplines, agencies, and jurisdictions. Such disasters and emergencies pose a danger to life and property and have immediate long-term social, economic, political, and/or environmental implications.

The Plan establishes the policies, responsibilities, and procedures necessary to protect public health and safety, property, infrastructure, and the environment from the effects of emergencies and disasters. The EOP also establishes the operational concepts and procedures associated with both field responses and Emergency Operations Center (EOC) activities.

The Plan is the principal guide for the agencies of El Dorado County and other local government entities to prevent, prepare, respond, and recover from emergencies disasters affecting El Dorado County. Secondly, this plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between local, state, and federal agencies in emergency operations. The Standardized Emergency Management System (SEMS) is the organizational framework for emergency response and operations in El Dorado County, and the EOP complies with the National Incident Management System (NIMS) and the National Response Framework (NRF). The plan is also integrated with the State Emergency Response Plan, and California's mutual aid system.

The EOP is an operational plan as well as a reference document; it may be used for pre-emergency planning as well as emergency operations. Agencies having roles and responsibilities established by this plan should develop standard operating procedures (SOPs) and emergency response checklists based on the provisions of this plan. The Plan is to be used in conjunction with the State Emergency Plan, California's Best Practices for Emergency Plans, Integrating Access and Functional Needs within the Emergency Planning Process, Best Practices for Stakeholder Inclusion, NIMS, and applicable local contingency plans. The policies, procedures, and provisions of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in El Dorado County.

The Cities of Placerville, South Lake Tahoe, and the Shingle Springs Band of Miwok Indians maintain their own emergency operations plans and they are included as attachments to this plan. All the plans are consistent with, and complement the policies and procedures established by the EOP, under the Operational Area Emergency Management Organizational concept. This plan applies to any extraordinary emergency associated with any hazard, natural or technological (man-made), war and acts of terrorism, and climate change which may affect El Dorado County.

## 1.1.1 Promulgation Statement

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The County of El Dorado Emergency Operations Plan (EOP) provides guidance for those with emergency management responsibilities within the County of El Dorado. The EOP provides yearlong preparedness guidance, as well as specific guidance to those activated in the event of an emergency to save lives, enhance the health of citizens, protect property, and the environment. This EOP authorizes the County's personnel in all its departments and offices, to perform their duties and tasks before, during, and after an emergency.

This EOP complies and is consistent with the National Incident Management System (NIMS), California's Standardized Emergency Management System (SEMS), and the Federal Emergency Management Agency's (FEMA's) standards on EOP organization for a local jurisdiction.

This EOP will be submitted to the Board of Supervisors for review, and, upon their concurrence, officially adopted and promulgated. This promulgation shall be effective upon its approval and shall remain in full force and effect until amended or rescinded by further promulgation. The promulgation of this EOP further affirms the County of El Dorado's support for emergency management, and a resilient community.

## 1.2 Activation Authority

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The Sheriff, or designee, serves as the Director of Emergency Services (E.D. Code 2.21.030). Should the Sheriff be unable to perform the duties as Director of Emergency Services, individuals who hold permanent appointments to the following positions, in the order shown below, will automatically serve as Acting Director, until a successor has been appointed by the Board of Supervisors and seated.



An individual serving as Acting Director will have the authority and powers of the Director. Recognizing that emergency events require an immediate response, Sheriff's OES personnel are authorized to begin the EOC activation process while efforts are underway to locate and inform an approval authority.

EOC activation levels cannot be predetermined by type of event, but rather by the scope, associated hazards, and affected areas at the time of an event. The above conditions, and associated criteria, are intended to be a general guidance.

## 1.3 Overview

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El Dorado County is located in the central Sierra Nevada Mountains, east of Sacramento. Surrounding counties include Placer to the north, Amador and Alpine to the south, and Sacramento to the west; El Dorado's eastern boundary is shared with the state of Nevada.

Two major highways, U.S. 50, and State Route 49, intersect the county while State Route 88 establishes the county's southern border with Amador and Alpine Counties.

Transportation to and from El Dorado County includes highway and air services. El Dorado County has multiple small airports throughout the county to include Placerville, Georgetown, Cameron Park, Swansboro, and South Lake Tahoe Airports.

The county contains 1,805 square miles, over half of which is in public ownership in the form of national forests and various parks and recreation areas. In addition, there are a variety of privately owned timberlands, parks, campgrounds, and recreational facilities that add to the feeling of freedom and open space for which the county is known. Elevations range from 200 feet at the western border in the Central Valley of California to 10,881 feet at the highest peak.

According to the 2010 Census the population for El Dorado County is 181,136. The 2022 Census shows a population increase and is currently at 199,134.

There are two incorporated cities. Placerville, the county seat, with a population of 11,508 and South Lake Tahoe with a population of 22,632. Population increases have been steady for the last 10 years from 2012 to 2022 with an average annual increase of 2%.

## 1.4 El Dorado County Transportation map

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## 1.5 DEMOGRAPHICS

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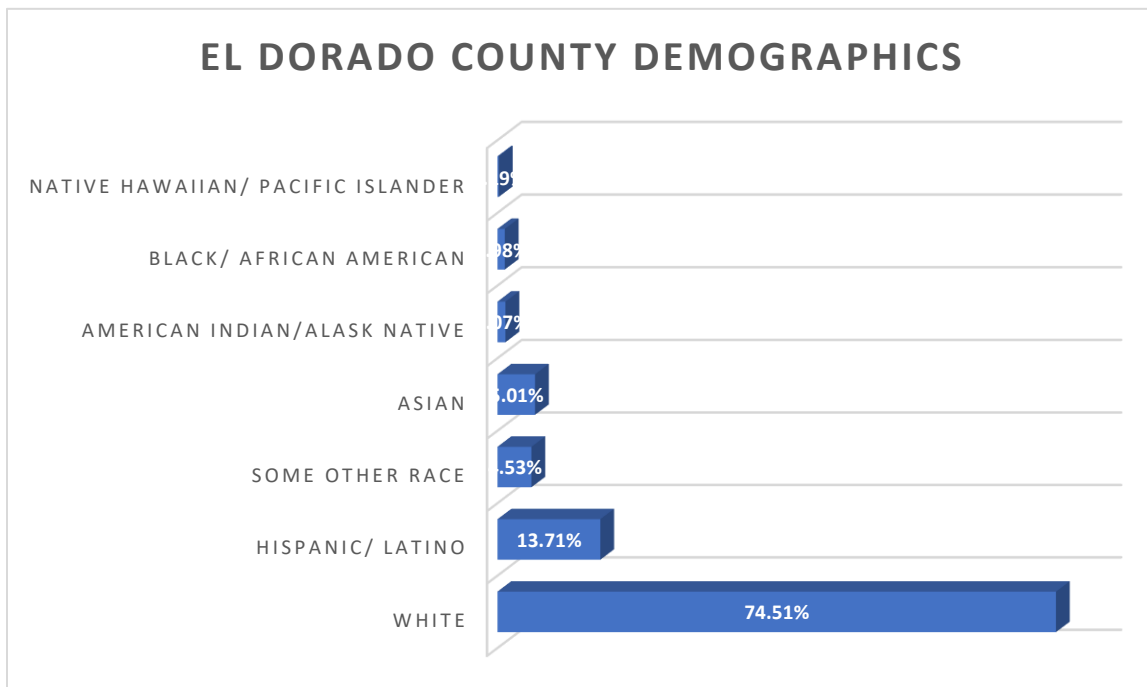
The vulnerability of people and groups during hazard events is dynamic, varying with physical location as well as economic, social, geographic, demographic, cultural, institutional, governance, and environmental factors. The impacts of a hazard event on individuals and communities can depend on factors such as wealth, education, race, ethnicity, religion, gender, age, access and functional needs, and health status. The capacity to anticipate, cope with, and adapt to a hazard is an important factor of vulnerability. These factors often overlap spatially, so spatial analysis to locate areas where there are higher concentrations of people experiencing different vulnerabilities can help to extend focused public outreach, education, and resources to these residents. Understanding communities' makeup and demographic changes over time is

important to making decisions that may impact these communities’ future, such as land used decisions that affect housing, industry, stores, public facilities and services, and transportation.

## 1.5.1 El Dorado County Demographics

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In 2022, the population of El Dorado County was approximately 199,134 people, making it the 29<sup>th</sup> largest county in California. Latinos make up just over 13.0% of all El Dorado County residents followed by 5.1% Asian. White residents comprise just over 74% of the population.

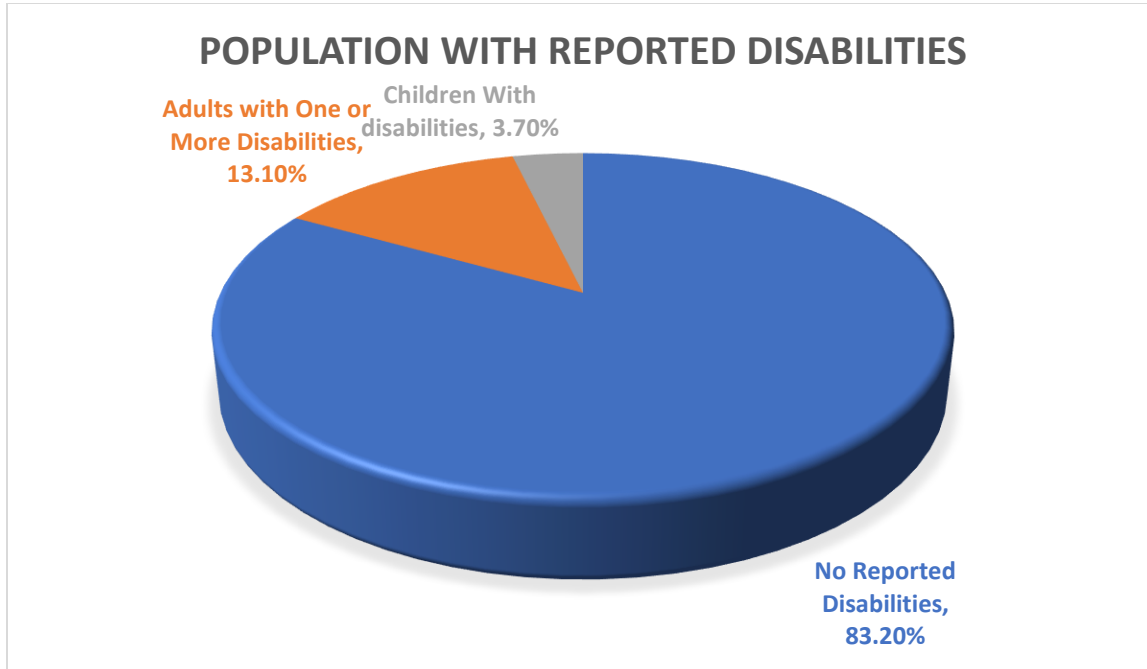


El Dorado County has a smaller immigrant population than some other counties in California, of which a substantial portion could be undocumented. The Public Policy Institute of California estimates that in 2013 3,000 undocumented immigrants reside in the County of El Dorado. Undocumented workers in the county have been affected by wildfires and the COVID-19 pandemic, as many work in industries that have been impacted by both. They are also more likely to work under dangerous conditions including toxic air quality, exposure to COVID-19, lack of access to clean bathrooms and water, lack of vital information in their language, and a majority do not have health coverage. El Dorado County is also home to a sizable farmworker

population, who experience challenges of often being undocumented, non-English speaking, and earning low wages.

In 2020, the US census Bureau published a report estimating 13.1% of El Dorado County residents report a disability, with more prominence in older age groups. The population of children with a disability was reported in 2016-2020 is 3.7%.

<https://data.census.gov/cedsci/all?q=disability,%20el%20dorado%20county,%20california>  
[Well Dorado :: Indicators :: Children with a Disability :: County : El Dorado](#)



Cultural responsiveness in disaster planning must include support for neurodiverse individuals, individuals with disabilities, and individuals who are medically fragile. In accordance with Title II of the Americans with Disabilities Act (ADA), emergency and disaster-related programs must address the needs of individuals with a physical or mental impairment that substantially limits one or more major life activities, has a history of such impairment, or is perceived to have such an impairment. Access and Functional Needs are defined more broadly. Although not a comprehensive list, some Access and Functional Needs areas can be defined as referring to individuals with physical, developmental, or intellectual limitations, chronic conditions, or injuries, limited or no English proficiency, as well as older adults, children, infants, and pregnant women. Individuals experiencing accessibility challenges are the most knowledgeable about their own needs, and planning must include representation of the AFN community. Not all persons experiencing vulnerabilities will have the same needs. That makes it crucial to maintain a connection with local community groups and for the County to do significant outreach to ensure policies and procedures best reach all residents in the County. This plan seeks to foster inclusion and integration in all aspects of emergency planning so all groups, especially persons experiencing conditions that put them at disproportional risk during a disaster, have enhanced

opportunities to be supported by the County's emergency services. Examples of planning considerations are shelter location selection, communication protocol, Etc.

## 1.6 Hazard Vulnerabilities

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Emergencies or disasters may occur anywhere and at any time in El Dorado County. El Dorado County, with its varying topography, mix of urban and rural areas, and rapidly growing population, is subject to a wide variety of natural and technological hazards. El Dorado County assessed the vulnerabilities by reviewing major incidents which occurred in the past year and worked with stakeholders in the community to address the hazards in the El Dorado County Local Hazard Mitigation Plan (LMHP).

## 1.7 Hazard Analysis Summary

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The El Dorado County Local Hazard Mitigation Plan (LHMP), adopted by the Board of Supervisors on April 23, 2019, and approved by FEMA in March of 2019. The LHMP provides a risk assessment, impacts of hazards, and identifies mitigation measures taken before a disaster happens to reduce the impact that future disasters will have in El Dorado County. This plan is reviewed and updated every five years and can be found on the County's website at [https://www.edcgov.us/Government/sheriff/Documents/ElDoradoCounty\\_LHMP.pdf](https://www.edcgov.us/Government/sheriff/Documents/ElDoradoCounty_LHMP.pdf)

### 1.7.1 Wildfire

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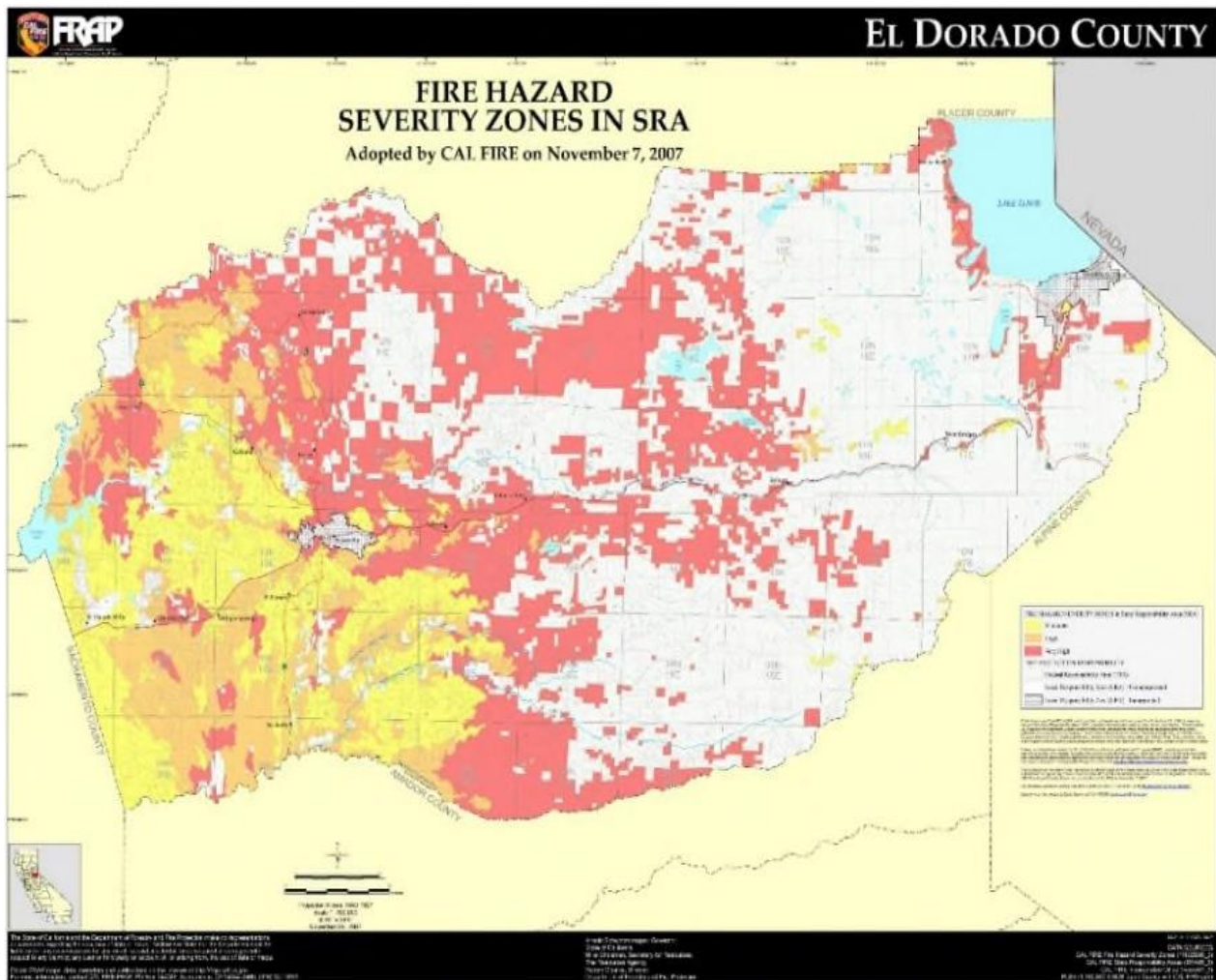
California is recognized as one of the most fire-prone and consequently fire-adapted landscapes in the world. The combination of complex terrain, Mediterranean climate, and productive natural plant communities, along with ample natural ignition sources, has created conditions for extensive wildfires. Wildland fire is an ongoing concern for El Dorado County. Generally, the fire season extends from early spring through late fall of each year during the hotter, dryer months. Fire conditions arise from a combination of high temperatures, low moisture content in the air and fuel, heavy vegetation growth, and high winds.

Potential losses from wildfire include human life, structures, infrastructure, and other improvements, natural and cultural resources, quality and quantity of water supplies, cropland, timber, and recreational opportunities.



Economic losses could also result. Smoke and air pollution from wildfires can be a severe health hazard. In addition, catastrophic wildfire can create favorable conditions for other hazards such as flooding, landslides, and erosion during the rainy season.

Throughout California, communities are increasingly concerned about wildfire safety as increased development in the foothills and mountain areas and subsequent fire control practices have affected the natural cycle of the ecosystem. While wildfire risk is predominantly associated with wildland urban interface (WUI) areas, significant wildfires can also occur in heavily populated areas. The wildland urban interface is a general term that applies to development adjacent to landscapes that support wildland fire. The WUI defines the community development into the foothills and mountainous areas of California. The WUI describes those communities that are mixed in with grass, brush, and timbered covered lands (wildland). These are areas where wildland fire once burned only vegetation but now burns homes as well. The WUI for El Dorado County consists of communities at risk as well as the area around the communities that are threatened, as was the case in the 2021 Caldor Fire.



## 1.7.2 Severe Weather

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Severe weather conditions frequently occur in El Dorado County. These conditions include heavy rain and snowfall, high winds, extended drought conditions, extreme cold and hot temperatures, sizeable hail, and extensive lightning strikes. These extreme conditions have often resulted in extended power outages, wildland and structural fires, public and private structure damage, flooding, multi-casualty incidents, stranded travelers, landslides, avalanches, crop damage, hazardous material spills, and dangerous road conditions.

It is very important that weather conditions be monitored on a continuous basis and analyzed for those patterns that bring severe conditions. In December of 1996, several cold storms came through El Dorado County saturating the ground and leaving heavy snowfall in the mountains. Following these cold storms were a series of warm heavy rainstorms. The warm rain melted the snowpack causing record amounts of water to flow down from the mountains. The impact on El Dorado County included landslides along the American River Canyon, and flooding in South Lake Tahoe, Coloma, Cameron Park, and in several South County locations. In 2009 and again in 2021/2022 low snow levels in the Placerville area caused trees to break under the weight of the snow, knocking down power lines. Freezing temperatures, icy conditions, and extended power outages over several days resulted in the opening of the Emergency Operations Center.

Early recognition of the weather patterns that bring about severe conditions can add greatly to increased readiness actions such as alerting the public, preparing an appropriate response thereby lessening the probability and severity of disaster damage and/or injuries.

Severe weather conditions in the form of extended periods of extreme hot and cold temperatures can lead some citizens to suffer tremendously causing the need for warming and cooling centers. Some citizens have sought medical attention and there have been counties that reported loss of life due to temperature extremes.

## 1.7.3 Flooding

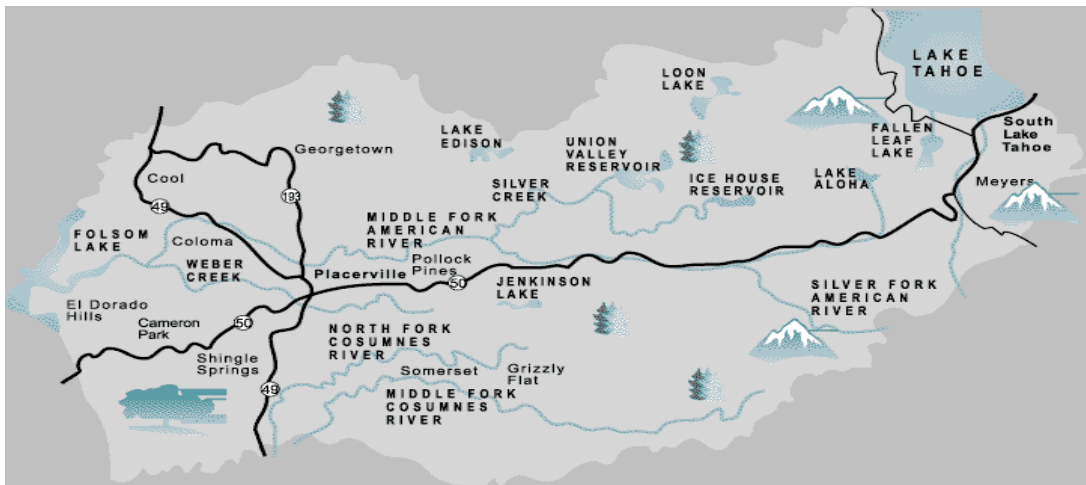
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Periods of prolonged and intense rain or rapid snowmelt can cause flooding leading to landslides, road washouts, and utility failures. Rapidly moving water coming from higher elevation can cause many areas in El Dorado County to become super-saturated and flood. A dam failure could also cause massive flooding downstream.

Flooding and landslides have resulted in residents and travelers being stranded in place for extended periods of time. For example, in 1997, flooding and two landslides along Highway 50 and the American River Canyon isolated the entire community of Kyburz for several days. Highway 50 was not re-opened to the public for several months. Flooding has also resulted in

the evacuation of residents living in sections of South Lake Tahoe, Coloma-Lotus, Gold Beach, and others. In January and February of 2017, after several years of drought, record rainfall led to localized flooding and infrastructure damage throughout El Dorado County. Several culverts, roads and Highway 50 at Bridal Veil Falls eroded and washed out. States of emergencies were declared for the 2017 storms.

Historically, floodwaters will diminish quickly after the sources of water (extreme storms, snowmelt, dam failure, etc.) have passed. Although the floodwaters have dissipated, a danger still exists, and special consideration needs to be given to damaged infrastructure, debris, and contaminants in waterways, rivers, creeks, lakes, and reservoirs. Drinking water may have been contaminated and standing water may give rise to dangerous health concerns.



## 1.7.4 Utility/Critical Infrastructure Failure

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**Communications:** System failure, overloads and loss of electrical power will affect telephone systems. Numerous failures may occur immediately following a disaster event and be compounded by system use overloads. This would include the use of cellular phones.

**Electrical Power:** El Dorado County is particularly vulnerable to the loss of electrical power because of extreme weather conditions, fires, utility system failures, and vehicles colliding with power poles. In 2013, a wildfire caused an emergency shutdown of the Shingle Springs electrical sub-station resulting in the loss of power to 49,000 customers and businesses in the county.

Repairs to electrical equipment may require the clearing of roadways for the free movement of crews and equipment. Restoration of local electrical power will be coordinated with regional and local utility representatives. Repair of the system may be delayed due to continuance of the hazard that caused the system failure.

In 2018, after devastating wildfires into the urban interface, PG&E started a Community Wildfire Safety Program that included de-energization of electric power to reduce the risk of fires during severe weather events. The Public Safety Power Shutoff (PSPS) is part of that program that de-energizes distribution and transmission lines during high fire danger periods that may include red flag warnings, low humidity, windy conditions, and dry fuels.

Natural Gas /Propane: Underground natural gas lines serve portions of the west end of the county, and many areas in the South Lake Tahoe basin. Other areas of the county use residential and commercial propane gas tanks. Propane tanks are generally placed above ground and are vulnerable to many hazards. In the past, extreme weather and road blockages have prevented deliveries of propane to isolated communities.

Potable Water: Water availability and distribution for supporting life and treating the sick and injured is of major concern to the County of El Dorado. It is expected primary water sources could be compromised due to damage to their treatment plants, pump stations and/or the pipelines that distribute potable water. There will be high potential for contamination in open ditch systems during flooding, landslide, and disease outbreak which could cause illness or death.

## 1.7.5 Hazardous Material Incidents

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The production and use of hazardous materials have become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration, or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety, and the environment. More detail can be found in the El Dorado County Hazardous Material Area Plan.

A hazardous materials incident is the result of an uncontrolled or intentional release of a hazardous substance(s) during storage or use from a fixed facility, residence, and agricultural operation or during transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Because of the numerous hazardous substances being transported, incidents are more likely to occur along highways. Fixed facilities do have occurrences of hazardous materials incidents also. However, stringent facility safety requirements help to limit these occurrences at fixed facilities. Common fixed facilities include manufacturing, industrial, retail, bulk fuel storage, water, and wastewater treatment facilities.

The agricultural businesses in El Dorado County may also be a source of hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agricultural chemicals may be harmful to the public health, safety, and environment.

Another potential source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a public health and safety hazard and a threat to the environment. The illegal use of mercury in gold panning also poses a threat.

## 1.7.6 Dam Failure

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Dam failures can result from several natural or manmade causes such as earthquakes, erosion of the face or foundation, improper sitting, rapidly rising floodwaters, and structural/design flaws. Dams are also potential terrorist targets. Seismic activity may also cause inundation by the action of a seismically induced wave (seiche) that overtops the dam without causing failure of the dam, but significant flooding downstream.

Within El Dorado County, dams come in many different sizes and are made from both earth (rock) filled and/or concrete construction. These dams are used for flood control, water storage and power generation. More detail about these dams can be found in the emergency plans of the utility companies operating these dams. Their emergency plans include inundation maps. Copies of these plans are maintained in the Sheriff's Communication Center, Office of Emergency Services, and Cal Fire's Camino Emergency Command Center.

## 1.7.7 Landslide/Avalanche

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Landslides include all movements of soil, rock, or debris because of falling, sliding, or flowing. The triggering cause may be heavy rainfall or seismic activity. An untimely occurrence of a large earthquake during or soon after a sustained period of moderate to heavy rainfall could produce a major landslide. Major landslides may also occur in those areas where a major wildland fire has destroyed hillside vegetation.

Snow avalanches and associated storm-triggered snow/landslides have caused most of the deaths and much of the structural damage attributed to land sliding in California. Such incidents have occurred frequently in the past and as growth and development place more people, structures and roadways in susceptible areas, the potential danger also increases.

During the severe weather events that occurred in January 1997, tens of thousands of cubic feet of soil and rock slid down onto Highway 50. The landslide caused extensive damage to the

roadway as well to some homes that were in its path. Debris avalanches and debris flows may be triggered in both rural and urban areas, damaging homes, blocking roads, severing utilities and water supplies, and injuring or killing people. Damage control and disaster relief may be required from local agencies, private organizations, and State and Federal Governments. Closure of major highways and main roads and loss of communications may seriously hamper emergency operations.

State and local agencies have identified several locations along Highway 50 and the American River Canyon that are susceptible to landslide, debris flow, and avalanche dangers.

## **1.7.8 Structural Fire/Explosion**

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Structures of concern for fire/explosion include large facilities used for light manufacturing, hotels/motels, office complexes, theaters, churches, ski resorts, hospitals, public storage, retail stores, restaurants, and other similar type buildings. These buildings usually consist of multiple floors, housing large numbers of people and quantities of various products and materials.

Large facilities also need sizeable quantities of propane, diesel fuel, and electric power to support operations. A recent terrorism-threat vulnerability assessment showed that many critical facilities have these combustible fuels co-located and near their buildings.

Fires in these structures pose many hazards such as explosions, hot-hazardous gas, and structural collapse. Alerting and evacuating occupants from all sections of the building will pose a significant challenge, especially if there is no facility-wide audible/visual warning system, and no evacuation plan. It is also important that managers of these facilities have plans and conduct regular fire drills.

## **1.7.9 Earthquake**

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Though El Dorado County is not seismically active, there is a certain risk from the fault zones located in the Northern Sierras and Carson Valley. Officials from the University of Reno have studied these faults and have since informed us that a magnitude 7 earthquake could occur on the two faults that run under Lake Tahoe and on the Genoa Fault in the adjoining Carson Valley area. An earthquake of this magnitude could result in significant damage to buildings, infrastructure, and utility systems, as well as cause fires, landslides, and avalanches. A magnitude 7 earthquake on the Lake Tahoe faults could produce a 30-foot Seiche wave. A Seiche wave could travel some distance in low-lying areas around the lake.



In any earthquake, the primary consideration is moving those threatened to safety and treating the injured. Time and effort must also be given to providing for people's mental health by reuniting families, providing shelter to the displaced persons, and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in re-establishing public services and utilities and provide continuing care and temporary housing for affected citizens.

## 1.7.10 Civil Unrest

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Civil disturbances include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, or economic issues and/or special events. Panic can be caused by the above and can easily be generated by an act of terrorism, or even the mere threat of one.

The effects of civil disturbances or panic are varied and are usually based upon the type, severity, scope, and duration of the disturbance. The effects of civil disturbances include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries and potentially loss of life.

During a civil disturbance that affects the County of El Dorado, there are certain facilities within the County that may be more at risk than other facilities, including:

- El Dorado County Sheriff's Office
- El Dorado County Government Complex
- El Dorado County Superior Courts
- City of Placerville Government Offices
- City of South Lake Tahoe Government Offices
- Lake Tahoe Community College
- Folsom Lake College El Dorado Center

## 1.7.11 Nuclear Risk

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Although the potential for a nuclear detonation occurring and affecting El Dorado County is low, the consequences of such an event would be catastrophic. The most likely danger to El Dorado County would be radioactive fall-out, and the receiving of thousands of evacuees, some of whom may be contaminated, ill or panicked, from more likely target areas located in the Sacramento Valley and San Francisco Bay Areas.

## 1.7.12 Terrorism

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Terrorism threat assessments are conducted regularly to identify potential targets and their vulnerability. The assessments involve an analysis of past terrorism events, and what the current trends are for international and domestic terrorist groups to attack.

To combat terrorism, the County has initiated outreach programs to inform the public on how to prevent, prepare, respond, and recover from a terrorist act. In addition, the County has applied for and is utilizing grant funding to better equip, train, and exercise first responders for a terrorist act. County law enforcement agencies participate in anti-terrorism task forces and share information as needed as part of the Terrorism Liaison Officer (TLO) program.

## 1.7.13 Mass Casualty Incidents (MCI)

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A mass casualty incident (often shortened to MCI and sometimes called a multiple-casualty incident or multiple-casualty situation) describes an incident within the United States in which emergency medical services resources, such as personnel and equipment, are overwhelmed by the number and severity of casualties. For example, an incident where a two-person crew is responding to a motor vehicle collision with three severely injured people could be considered a mass casualty incident. The public more commonly recognizes events such as building collapses, train and bus collisions, plane crashes, earthquakes, and other large-scale emergencies as mass casualty incidents. Events such as the Oklahoma City bombing in 1995, the September 11 attacks in 2001, and active shooter or active threats are other well-publicized examples of mass casualty incidents. The most common types of MCIs are generally caused by terrorism, mass-transportation accidents, or natural disasters.

Unfortunately, the active shooter incidents have seen a rise in occurrences throughout the United States. Because of this threat, public safety agencies and schools have acknowledged this threat



and have made plans to address the threat. Active threats require the response of multiple disciplines including law enforcement, emergency medical services, and fire-rescue. An integrated multidisciplinary plan is necessary to enhance the response and operations of both law enforcement and emergency medical services. The Rescue Task Force (RTF) is a multi-disciplinary team including law enforcement and Fire/Ems personnel. Law enforcement protection is used as a method of quickly getting rescue personnel to victims in an active shooter/threat incident. The RTF will rapidly move patients to treatment areas to receive medical care; and minimizing delays in transport of these patients by ambulance to hospitals and trauma centers to receive definitive medical care without delay.

## 1.7.14 Transportation Emergencies

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Each year, transportation accidents are a major contributor to the total Mass Casualty Incidents (MCIs) that occur in the nation. MCI accidents have involved many modes of transportation such as vehicles (autos, large commercial trucks, public and private buses), small aircraft, and various size boats.

The main transportation arteries through El Dorado County are State Highways 50, 49, 193, 89 and sections of 88. Highway 50 is heavily used at most hours of the day and night. Another transportation concern involves aircraft accidents. Each year approximately three small aircraft accidents occur in the County, and they often result in death and/or serious injury to the pilot and passengers. An associated concern is that one of these small planes will crash into an inhabited building and/or at place where many people have gathered for a special event. There are multiple small airports in the County, and each is in the center of a residential/commercial area. High elevations, mountainous terrain, and fast changing weather conditions are often contributing factors to small aircraft accidents. The flight paths of large commercial aircraft also cross El Dorado County to land and take off from airports in Sacramento County.

Boating is a very popular recreational activity in the county and another mode of transportation that has resulted in MCI events. Each year there are many boating accidents that occur on our lakes and rivers. Many of our lakes are large and are set in remote locations where emergency personnel response times are extended. Lake Tahoe can experience ocean-like waves. These conditions can develop quickly, without warning, catching boaters off guard and cause them to capsize. Lake Tahoe's waters are very cold and with cold water comes the risk of becoming overcome by hypothermia.

## 1.7.15 Public Health Emergencies

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Public health Emergencies are defined as "an emergency need for medical health care services to respond to a disaster, significant outbreak of an infectious disease, bioterrorist attack or other significant or catastrophic event". Public Health Emergencies may occur at any time, in populated as well as remote areas of El Dorado County. A large-scale health concern such as a pandemic will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Incident Command System, and in many cases a unified command, be implemented immediately by responding agencies and expanded as the situation dictates. Public health emergencies may exhaust local resources very quickly and necessitate mutual aid from jurisdictions that are far removed geographically and not impacted by the illness outbreak.

Public health emergencies will generate tremendous media and public interest. The media should be considered an ally and essential means of communicating warnings and response information to the public to reduce fear, and in turn reduce the impact on hospitals, and other medical providers.

Large-scale emergencies such as this may pose serious long-term threats to public health, agriculture, the environment, and the local economy. These strategic considerations must be considered in all significant disasters and emergencies. Disasters and emergencies may require an extended commitment of personnel and resources from involved agencies and jurisdictions.

### Quarantine Operations

A Public Health Officer is authorized by law to enforce local, state, and federal regulations regarding public health and issue quarantine orders as necessary to protect the public (California Health and Safety Code §§120130 and 120175). Agriculture officials may also impose quarantine measures. These measures include:

- Preventing or restricting persons from entering or leaving a quarantined area.
- Preventing or restricting movement of vehicles, commodities, household goods, and animals from entering or leaving a quarantined area.
- Preventing or restricting direct communication between persons under the quarantine and those not affected.
- Disinfecting of persons, animals, houses, or rooms.
- Destruction of bedding, carpets, household goods, furnishings, materials, clothing, or animals when disinfecting would be unsafe.
- Any other action considered necessary to eradicate a public threat.
- Any other action considered necessary to prevent spread or additional occurrences of a disease.
- Any other action necessary to preserve the public health.

A person lawfully placed in quarantine by health authorities is obligated to stay within the prescribed bounds, whether guarded or not. Persons who fail to follow rules, regulations or orders authorized by the Department of Health could be guilty of a misdemeanor (California Health and Safety Code §§ 120275 and 120295). It is unlawful for any person to violate any quarantine order which regulates, restricts, or restrains the movement of persons, vehicles, farm equipment, farm, and dairy products, into/from, or from place to place within a quarantined district, area, or premises. The Sheriff of each county may enforce all orders of the local health officer for the purposes of preventing the spread of any contagious, infectious, or communicable disease (California Health and Safety Code §101029).

## 1.7.16 School Emergencies

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Potential school emergencies encompass many types of natural, technological, and man-made disaster events. An emergency/disaster involving a school campus will pose many concerns and challenges for school officials and first responders. Many of the school campuses in El Dorado County are in or near heavily forested (heavy fuel load) areas with a limited capability for access and egress. Some school campuses are in a very remote setting where public safety response times can be extended. An event threatening this area will require a substantial number of public safety personnel to respond with mutual aid assistance also being summoned from adjoining jurisdictions. School's staff follow SEMS and NIMS and have developed school emergency plans that are exercised for familiarity. Public safety agencies in the county exercise these plans with school staff utilizing the Incident Command System (ICS) in Unified Command. El Dorado County Sheriff's OES contributes to the school safety committee's developing and exercising the school emergency plans, ICS, and active violence training.

## 1.7.17 Agricultural Disasters – Severe Drought

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The farms, ranches, and vineyards in El Dorado County are widely known for producing high quality wines, fruits, Christmas trees, and livestock. Timber harvest for 2017 accounted for \$10 million dollars in sales. Our agriculture industry draws large numbers of visitors each year, which adds tremendously to the amount of tourism dollars being spent here in the County. The agriculture industry provides employment opportunities and makes use of other local businesses to support their operations. A disaster event such as drought, insect infestation, disease, severe weather, and fire could seriously impact our agriculture industry and result in an economic loss of over \$350 million dollars to the County. Depending on the type and severity of the disaster

event, it could take more than five years for our agriculture industry to begin producing crops again, and there is no guarantee that they would ever fully recovery and return to normal.

Severe drought conditions can be brought on quickly if we receive only 25% of our normal precipitation for three consecutive years, or after receiving minimal below average precipitation for five to eight years. Drought conditions have impacted El Dorado County many times in the past and will eventually return. Irrigated farmlands will be the first to be impacted because human consumption will be given priority use, and with the water table falling, wells may fail.

Drought conditions often expose crops to disease, insect infestation and in turn make them far more prone to fueling a devastating wildland fire. Unusual seasonal change such as the onset of an early spring, combined with a subsequent severe weather event such as frost, and or hail, could result in heavy crop loss.

## **1.7.18 How Climate Change Affects Hazard Mitigation**

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Climate change will affect the people, property, economy, and ecosystems of the planning area in a variety of ways. Consequences of climate change could include increased flood vulnerability, and increased heat-related illnesses. The most important effect for the development of this plan is that climate change could have a measurable impact on the occurrence and severity of natural hazards.

## **1.7.19 Summary**

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To address the likelihood of these and other unexpected disasters, this EOP was designed with a multi-hazard approach. This means that the tools used to address the above threats can be used in other potential emergencies that were not considered likely or consequential at any one time. The results of evaluating risks in this manner allow for prioritization and effective decision-making processes. Multiple events happening either simultaneously or with cascading effects from the initial disaster will also benefit from this multi-hazard risk assessment.

## 1.8 Planning Assumptions

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The following assumptions are made in this Plan:

- All incidents are local.
- Disasters may occur at any time with little or no warning and may exceed the capabilities of local, state, federal, tribal governments, and the private sector in the affected areas.
- Not all communities are impacted equally by disasters. Some communities experience disproportional impacts from response through recovery.
- Disasters may result in injuries, fatalities, and displacement of people from their homes.
- A disaster can result in property loss, interruption of essential public services, damage to basic infrastructure, and/or significant harm to the environment.
- The greater the complexity, impact, and geographic scope of a disaster, the more multi-agency coordination will be required.
- Multiple major emergencies may occur simultaneously.
- The Operational Area (OA) will utilize SEMS and the National Incident Management System (NIMS) in disaster response and management operations.
- The Director of Emergency Services or his designee will coordinate the County's disaster response in conformance with the California Emergency Services Act.
- Efforts in all phases will take into consideration language, equity, and accessibility needs.
- Local tribal governments may choose to participate in the OA emergency management organization.
- Mutual Aid and other forms of assistance will be rendered within the OA when impacted local jurisdictions exhaust or anticipate exhausting their resources.
- The State will provide disaster assistance to the OA when requested, in accordance with the State of California Emergency Operations Plan.
- The federal government will provide emergency assistance to the OA when requested by the state of California in accordance with the National Response Framework.

# 1.9 Functional Responsibilities of State and Local Agencies and Private Organizations During Large Emergencies and Disaster Level Events

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## FUNCTION

<b>California Emergency Function (EF)</b>	<b>Definition</b>	<b>Federal ESF</b>	<b>State Agency</b>	<b>EOC Position</b>	<b>Local Lead Agency (Supporting Agencies)</b>
<b>Transportation</b>	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	ESF #1 – Transportation	Cal Trans	Operations	<b>DOT</b>  <b>City Public Works</b>
<b>Communications</b>	Provides resources, support and restoration of government emergency telecommunications, including voice and data.	ESF #2 - Communications		Operations	<b>EDSO IT</b>  <b>County IT</b>  ARES/RACES
<b>Construction and Engineering</b>	Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	ESF #3 – Public Works and Engineering	State and Consumer Services Agency	Operations	<b>DOT</b>  <b>City Public Works</b>
<b>Fire and Rescue</b>	Monitors the status of fire mutual aid activities. Coordinates support activities related to	ESF #4 – Firefighting	CALFIRE	Operations Fire/Rescue Branch	<b>Responsible Fire District</b>

	the detection and suppression of urban, rural, and wild land fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.				
<b>Management</b>	Coordinates and resolves issues among the CA-EFs in the phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	ESF #5 – Emergency Management	CalOES	EOC Director EOC Coordinator Plans/Intel Section Chief	<b>Sheriff (Office of Emergency Services)</b>  All Agencies
<b>Care and Shelter</b>	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.  Care and shelter of animals, medical care for animals, reunification of animals to families.	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	California Department of Social Services	Operations Section Mass Care Branch	<b>Health and Human Services Agency (Social Services, Public Health, Behavioral Health)</b>  <b>Red Cross</b>  <b>Animal Services</b>
<b>Resources</b>	Coordinates plans and activities to locate, procure and preposition resources to support emergency operations.	ESF #7 – Logistics Management and Resource Support	Department of General Services	Logistics Section	<b>All Agencies</b>  General Services
<b>Public Health and Medical</b>	Coordinates Public Health and Medical activities and services Statewide in support	ESF #8 – Public Health and Medical Services	EMSA CDPH	Operations Section Medical/Health Branch	<b>EMS Agency (MHOAC)</b>  HHSA (Public

	of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.				Health and Behavioral Health) Hospitals AQMD Environmental Management
<b>Search and Rescue</b>	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. Supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. Supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	ESF #9 – Search and Rescue	CalOES	Operations	<b>Sheriff</b>
<b>Hazardous Materials</b>	Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to	ESF #10 – Oil and Hazardous Materials Response	Cal EPA	Operations	<b>Environmental Management</b>  Responsible Fire Districts



	and recover from a threat to the public or environment by actual or potential hazardous materials releases.				
<b>Food and Agriculture</b>	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	ESF #11 – Agriculture and Natural Resources	Department of Food and Agriculture	Operations	<b>Department of Agriculture</b>  Animal Services
<b>Utilities</b>	Utilities describes the alliance of discipline-specific stakeholders which possess common interests and share a level of responsibility to collaboratively provide emergency management expertise, support and services related to utility infrastructure system damage and outage response, as well as to restoration of service.	ESF #12 - Utilities	CalOES	Operations	PG&E Pioneer EID Liberty Utilities SMUD City Public Works
<b>Law Enforcement</b>	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner’s Mutual Aid Plans.	ESF #13 – Public Safety and Security	CalOES	Operations Law Branch	<b>Sheriff</b>  <b>Local Law Enforcement</b>
<b>Long-Term Recovery</b>	Supports and enables economic recovery of communities and	ESF #14 – Long-Term Community Recovery	CalOES	Command	<b>Health and Human Services</b>

	California from the long-term consequences of extraordinary emergencies and disasters.				<b>Agency</b> <b>Chief Administrative Office</b>
<b>Public Information</b>	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	ESF #15 – External Affairs	CalOES	Public Information Officer	<b>Sheriff</b> <b>Chief Administrative Office</b> <b>All Agencies</b>
<b>Evacuation</b>	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	N/A	N/A	Operations Law Branch; Evacuation Group	<b>Sheriff</b> <b>Local Law Enforcement</b>  Animal Services  Transportation Agencies (Blue Go, El Dorado Transit, Tahoe Transportation District, etc.)  Surveyor’s Office (GIS)
<b>Volunteer and Donations Management</b>	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a response.	N/A	California Volunteers	Operations Volunteer Unit	<b>El Dorado Community Foundation</b>  All Agencies
<b>Cybersecurity</b>	Supports responsible jurisdictions in ensuring cybersecurity preparedness,	N/A	N/A	Operations	<b>EDSO IT</b> <b>County IT</b> <b>All Agencies</b>

	response, recovery and mitigation.				
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# 2

## Concept of Operations



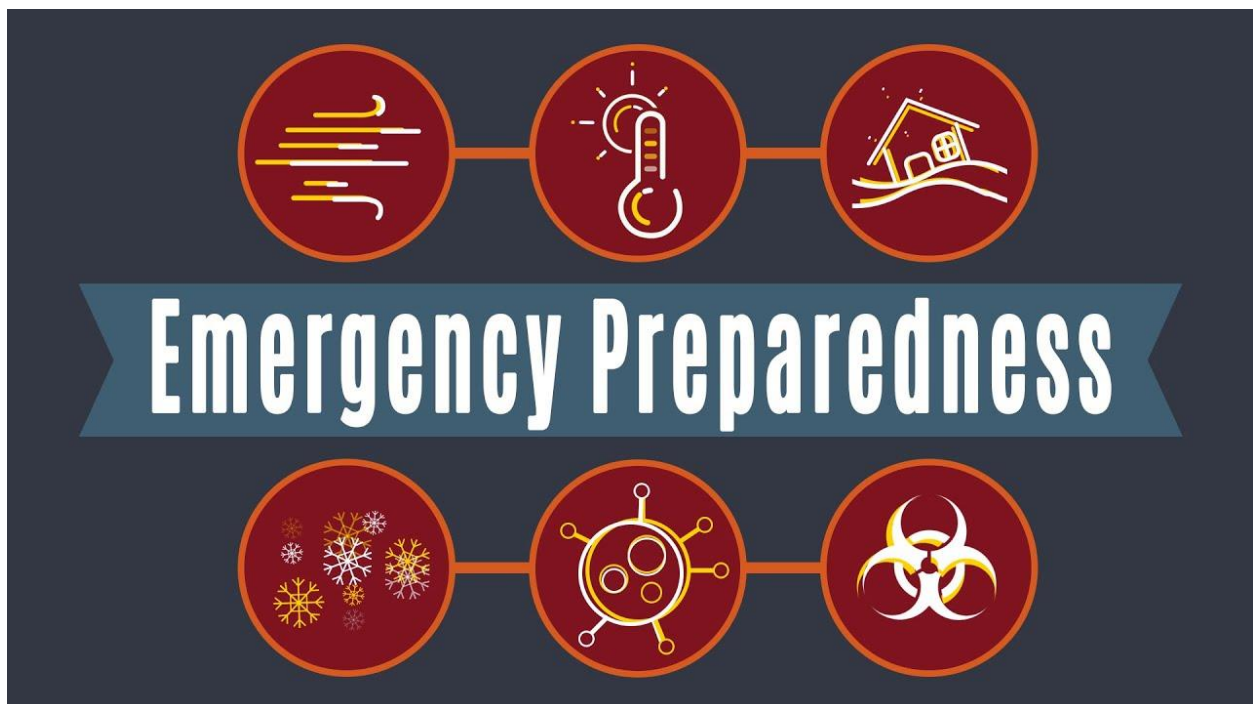
## 2.1 Preparedness

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Preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities include:

- Conducting hazard analysis
- Developing and maintaining emergency plans and procedures
- Conducting general and specialized training
- Conducting exercises - evaluate for improvement actions
- Developing mutual aid agreements with public and private agencies
- Conducting disaster preparedness outreach programs
- Implementing hazard mitigation projects
- Acquire needed equipment for emergency response and recovery
- Encourage citizen participation in volunteer organizations

All organizations that have responsibilities in this plan should have Continuity of Operations Plans (COOP). These plans are kept within their jurisdiction and shared with cooperators as needed.



**Increased Readiness:** Increased readiness activities may include, but are not limited to, the following:

- Brief key officials or employees of El Dorado County
- Review and update the El Dorado County Operational Area Emergency Operations Plan, SOPs, and COOPs
- Increase public information efforts by activating the public information officer (PIO) group and a joint information center (JIC)
- Accelerate training efforts
- Inspect critical facilities and equipment, including testing warning and communications systems
- Recruit additional staff and Disaster Service Workers
- Warn and notify, as appropriate, threatened segments of the population
- Activate evacuation warnings and orders in the potentially impacted area(s)
- Mobilize personnel and pre-positioning resources and equipment
- Contact state and federal agencies that may be involved in field activities

## 2.2 Response

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The response phase includes increased readiness, initial (Agency/Field) response, and extended (EOC) response activities. Upon receipt of a warning or the observation that an emergency is imminent or likely to occur, El Dorado County will initiate actions to increase its readiness.



**Response Operations:** Initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Response Operations includes an explanation and general guidance for field response and Emergency Operation Center (EOC) management. Initial response activities:

- Communicate, coordinate and support field Incident Command/IMT
- Disseminate warnings, emergency public information, and instructions to the public
- Notify key EOC staff
- Coordinate disaster response operations and facilitating inter-agency communications

- Conduct evacuations and /or rescue operations
- Assess need for mutual aid assistance
- Care for displaced persons and provide treatment of the injured
- Restrict the movement of vehicle and pedestrian traffic from entering the danger area as determined by the incident commander
- Develop and implement Incident Action Plans
- Conduct initial damage assessments and surveys
- Begin planning for recovery operations
- Assess the need and plan for Local Assistance Center(s)

Extended response activities are coordinated in the emergency operations center (EOC). Extended emergency operations involve the coordination and management of personnel and resources from responsible agencies to mitigate an emergency and facilitate the transition to recovery operations. Extended response activities may include but not limited to:

- Prepare detailed damage assessments
- Coordinate mass care response and assist disaster victims to achieve self-sustaining capabilities
- Coordinate coroner operations
- Procure required resources to sustain operations
- Document situation status
- Coordinate agency resources procurement
- Track resource allocations
- Coordinate utility service restoration
- Conduct and/or coordinate advance planning activities
- Document expenditures
- Develop and implement EOC Incident Action Plans for extended operations
- Coordinate emergency public information dissemination
- Facilitate local disaster proclamations
- Coordinate with state and federal agencies
- Coordinate recovery planning

## 2.2.1 Evacuations

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Evacuation of an endangered area is a priority during any emergency/disaster. Each incident is unique and requires rapid evaluation by all involved agencies operating under ICS, SEMS, and NIMS protocols, to determine the best evacuation route given the type of emergency (fire, flood, hazardous material spill, etc.). The Sheriff's OES works closely with citizens and community organizations to educate the public about evacuation procedures and about being prepared to evacuate should the need arise.

The El Dorado Operational Area has established the following three evacuation advisories:

- **Shelter in Place:** Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or contacted by emergency personnel for additional direction.
- **Evacuation Warning:** Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.
- **Evacuation Order:** Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

Evacuees may be informed of a designated evacuation center or shelter site location if one has been established prior to the evacuation order. If the need arises the AFN population can request through our alert and warning system, specialized transportation to evacuate. El Dorado County Fire agencies can respond with ambulances, and Rapid Transit transportation can be dispatched for transport if there is a need for further transportation.

## 2.2.2 Emergency Road Closures

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Most emergency situations will require some degree of closing off the danger area to the public. To accomplish this, law enforcement officers will have to deploy personnel to key traffic control points (TCP) to restrict pedestrian and vehicle traffic. The level of control during an emergency event will be determined by the Incident Commander (IC). The IC must approve any changes in the level control.

## 2.2.3 Care and Shelter

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El Dorado County anticipates approximately ten percent of the population evacuated from a disaster area will need to be sheltered. The recent all-hazard analysis revealed that even with this low percentage, a large-scale disaster such as a wildfire in a densely populated residential community could still produce thousands of people needing care and shelter for an extended period as was evident in the Caldor Fire. In addition, a percentage of those in shelters are going to have access and functional needs. Those with access and functional needs include members of the community that may have additional needs before, during and after an incident in functional areas including, communication; maintaining health; independence; supervision, support, and safety; and/or transportation (CMIST Framework).



All mass care facilities and shelters are sponsored by the County and are in compliance with the Americans with Disabilities Act. The types of mass care facilities are as follows:

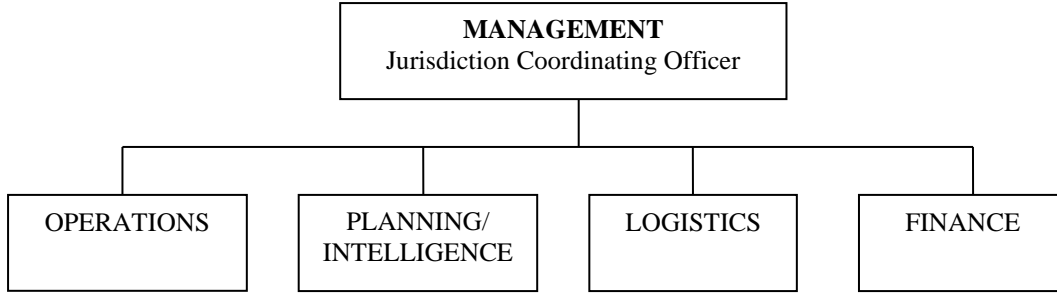
**General Shelter:** This is the traditional shelter as established and managed by the County and/or American Red Cross (ARC). Evacuees and others served in these shelters are in relatively fair health and require basic needs such as food, water, clothing, a place to sleep and basic first aid. General shelters may also provide a safe, temporary environment for subacute health care maintenance for those residents that demonstrate stable medical/psychological conditions needing intermittent evaluation, monitoring, treatment, care coordination or assistance. The shelter environment is not suitable for those individuals' requiring delivery of an acute level of care normally associated with hospitalization, long-term/assisted living facilities or emergency intervention. El Dorado County staff trained in shelter operations will assist with the care and sheltering of evacuees.

**Animal Shelter:** The County Animal Services will coordinate the emergency care and shelter of pets and livestock, engaging organizations such as South County Large Animal Rescue (SCLAR), and other animal organizations to the extent possible. El Dorado County staff trained in the handling of animals and Animal Services' operations may be assigned to assist in this effort. When evacuations occur, Animal Services will be requested to report to the Law Branch – Evacuation Group to assist with pet and livestock evacuation, care, and shelter. The volunteer animal groups will work under the guidance of Animal Services in an Incident Command System (ICS)/ National Incident Management System (NIMS) compliant command structure. Whenever possible, efforts will be made to locate pets and livestock shelters near the General Shelter(s).

## 2.3 Recovery

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Recovery efforts will begin at the outset of an emergency, may overlap with the Response Phase, and will be coordinated through the EOC. During the Recovery Phase, the focus is on the restoration of an affected community in the aftermath of a disaster. Deliberate actions at the onset of an emergency may enhance recovery operations. Based on FEMA's National Disaster Recovery Framework, these efforts involve creating a new normal for those affected by the disaster. Achieving this may include damage assessments; debris removal; infrastructure repairs; local, state, or federal assistance programs; and many other agency and departmental efforts. Identification of hazards continues during this phase, and public health and safety are prioritized. Depending on the severity of the incident, recovery from a single event may take years.



Successful recovery efforts are crucial for caring for El Dorado County residents and restoring essential services. Recovery efforts must be responsive to the special characteristics and needs of the communities and individuals affected. To that end, response efforts led by El Dorado County will present information in both English and Spanish and strive to be proactive and responsive to addressing gaps that may exist in the accessibility of services for individuals with AFN.

Coordination between many partners is needed to optimize resources, improve partnerships, and seek out opportunities to benefit the community. Partners can include individuals and households, the private sector, nonprofit sector, local government, state government, tribal governments, and the federal government.

### **Levels of Disaster Assistance**

Disaster assistance is available to some extent from local, state, and federal government levels. Individual and family assistance may also be available from local, non-profit agencies for those who do not qualify for government assistance programs.

#### **Local**

Local assistance to individuals and businesses includes measures above and beyond the immediate needs of food and shelter, including loans, grants and assistance and advocacy in accessing state and federal assistance programs. This assistance is made available using Local General Relief funds, Community Development Grants, and access to federal programs (e.g., food stamps) through county program managers. As noted above, local non-profit agencies, such as the American Red Cross, Salvation Army, etc., may be able to provide financial and non-financial assistance to individuals and families.

#### **State**

The California Disaster Assistance Act (CDAA) authorizes the Director of the California Governor’s Office of Emergency Services (Cal OES) to administer a disaster assistance program that provides financial assistance from the state for costs incurred by local governments because of a disaster event. Funding for the repair, restoration, or replacement of public real property damaged or destroyed by a disaster is made available when the Director concurs with a local emergency proclamation requesting state disaster assistance. The program also provides for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a state of emergency proclaimed by the Governor. In addition, the program may provide matching

fund assistance for cost sharing required under federal public assistance programs in response to a Presidential Major Disaster or Emergency Declaration. The implementing regulations for CDAA can be found in Title 19 of the California Code of Regulations, Chapter 6.

### **Federal**

In a catastrophic disaster, and if the governor requests, federal resources may be mobilized through the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) for federal assistance to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Federal assistance may include funding for debris removal, emergency protective measures and public services, repair or replacement of damaged public property, loans needed by communities for essential government functions and grants for public schools. FEMA coordinates with Cal OES to implement the Public Assistance (PA) Grant Program and Individual Assistance (IA).

## **Types of Assistance Disaster Assistance**

### **Individual Assistance**

Individual Assistance is available to individuals, families, and businesses through grants and/or loans from FEMA, State OES, Small Business Administration (SBA), and the United States Department of Agriculture (USDA).

The assistance programs available to individuals and families correspond to the level of the disaster declaration. It should be noted that all forms of assistance may be altered by the State or Federal Legislature at the time of the event. Consequently, appropriate websites should be consulted regarding funding limits, eligibility requirements, and similar matters when a qualifying event occurs.

### **Public Assistance**

Public Assistance aids state agencies, local governments, special districts, and eligible private non-profit organizations impacted by a disaster to achieve a safer future for all California communities. The Public Assistance Division of OES ensures state and federal support is provided to applicants in an efficient and timely manner to assist in recovery from a major disaster or emergency. State and federal Public Assistance includes programs that target the repair and restoration of public infrastructure, facilities, and services, and provides funding to cities, counties, special districts, school districts and colleges. Federal assistance is also available to Indian Tribal Organizations and private, non-profit organizations that provide essential services.

The State Office of Emergency Services (CAL OES), as the primary grantee for Federal recovery funds, is responsible for processing all Public Assistance "sub-grants" to eligible applicants. Following a catastrophic disaster, and a request by the Governor, Federal resources

can be mobilized through the Federal Emergency Management Agency (FEMA). Public Assistance is aid to State or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Generally, Public Assistance programs pay for 75% of the approved project costs. <http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

### **Federal**

Most, but not all, federal assistance to individuals and families is in the form of low interest loans to cover expenses not covered by state or local programs or private insurance. Those who do not qualify for loans may be eligible for cash grants. <http://www.disasterassistance.gov>, <https://www.fema.gov/disaster-survivor-assistance-program>, or <https://www.fema.gov/help-after-disaster>

The types of federal disaster assistance available to individuals and families following a Presidential declared disaster may include one or more of the following, coordinated by the Federal Emergency Management Agency (FEMA):

### **Disaster Housing Needs**

- **Temporary Housing** (a place to live for a limited period): Financial assistance may be available to rent a different place to live, or a government provided housing unit when rental properties are not available.
- **Repair:** Home Repair assistance for uninsured or underinsured homeowners may be used to repair disaster damages for structural parts of the home, water systems or well, HVAC, utilities, accessibility to the structure including private roads, and mobile home safety hookups. The goal is to make the damaged home safe, sanitary, and functional. It is not intended to return the home to its pre-disaster condition.
- **Replacement:** If FEMA determines a primary residence was structurally compromised by disaster damages to the extent where it is considered 'destroyed', eligible homeowners who are uninsured or underinsured may receive home replacement assistance. Replacement Assistance may be applied toward purchasing a new permanent residence.
- **Permanent or Semi-Permanent Housing Construction:** Direct assistance or money for the construction of a home. This type of help occurs only in insular areas or other locations specified by FEMA, where no other type of housing assistance is possible.
- **Mortgage Insurance for Disaster Victims Section 203(H)**  
This program provides mortgage insurance to protect FHA approved lenders against the risk of default on mortgages to qualified disaster victims. Individuals

are eligible for this program if their homes are in an area that was designated by the President as a disaster area and if their homes were destroyed or damaged to such an extent that reconstruction or replacement is necessary. Insured mortgages may be used to finance the purchase or reconstruction of a one-family home that will be the principal residence of the homeowner.

- **Small Business Administration (SBA)**

This program is automatically implemented following a Presidential Disaster Declaration for Individual Assistance or may be implemented at the request of the Governor. SBA provides low-interest disaster loans to businesses of all sizes, private non-profit organizations, homeowners, and renters. SBA disaster loans can be used to repair or replace the following items damaged or destroyed in a declared disaster: real estate, personal property, machinery, equipment, inventory, and business assets.

- **Individual and Family Grant Program (IFGP)**

This is authorized only by a Federal Disaster Declaration. Eligible applicants are those with uninsured or underinsured losses who have applied for and been denied a disaster loan from the U.S. Small Business Administration (SBA) prior to being referred to the IFG program for consideration of eligibility for real property, personal property, or transportation expenses. Applicants with medical, dental, funeral, and certain other disaster-related expenses may be referred to the program immediately upon completing FEMA's initial toll-free registration process.

- **Cora Brown Fund**

The purpose of the Cora Brown Fund is to help provide for disaster-related needs that have not or will not be met by governmental agencies or any other organization, which has programs to address such needs. The Cora Brown Fund is for survivors of presidentially declared major disasters or emergencies not caused by or attributable to war. Disaster survivors need not apply for this assistance. By applying for Disaster Assistance, FEMA identifies potential recipients.

- **Other assistance:**

- Veterans' benefits
- Tax refunds
- Excise tax relief
- Unemployment benefits
- Crisis counseling
- Legal Counseling

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (Stafford Act), Title 42 of the United States Code (U.S.C.) § 5121 et seq., authorizes the President to provide Federal assistance when the magnitude of an incident or threatened incident exceeds the affected State, Territorial, Indian Tribal, and local government capabilities to respond or recover.

- Public Assistance (PA) Grant Program is to support communities’ recovery from major disasters by providing them with grant assistance for debris removal, life-saving emergency protective measures, and restoring public infrastructure. Local governments, states, tribes, territories, and certain private nonprofit organizations are eligible to apply.
- A **Presidential Major Disaster Declaration** activates long-term recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses, and public entities.
- A Presidential **Emergency Declaration** is more limited in scope and without the long-term federal recovery programs provided following a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.
- Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes a **Hazard Mitigation Grant Program (HMGP)** to be administered by FEMA. The HMGP provides grants to states and local governments to implement long-term hazard mitigation measures after a Major Disaster declaration. The purpose of the program is to reduce the loss of life and property associated with natural disasters, and to enable mitigation measures to be implemented during the immediate recovery phase.  
<https://www.fema.gov/hazard-mitigation-grant-program>

## State

Under the California Disaster Assistance Act, the Director of the Governor’s Office of Emergency Services (OES) is authorized to administer a Public Assistance Program that provides financial assistance from the State for costs incurred by local governments because of a disaster event.

The California Natural Disaster Assistance Act (CDAA) is available to counties, cities, and special districts to repair disaster-related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works, except those facilities used solely for recreational purposes. This program offers up to 75% of the eligible cost to: repair, restore, reconstruct, or replace public property or facilities; cover direct and indirect costs of grant administration with the OES Director's concurrence; and cover the cost of overtime and supplies used during emergency response.

- Conditions for Implementation of CDAA:
  - OES Director must concur with Local Emergency declaration for permanent restoration assistance.
  - Governor must proclaim a State of Emergency (for disaster response and permanent restoration assistance); or
  - President must declare a Major Disaster or Emergency (for matching fund assistance for cost sharing required under Federal public assistance programs).

(<http://www.oes.ca.gov>; click on Public Assistance; click on *California Disaster Assistance Act (CDAA)*)

- Funding for the repair, restoration or replacement of public real property damaged or destroyed by a disaster is made available when the State CalOES Director concurs with a Local Emergency proclamation requesting state disaster assistance. The program also provides for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a State of Emergency declared by the Governor. The program may also provide matching funds for cost sharing required under Federal Public Assistance Programs.
- Under Section 8686.4 of the California Government Code, when the State CalOES Director determines that there are mitigation measures that are cost-effective and substantially reduce the risk of future damage, hardship, loss or suffering in an area where a State of Emergency has been proclaimed by the Governor, the Director may authorize the implementation of mitigation measures.

The State of California does not provide Individual Assistance; however, State programs under local administration (see Local Assistance below) may be utilized during an emergency. In addition, State agencies may provide indirect relief to victims, including:

State Franchise Tax Board income tax relief for disaster casualty losses  
<https://www.ftb.ca.gov>

- State Employment Development Department disaster unemployment assistance  
<https://www.edd.ca.gov/>
- Insurance information from Department of Insurance  
<http://www.insurance.ca.gov>
- California Veteran's Affairs (CALVET) veteran's assistance  
<https://www.calvet.ca.gov>
- California Contractors State License Board guidance on obtaining licensed contractors for repairs  
<http://www.cslb.ca.gov>

### **Local**

Local government assistance addresses the needs of individuals and families and may include one or more of the following:

- Community Development Block Grant (CDBG) individual and family loans or grants

[https://www.edcgov.us/Government/HCED/pages/community\\_development\\_block\\_grant\\_program.aspx](https://www.edcgov.us/Government/HCED/pages/community_development_block_grant_program.aspx)

Access to state and federal programs through County program managers, including food stamps (CalFresh Program), which can be expedited to qualified individuals

[https://www.edcgov.us/Government/HumanServices/Cash%20Aid%20Services/Pages/cash\\_aid\\_services.aspx](https://www.edcgov.us/Government/HumanServices/Cash%20Aid%20Services/Pages/cash_aid_services.aspx)

- Local, non-profit organizations may provide certain types of assistance for those not eligible for government-sponsored programs.

## 2.3.1 Local Assistance Center

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A Local Assistance Center (LAC) may be established by the EDC\_OA to provide a "one stop shopping" location for individuals and businesses to obtain information regarding available assistance programs.

- Representatives from local agencies, government (city, county, special district) and non-government relief agencies and essential service businesses alike, may be invited to be present in the LAC.
- If the disaster does not receive a Presidential Declaration, the LAC provides local government with an opportunity to ensure that victim's needs are met, including matching them with Federal programs not requiring a Presidential Declaration, and to inform the media on the assistance available to disaster victims.

## 2.4 Mitigation Overview

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Mitigation is to take place both before and after an emergency - disaster event. Post disaster mitigation is part of the recovery process and includes an important opportunity for an assessment to be made on what can be done to eliminate, and or reduce the potential impact of the hazards that exist within El Dorado County. Mitigation efforts including:

- Assess how to prevent, and/or mitigate a disaster event, and use that information to update County's Hazard Mitigation Plan



- Update the County’s General Plan to include policies and practices that will potentially prevent and mitigate the effects of disaster events
- Create new ordinances, building codes, and other enforcement codes
- Initiate structural retrofitting measures
- Assess taxes or abatements to fund the needed work
- Emphasize public education and awareness
- Assess and alter land use planning
- Identify gaps in first responder training and equipment
- Assess the social and economic impact on the county’s population and implement strategies to eliminate and/or reduce these affects

## **Hazard Mitigation Programs**

Following a Presidential Declaration of Major Disaster, the Hazard Mitigation Grant Program (HMGP) is activated. The HMGP is authorized by § 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (PL 93-288), as amended. The program's purpose is to fund projects which are cost-effective, and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

Section 404 funding may not be used to fund any mitigation project that might be used to complement or enhance mitigation funded under Individual or Public Assistance. By regulation, Section 404 funding is the funding of last resort.

The immediate post-disaster period presents a rare opportunity for mitigation. During this time, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available.

## **Forms of Mitigation**

- Changes in building codes
- Variances or setbacks in construction
- Zoning to reduce types of construction in high hazard areas
- Relocation or removal of structures from high hazard zones
- Fuel reductions- removal

## 2.5 Preparedness Training

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Current El Dorado County Emergency and Preparedness information can be found at <https://www.edcgov.us/Government/CAO/preparedness/Pages/Emergency-Preparedness-and-Response.aspx>. This site provides vast and up-to-date information for community members on preparedness, current emergencies, local hazard information, and recovery efforts. Culturally appropriate resources and outreach techniques (e.g., language, age, demographics, etc.) are used to prepare and educate community members for emergencies and disasters. Residents and visitors can also sign up for alerts, which is the best way to protect themselves by staying informed. Additional trainings on SEMS, FEMA, and other opportunities to increase skills and familiarity with emergency management systems and protocols will continue. Drills, such as community evacuation drills, may be conducted in collaboration with community groups to bolster individual and family preparedness. Exercises, from virtual tabletop to full-scale scenarios, may be designed to familiarize partners with plans and capabilities. Regular testing and training reinforce knowledge of procedures, facilities, systems, and equipment. Testing also increases individual confidence while fostering collaboration.

The El Dorado OA is compliant with NIMS requirements. The instruction it will provide will also include Emergency Operations Plan orientation. OES staff will attend FEMA/CSTI courses on Disaster Mitigation (G393), Disaster Planning (G235), Disaster Recovery (G205), Emergency Management Concepts, ICS 300, ICS 400, ICS/EOC Interface (G191), EOC Management and Operations (G775), and Terrorism. Potential EOC staff shall take IS-100, IS-200, IS-700, and IS-800.

Exercises allow emergency responders to become familiar with the procedures, facilities, and systems that they will use in emergency situations. County OES is responsible for the planning and conducting of emergency exercises for the County of El Dorado.

Exercises will be conducted annually and include at least one full-scale exercise/drill to maintain readiness of the Emergency Operations Center (EOC). Exercises should include as many Operational Area member jurisdictions as possible. Exercises will incorporate SEMS and NIMS concepts and principles. County OES will conduct an after-action review to identify needed equipment, training, plan updates, and make recommendations for improvement through a correction plan.

# 3

## Organization and Assignment

During all phases of emergency management, the operations begin at the local level and, when needed, expand to include Operational Area, regional, state, or federal resources as the affected jurisdiction requires additional support.

This model of responding at the local level then bringing in the next tier of support, as outlined in the Standardized Emergency Management System (SEMS), also aligns with National Incident Management System (NIMS). NIMS provides stakeholder agencies across the whole community with a shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. The NIMS framework defines operational systems that guide how personnel work together during incidents. One of the main components of NIMS is the utilization of the Incident Command System (ICS). The NIMS represents a core and set of doctrine, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.

## 3.1 Standardized Emergency Management System

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The Standardized Emergency Management System (SEMS) is intended to standardize responses to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management, including:

- The Incident Command System (ICS)
- Multi-agency or inter-agency coordination
- The Operational Area (OA) concept
- Established mutual aid systems

There are five designated levels in the SEMS organization:

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

**Local government level** manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, towns, counties, and special districts. A Department Operations Center (DOC) may activate to coordinate response to an emergency within its own area of responsibility. A DOC may also be activated to support the EOC in its efforts to coordinate personnel, resources, and the exchange of information and technical services.

**Operational Area (OA) level** manages and /or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level. The El Dorado County Operational Area includes all the jurisdictions and special districts within the El Dorado County geographical area. The County Emergency Operations Center (EOC) may activate to coordinate response within the Operational Area.

**Regional level** manages and coordinates information and resources among operational areas within the designated mutual aid region and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities. The El Dorado County Operational Area is part of the State OES Inland Region and Mutual Aid Region IV. The Regional Emergency Operations Center (REOC) may activate to coordinate response within the Inland Region.

**State level** manages state resources in response to the emergency needs of other levels, manages, and coordinates mutual aid among the mutual aid regions and between the regional level and

state level, and serves as the coordination and communication link with the federal disaster response system. The State Operations Center (SOC) may activate to coordinate response within the state.

**Multi-Agency/Inter-Agency Coordination:** The multi-agency or inter-agency coordination is the decision-making system used by member jurisdictions of the El Dorado Operational Area. Multi-agency or inter-agency coordination means agencies and disciplines involved at any level of the SEMS organization working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Operational Area Concept:** The California Emergency Services Act, (Chapter 7, Division 1, Title 2 8550) says "The state has long recognized its responsibility to mitigate the effects of emergencies which result in conditions of disaster or extreme peril to life, property, and further that all emergency functions of this state be coordinated as far as possible with the comparable functions of its political subdivisions.

## 3.2 National Incident Management System

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Homeland Security Presidential Directive (HSPD-5) requires all Federal departments and agencies to adopt the National Incident Management System (NIMS) and to use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as in support of those actions taken to assist State, local, or tribal entities. The directive also requires Federal departments and agencies to make adoption of the NIMS by State and local organizations a condition for Federal preparedness assistance beginning in FY 2005

NIMS includes a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources. The organizational structure and terminology of NIMS is very similar to SEMS and the Incident Command System.

The NIMS organizational structure adds a layer of management called Area Command (AC). The purpose of an AC is to oversee and manage multiple field incident commands that are engaged in one or more disaster scenes/events. For those disaster events that involve multiple jurisdictions, and/or disciplines, a Unified Area Command (UAC) should be established with representatives from key stakeholder agencies. The AC – UAC will not have operational responsibilities. The AC – UAC is a coordinating body responsible for:

- Setting overall agency incident-related priorities and objectives.
- Allocating critical resources according to established priorities.
- Ensuring incidents are being properly managed through effective communication and coordination, and.

- Ensuring accurate and timely information is being transmitted to the Joint Information System, and the county's EOC if activated.

The AC – UAC is accountable to the executives of their jurisdictions. In the event the AC – UAC calls for the activation of the County's EOC, agency executives, and/or their representatives shall be summoned to staff the EOC as outlined in this plan. The AC - UAC will then be accountable to the EOC command group for coordination of effort, and resource allocation. The NIMS management structure has been integrated with SEMS and ICS. A NIMS guidance document can be found at [www.fema.gov/national-incident-management-system](http://www.fema.gov/national-incident-management-system).

### 3.3 Incident Command System (ICS)

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The Incident Command System (ICS) is a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the 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.

**Functions:** The five primary functions of the ICS organization are **management, operations, planning and intelligence, logistics, and finance and administration sections.**

Management Section is responsible for directing, ordering, and /or controlling resources by virtue of explicit legal, agency, or delegated authority.

Operations Section is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.

Planning and Intelligence Section is responsible for the collection, evaluation, documentation, and use of information about the development of the incident.

Logistics Section is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.

Finance and Administration Section is responsible for all financial and cost analysis aspects of the incident, and /or any administrative aspects not handled by the other functions.

**Principles:** The principle of ICS is that the system provides the following kinds of operations:

- Single jurisdictional/agency involvement
- Single jurisdictional responsibility with multiple agency involvement
- Multiple jurisdictional responsibilities with multiple agency involvement

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

**Components:** The components of ICS are:

- **Clear Text (Common terminology)** is the established use of common titles for organizational functions, resources, and facilities within ICS.
- **Management by Objective** in principle, all actions at an incident should be directed toward satisfying a major goal of the incident. The Incident Commander and Planning Section are responsible for the development of strategic objectives that clearly define what the incident team is working to achieve during operations. Objectives are usually written, and any event with a written Incident Action Plan must have the objectives included in that written plan.
- **Flexible/Modular Organization** is the method by which the ICS organizational structure develops based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander. During all incidents there will be five functions: management, operations, planning and intelligence, logistics, and finance and administration. Initially, the Incident Commander may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.
- **Unified command structure** is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability.
  - **Incident Action Plans** identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The incident action plans for an incident documents the tactical and support activities required for the operational period. In the EOC, an Incident Action Plan focuses on strategies, not tactics.
- **Span-of-control** within ICS is a limitation on the number of personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.
- **Comprehensive Resource Management** is a key management principle that implies that all assets and personnel during an event need to be tracked and accounted for. It can also include processes for reimbursement for resources, as appropriate.
- **Integrated Communications** The use of a common communications plan is essential for ensuring that responders can communicate with one another during an incident. Communication equipment, procedures, and systems must operate across jurisdictions (interoperable). Developing an integrated voice and data communications system, including equipment, systems, and protocols, must occur prior to an incident.

## 3.4 Emergency Operations Center Organization

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Stakeholders may include other county departments, first responders, tribal representatives, and other non-governmental organizations (NGO), and others, as needed. This structure facilitates information sharing, maintaining situational awareness, communicating a common operating picture of response activities, objective prioritization, and collaboration. The appropriate support is relayed to responders, EOC sections, stakeholder agencies, county departments, and the public. Based on SEMS and ICS structure, the El Dorado County EOC is organized into six functional areas, also known as EOC sections: Management, Planning, Operations, Logistics, Finance and Administration, and Public Information. The number and agency makeup of individuals in each section will vary according to the current needs of the response.

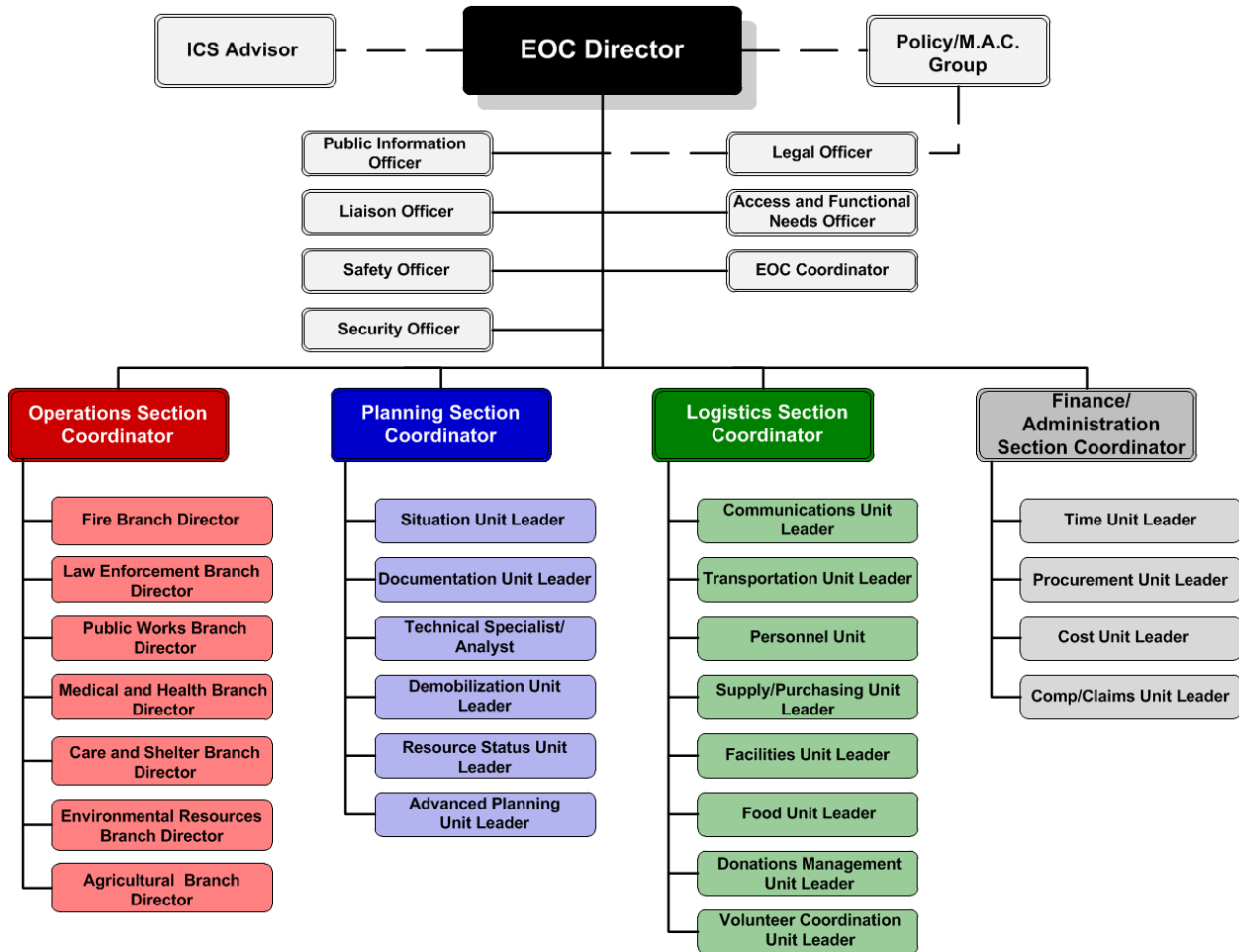
### 3.4.1 EOC Management Objectives

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- Coordinate multi-agency mutual aid response
- Coordinate evacuation, care, and shelter operations
- Provide logistical support to field operations
- Provide public information
- Maintain communication with State and Federal authorities
- Support the efforts of the FBI and local law enforcement agencies with crisis management
- When necessary, facilitate local emergency Proclamations
- Manage sensitive intelligence
- Coordinate local, State and Federal disaster assistance
- Facilitate recovery and rebuilding
- Provide crisis counseling services
- Implement demobilization operations
- Plan for anticipated disaster related issues
- Maintain a current situation status
- Coordinate HAZMAT decontamination
- Coordinate public health resources
- Identify future mitigation needs



# 3.5 Organizational Chart



## 3.6 EOC Operations Section

### OPERATIONS CHIEF/COORDINATOR

- Take direction from the EOC Director – Manage OPS Section
  - Implement the EOC Incident Action Plan
  - Ensure multi-agency/discipline coordination
  - Support Field Operations
  - Implement strategies to attain goals and objectives
  - Assume primary point of contact for field incident commanders, department, and other Operational Area EOCs
  - Coordinate with the ARC, Health and Human Services for short- and long-term care and shelter needs
- Support utility companies in restoring system operations
  - Maintain communication with stakeholder agencies
  - Coordinate with Finance for fiscal-admin procedures
  - Coordinate with Logistics for communication operations systems, facilities, and other resource needs
  - Review branch resource requests for approval
  - Coordinate with the PIO group frequently

### LAW ENFORCEMENT BRANCH

- Take direction from the Operations Chief
- Coordinate evacuation/movement operations
- Alert and warn the public/instruct them on how to respond
- Coordinate traffic – perimeter control
- Manage fatality scenes and Coroner Unit
- Communicate regularly with the PIO group
- Manage Animal Services Unit Operations
- Manage SAR/CERT deployments
- Support Crisis Management Unit – Investigative Team
- Coordinate security for critical facilities
- Manage sensitive intelligence

### FIRE – RESCUE – EMS BRANCH

- Take direction from Operations Chief
- Coordinate Fire, Rescue, EMS operations
- Maintain the status of Fire, Rescue, EMS deployments and resource availability
- Ensure fatality scenes are secured
- Ensure field incident commanders are communicating and coordinating their activity
- Receive, process, and prioritize Fire-Rescue-EMS resource requests with the Fire Mutual Aid Coordinator
- Coordinate with Environmental Management – HAZMAT operations

### CRISIS MANAGEMENT – INVESTIGATIVE UNIT

#### (FBI Has Lead Responsibility for Acts of Terrorism)

- Coordinate and support field investigative teams
- Coordinate activity with other investigative agencies
- Maintain a liaison with PIO and JIC Group
- Assess potential for further criminal-terrorism events
- Manage sensitive intelligence

### ENVIRONMENTAL MANAGEMENT BRANCH

- Determine the scope and nature of HAZMAT incidents
- Determine scope and nature of food – water and other contamination concerns
- Coordinate with Law, Fire and Coroner Branches
- Coordinate with Logistics Section on resource requests
- Coordinate material collection, testing, and disposal
- Coordinate decontamination operations
- Assess current and forecasted weather – potential dangers
- Coordinate HAZMAT team mutual aid resources
- Ensure that field incident commanders are communicating and coordinating their activity to maximize HAZMAT resources
- Track HAZMAT resources assigned to support the operations of other branches and field incident commands
- Assign staff to multi-disciplinary investigative team. Collect, test and store samples when indicated
- Coordinate with Public Works on debris removal

### CORONER UNIT

- Take Direction from the Law Enforcement Branch
- Coordinate with public health branch
- Coordinate death investigations
- Coordinate the collection, identification, and disposition of human remains and their possessions
- Establish and manage morgue facilities
- Ensure security of fatality scenes
- Coordinate death notifications

### PUBLIC HEALTH BRANCH

- Take direction from the Operations Section Chief
- Assume OA Medical – Health Coordinator (MHOAC)
- Assess situation - determine short / long term health concerns
- Coordinate disaster medical – health resources
- Manage public health system resource requests
- Liaison with Medical Health Operational Area Coordinator)
- Coordinate with Logistics Section Chief
- Utilize Cal EOC for status reports and resource requests to State
- Implement Public Health Incident Action Plan
- Point of contact for Public Health DOC's
- Establish treatment/inoculation centers
- Assess and implement quarantine orders as needed

### ANIMAL SERVICES UNIT

- Take direction from Law Enforcement Branch
- Coordinate with Care and Shelter Branches
- Track status of animal evacuations-care-shelter
- Ensure that field incident commanders are communicating and coordinating their activity to maximize pet and livestock evacuations
- Ensure that animal shelters are maintaining records on all animals sheltered and released
- Receive, process and prioritize requests for assistance

## EOC Operations Section (Cont.)

### PUBLIC WORKS

- Take direction from OPS Chief
- Coordinate and manage public works operations
- Conduct debris removal
- Survey public/private facilities/infrastructure for damage
- Survey utility systems and coordinate repair
- Public Works Branch will consist of representatives from County DOT, CalTrans, and Building Department
- Coordinate with Plans Section on current and forecasted weather and how it will impact operations
- Coordinate with Logistics on what type of mutual aid resources are going to be needed
- Coordinate with other branches to prioritize debris removal and the opening of transportation routes to enhance Fire-Rescue-EMS-Law Enforcement access to damaged areas
- Monitor and support Environmental Health – HAZMAT operations – with debris removal

### DAMAGE/SAFETY INSPECTION UNIT

- Take direction from the Public Works Branch Chief
- Coordinate and conduct damage/safety inspections
- Assess and maintain detailed damage reports
- Survey public/private facilities infrastructure for damage
- Coordinate and supervise inspection teams
- Coordinate and supervise mutual aid requests for engineers and inspectors
- Assess the disaster situation to determine the potential threat – hazard that exist for first responders
- Monitor and support Environmental Health-HAZMAT operations with buildings that contain hazardous materials

### AGRICULTURE BRANCH

- Assess disaster impact on crops and livestock
- Coordinate with PIO to inform the public on disaster prevention, response, recovery, and assistance
- Coordinate disaster assistance for farms and ranches
- Coordinate with public works for debris removal
- Identify mitigation needs

### RECOVERY BRANCH

- Begin recovery operations as soon as possible
- Establish a Recovery Operations Center
- Identify key agencies to participate in recovery
- Consider short- and long-term recovery needs
- Identify potential funding sources to support the removal of debris, hazardous material, and trees
- Open traffic corridors as soon as possible
- Take all precautions for the safety of persons working in the danger zones while recovery is underway
- Establish radio communications for inter-agency work crews

### CARE and SHELTER BRANCH

- Take direction from Operations Section
- Coordinate activation/management of shelters
- Coordinate with Red Cross, Salvation Army, Animal Services and Emergency Preparedness
- Coordinate distribution of food, water, and clothing at shelter sites
- Notify Environmental Mgmt. of food, water, and waste management activities
- Coordinate Inquiry and Registry services
- Make resource requests through Logistics section
- Communicate frequently with PIO Group to ensure timely/accurate information dissemination on shelter site locations and family re-unification procedures
- Ensure shelter facilities follow the Americans with Disabilities Act
- Coordinate with Local and State Social Services
- Support Disaster Assistance Agencies in contacting those that are in need
- Try and co-locate animal shelters with human shelters
- Coordinate with Mental Health for counseling

### MEDICALLY FRAGILE UNIT

- Take direction from the Public Health Branch
- Manage Medically Fragile Care and Shelter ops.
- Coordinate Medical Reserve Corps (MRC)
- Coordinate w/Care and Shelter Branch
- Provide medical care as needed
- Maintain detailed records on patient care
- Set up the facility in stages (decon-triage-assessment-treatment-sheltering) you want to receive patients
- Ensure staff is working in appropriate protective gear
- Make requests for security to Law Enforcement Branch
- Maintain detailed records on each patient and follow regulations regarding confidentiality
- Ensure facilities are following the Americans with Disabilities Act
- Coordinate with County, State Health and Human Services for short- and long-term patient needs
- Coordinate and assist Local, State, and Federal disaster assistance agencies
- Coordinate with Fire-EMS Branch to ensure field triage is properly identifying med- fragile patients
- Ensure progress is being made to re-unite evacuees with family members, and or assistance is being provided for self-sustained living arrangements
- Summon as necessary Mental Health Professionals for counseling services

## 3.7 Planning/Intelligence Section

### PLANS/INTELLIGENCE

- Take direction from EOC Director
- Manage Plans Section
- Collect, analyze, and display situation/status reports – Manage sensitive intelligence
- Adopt a proactive attitude, thinking ahead and anticipating future disaster problems – destruction concerns
- Assess effectiveness of strategies – measure performance in attaining objectives
- Facilitate and prepare the EOC Incident Action Plan
- Coordinate with EOC Director, PIO and section chiefs – ensure information is being received and transmitted
- Ensure Documents Unit maintains files on all activities – produces copies as needed
- Provide technical services as needed

### ADVANCE PLANNING UNIT

- Take direction from the Plans Chief
- Gather and analyze information to determine current and future disaster potential – formulate Incident Action Plan, and identify mitigation needs – Assess effectiveness
- Think pro-actively to identify what the disaster event may develop into and what is going to be needed in the next few hours, months, and years to mitigate, respond, and recover from the disaster’s impact
- Set up a filing system to maintain all disaster event documents
- Coordinate with Situation Analysis Unit for current information
- Submit the Advance Plan to the Plans Section for approval prior to dispersing it to EOC staff

### DEMOBILIZATION UNIT

- Take direction from the Plans Chief
- Meet with section chiefs to determine what is going to be needed to demobilize operations in an orderly fashion
- Develop a de-mobilization plan that includes:
  - A system by which all personnel are accounted for
  - Instructions for the return of all equipment
  - Instructions for the return of leased, rented, and borrowed equipment
  - Maintenance of equipment and its return to operational readiness
  - Instructions for the completion of reports and where they are to be turned in
  - Dates, times, and locations for future meetings and debriefings
  - Post event resources available to emergency response personnel
  - Conduct critical incident stress de-briefing and follow up assistance

### SITUATION ANALYSIS UNIT

- Take direction from the Plans Chief
- Collect and analyze information from all sections, and DOC’s, and JOC liaison branches – ensure accuracy
- Post information on maps, status, and display boards
- Coordinate closely with the Document Unit for Cal EOC information entry

### DOCUMENT UNIT

- Take direction from the Plans Chief
- Collect, organize, and file all disaster event documents
- Performs data inputs Cal EOC
- Provides document reproduction
- Maintain archive of all events documents

### TECHNICAL ASSISTANCE UNIT

- Take direction from Plans Chief
- Think proactively as to what technical specialists are going to be needed
- Assist other sections and branches as needed
- Track technical assistance assignments

## 3.8 Finance / Administration Section

### FINANCE/ADMINISTRATION CHIEF/COORDINATOR

- Take direction from the EOC Director
- Activate and staff section branches
- Establish communication w/ State and Federal disaster assistance agencies to coordinate response costs
- Maintain all financial records from response to full disaster recovery
- Process purchases, procurements, claims and reimbursements in a timely manner
- Continue payroll capability
- Regularly communicate w/ the EOC Director and Section Chiefs to update them on current finance section procedures and disaster purchasing opportunities-limitations

### COMPENSATION and CLAIMS UNIT

- Take direction from Finance/Admin Chief
- Investigate injuries and property damage claims
- Maintain files on these claims
- Complete all forms required by Worker's Compensation and State Compensation programs
- Review reporting laws and time constraints
- Provide instruction to all sections on the procedures to be followed in completing-submitting forms
- Coordinate with Safety Officers regarding the mitigation of hazards
- Obtain records on personnel assigned to the disaster event and compare with claims being submitted

### PAYABLES UNIT

- Take direction from the Finance/Admin Section Chief
- Coordinate vendor contracts
- Coordinate with Logistics Section on procurements and supply purchases
- Maintain detailed records and coordinate with ICP Finance Sections
- Review emergency purchasing procedures
- Communicate with Recovery Unit for information on state and federal disaster assistance procedures/forms
- With approvals of the Finance/Admin Section Chief, prepare and sign contracts as needed
- Ensure all contracts identify the scope of work and where it is to be performed
- Negotiate rental rates not already established-be watchful for disaster inflated price gouging
- Verify and compare billing charges with authorized expenditures

### RECOVERY UNIT

- Take direction from the Finance/Admin Section Chief
- Collect, organize, and analyze information for recovery planning
- Coordinate with Finance Section for FEMA and State OES disaster assistance and reimbursement
- Develop a Financial Recovery Plan
- Coordinate with Situation Analysis Unit for loss of life, injury, and damage reports
- Ensure the following costs are being recorded and computed:
  - Costs for the use of vehicles, equipment, facilities owned, rented, donated, or obtained
  - Staff time "straight time" and "overtime", include volunteer staff hours
  - Services that were paid for
  - Costs for meals, lodging, and fuel
  - Disaster caused damage to special districts, cities, and county properties
- Prepare a cost report for the Finance Section Chief, EOC Director, and Board of Supervisors

### TIME KEEPING UNIT

- Take direction from the Finance Section Chief
- Track, record, and report all on-duty staff times assigned to the disaster event – maintain database for easy retrieval
- Provide instruction to all sections on how to complete-submit time sheets
- Obtain records on personnel assigned to the disaster event-compare with the time sheets

## 3.9 Logistics Section

### LOGISTICS CHIEF

- Take direction from the EOC Director
- Manage Logistics Section
- Provide communication and transportation services, equipment, personnel, facilities, food and other resource needs
- Establish priorities for resource allocations
- Establish communications with other activated EOC Logistic Sections and State OES and REOC
- Coordinate with Finance Section for fiscal and administrative requirements and identifying funding sources
- Regularly communicate with EOC Director, PIO, section chiefs on current-future resource status
- Ensure communication systems (Radio, Information Services, and Landline-Cellular Phones Systems) are in place and working accordingly. Refer to Communications annex
- Ensure that the Supply/Procurement branch is communicating with the Payables branch in the Finance Section – all required documents and procedures are being followed
- Ensure Resource Status branch is tracking all operational area and mutual aid resources

### FEDERAL RESOURCE LIAISON

- Ensure interagency coordination and communication
- Coordinate Federal resource requests
- Track Federal resource deployments

### PERSONNEL BRANCH

- Take direction from the Logistics Section Chief
- Process all incoming requests for personnel support and identify:
  - \_\_The number of personnel needed
  - \_\_Special qualifications – training – expertise they will need
  - \_\_Where they are needed
  - \_\_Who they are to report to
  - \_\_The estimated time for arrival
- Coordinate community volunteers as disaster service workers
- Assess the developing emergency to determine current and future personnel needs
- Consider utilizing Search and Rescue (SAR) and Community Emergency Response Teams (C.E.R.T.) volunteers
- Begin assembling a list of personnel resources- note their area of expertise (firefighter-law enforcement officer, EMT, paramedic, building inspection, USAR, heavy equipment operator, etc.)
- Track all personnel assigned to the disaster event
- Coordinate closely with Transportation Branch for arranging the transportation of personnel

### FOOD SERVICES BRANCH

- Take direction from the Logistics Section Chief
- Process all food – feeding requests
- Assess the developing emergency to determine current and future food and feeding services
- Begin assembling a list of organizations that can prepare meals for field and EOC staff
- Notify Environmental Mgmt. of food, water, and waste management activities
- Coordinate with the Supply/Procurement Section for food purchases
- Process all incoming food requests and identify:
  - The number of meals and beverages needed
  - Where they are to go
  - Who is to receive them
  - When they need them

### FACILITIES BRANCH

- Take direction from the Logistics Section Chief
- Processes all facility requests
- Coordinate with Red Cross, School Districts and other volunteer organizations for facilities, furnishings, and facility Equipment.
- Manage facility maintenance
- Assess the developing emergency to determine current and future facility needs
- Coordinate closely with the OPS Section Care & Shelter Branch for facility requests
- Process all incoming facility requests and identifies:
  - The number and size of the facilities needed
    - Does the facility need a kitchen, generator back-up, restrooms, etc.
    - Who will be housed or working there?
    - What furnishings will be needed

**EOC Logistics Section (Cont.)**

**COMMUNICATIONS BRANCH**

- Take direction from the Logistics Section
- Ensures radio, telephone, data, and OASIS, are operational
- Assemble a communications plan
- Manage Radio, Telephone and Information Systems units
- Assess the developing emergency to determine current and future communication needs
- Consider utilizing ARES/RACES and other emergency radio service organization
- Coordinate with other sections and branches to determine their communication needs
- Coordinate with field incident commanders, and other Operational Area EOC's and the State REOC to improve communications
- Liaison with Sheriff's Central Dispatch to confirm disaster related communications are being properly directed

**INFORMATION SYSTEMS UNIT**

- Take direction from the Communications Branch Chief
- Ensures computer/Internet and Cal EOC are supporting inter-agency/EOC communications
- Maintain computer/Internet/e-mail systems

**TELEPHONE UNIT**

- Take direction from the Communications Branch Chief
- Ensure telephone systems are operational, publish phone list, liaison w/phone utility companies

**RADIO UNIT**

- Ensure radio and OASIS services are provided to EOC staff as required
- Oversee the installation of radio systems within the Operational Area EOC
- Coordinate with other EOC Communications Centers
- Develop and distribute a Radio Communications Plan that identifies all systems in use and lists specific frequencies assigned for the event or disaster

**RESOURCE TRACKING UNIT**

- Takes direction from the Logistics Section Chief
- Coordinate w/Sections and Branches for resource status
- Depict resource status on boards in the EOC
- Track resources as follows:
  - Date and time of request
  - What is being requested
  - Priority of need and estimated time for delivery

**SUPPLY/PROCUREMENT UNIT**

- Take direction from the Logistics Section Chief
- Process all incoming supply requests and identifies:
  - What is needed
  - The number of items to be acquired
  - Where are they to go and who is to receive them
  - Estimated time of arrival
- Coordinate closely w/ Finance Section
- Coordinate with supplier to determine if they will deliver the supplies – If not, coordinate pick up and delivery through the Transportation Branch

**TRANSPORTATION UNIT**

- Process all incoming transportation requests and identify:
  - The number and type of vehicles needed
  - What they will be transporting
  - Where they are to go
  - The type of driving conditions and ETA for arrival
- Coordinate w/agencies for transport resources

**RESOURCE ORDERING NOTE**

- Order information needs to include:
- Departure – arrival times
  - Mode of transportation – reporting location
  - Anticipated assignment
  - Resource ordering number if one is given
  - Reference code for billing information

**SPONTANEOUS VOLUNTEER - DONATION UNIT**

- Coordinate w/ PIO on public instructions for donating supplies and volunteer involvement
- Establish facilities to receive-store donated supplies
- Manage volunteer recruitment and training
- Manage Disaster Service Worker program



## 3.10 EOC Activation Levels

### **Level III: (Minimal EOC activation, minimal staffing)**

Level III may be requested by on-scene Incident Commander (IC) – Area Commander (AC), and or initiated by the County’s Office of Emergency Services. OES staff may be on-scene with the IC - AC and or be working from the County’s EOC. The size and potential of the emergency event is limited to a small area requiring only minimal EOC staffing.

### **Level II: (Partial EOC activation, moderate staffing)**

The emergency is confined to a specific area of the County and is stressing local resources. Level II requires the EOC to be staffed by key agencies that are involved in the emergency.

### **Level I: (Full EOC activation, full staffing)**

Level I is a full-scale activation with all EOC positions being staffed. The emergency event is affecting all or a large part of the County.

### **Emergency Operations Centers**

The main emergency operation center (EOC) is located 200 Industrial Drive, Placerville, on the ground floor of the Sheriff’s Office. A branch EOC is co-located at the South Lake Tahoe Fire Training room, 1195 Rufus Allen, South Lake Tahoe. During large-scale emergencies affecting the Lake Tahoe basin, such as the Caldor Fire, the EOC’s for the County and the City of South Lake Tahoe can be unified at one location or operate united from two locations. An alternate EOC is located at the El Dorado Irrigation District Headquarters, 2890 Mosquito Road, Placerville.

Depending on the complexity and scope of the given emergency, key individuals and county agencies will be notified by phone and email to respond to the EOC when activated. The number of personnel will vary depending on the activation level of the EOC and can change as the incident changes. A confidential list of EOC personnel is maintained in OES and the phone notification system is used to do the call out. Personnel are mobilized and managed using the Incident Command System principles and practices.



## 3.11 Deactivation of the EOC

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Planning for the deactivation of the EOC takes place in concurrence with its activation. It is essential that all sections and branches keep track of the resources they order, deploy and release from their duty so that an orderly demobilization can occur with all personnel and equipment accounted for. Resources should not be ordered nor retained any longer than what is necessary to properly manage and recover from the emergency-disaster level event. Authority to deactivate the EOC rests with the Director of the Office of Emergency Services and on the advice of the EOC Director.

# 4

## **Direction, Control, and Coordination**

## 4.1 Response Partnership

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Response partners for the area include city and county staff, first responders, various special districts, private and volunteer agencies, tribal officials, other NGOs, and other representative groups. Preparation efforts are critical to ensuring that leadership, government, and nongovernmental organizations (NGOs) are ready to act quickly. A community comprises a variety of partners, including economic development professionals, business leaders, affordable housing advocates, faith-based organizations, and access and functional needs populations, and each has a significant part to play in recovery

### 4.1.1 Operational Area Planning and Response Stakeholders

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City of Placerville  
City of South Lake Tahoe  
Tribal Government Partners  
Education Partners  
Transportation Partners  
US Coast Guard  
Non-Governmental Organizations  
American Red Cross  
Operational Area Coordinators for Fire/ Law  
Cal OES  
California Highway Patrol  
County Departments, Agencies, and Special Districts

## 4.2 Department Operation Centers

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SOPs generally establish procedures for Initial Response, as well as Extended Response by activation of a Department Operations Center (DOC). As such, each of those plans will become an extension of and be integrated with this Emergency Operations Plan (EOP).

SOPs developed by individual departments should be reviewed by the Sheriff's Office of Emergency Services for consistency with the El Dorado County Operational Area EOP and that they are following SEMS and NIMS and as needed integrated with the State Emergency Plan and National Response Framework.

DOCs are established physical facilities or locations and activated by individual departments to coordinate actions specific to that department during an emergency event, even when the EOC is not activated. Activation of a DOC is based on the mission of the department and is authorized by the Director of that County department. Because DOCs are primarily for departments that play a role in immediate response during a disaster or emergency, not all departments will require a DOC.

If the EOC is activated, DOCs can serve as extensions of the functional branches in the Operations and Logistics Sections of the EOC. The DOC shares objectives, strategies, and status updates at regular intervals with the EOC. As such, personnel selected by the department to be part of a DOC receive training and participate in drills and exercises to develop their skills and knowledge of overall EOC operations.

## 4.3 Emergency Proclamations

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A Local Emergency Proclamation is needed to request response resources from other jurisdictions (local, state, and federal), to empower the Director of Emergency Services to implement certain emergency actions, and to apply for State and Federal disaster assistance. A "Local Emergency" may be proclaimed by the governing body (CGC § 8630) or the Director of Emergency Services. When proclaimed by the Director of Emergency Services, the governing body must ratify the Local Emergency Proclamation within seven (7) days. In addition to the Local Emergency declaration, we may include:

- A request for a Governor's Proclamation
- A request for a Presidential Declaration
- A designation of the Local Agent

Although the county's Local Emergency Proclamation provides all political subdivisions within the county that are impacted by a disaster with access to cost recovery from the state or federal government [CCR § 2970(a)(1)], it is recommended that cities also declare a Local Emergency. A Local Government Guide for Emergency Proclamations can be found at <https://www.caloes.ca.gov/home>; click on Cal OES Divisions; click on Recovery; click on Proclamation Process; click on Proclamation Guide and Sample Proclamation at bottom of page.

## 4.3.1 Safety Assessment

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As soon as possible following the disaster, a Safety Assessment is conducted by each impacted jurisdiction to identify immediate threats to public health and safety, and to determine the true scope of the disaster. Based on the survey results, appropriate emergency protective measures are implemented, including one or more of the following:

- Road closures
- Safety posting of structures and building condemnations or demolitions
- Relocation of businesses or government services from unsafe structures or areas
- Rapid debris removal and/or stream clearance
- Mitigation of threats to public health, such as hazardous materials or infectious waste containment
- State OES maybe requested to aid through its Safety Assessment Program (SAP). Safety Assessment is the evaluation of facilities following a disaster to determine the condition of buildings and infrastructure for use and occupancy. These assessments are not intended to identify or quantify damage, but to categorize facilities as to their safety. <http://www.oes.ca.gov>; click on Cal OES Divisions; click on recovery; click on Disaster Mitigation & Technical Support; click on Technical Assistance Programs Unit; click on Safety Assessment Program (SAP)

## 4.3.2 Damage Assessment

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Following completion of the Safety Assessment, a detailed Damage Assessment is completed by each jurisdiction in the impact area. Damage information is summarized by each jurisdiction, according to the following:

- Identify the extent of damage to each structure
- Each damaged location is given an individual identifier.
- Each damaged location is plotted on a map with geographic coordinates, if available.
- Projects are grouped by work category
- Still photographs, clearly labeled, showing damages with corresponding estimated repair/replacement costs.
- A List of Projects is completed for each work category. A project may consist of one item of work, such as repair to a single structure, or work that occurs at multiple sites, such as repair to several washouts along a road. The PAC may assist in combining various recovery items into projects.
- Each work project will have an estimate of the repairs necessary to return the site to its pre-disaster condition or to current codes and standards. (Note: Jurisdictions may wish to use the disaster to pursue improvements to damaged areas. Costs

associated with improvements will be considered and incorporated later in the recovery process.)

- A copy of the Damage Assessment will be provided to:
  - Local Agent
  - Jurisdiction Coordinating Officer
  - Operational Area Coordinating Officer
  - State OES inspectors

### 4.3.3 Mutual Aid

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Where it is suspected by the magnitude of the event that a federal disaster proclamation is imminent, Emergency Management Mutual Aid (EMMA) may be requested from State OES to assist with organizing recovery operations. A Presidential Declaration of Emergency or Major Disaster requires a Local Emergency Proclamation, a State of Emergency Declaration by the Governor, and a request from the Governor to FEMA.

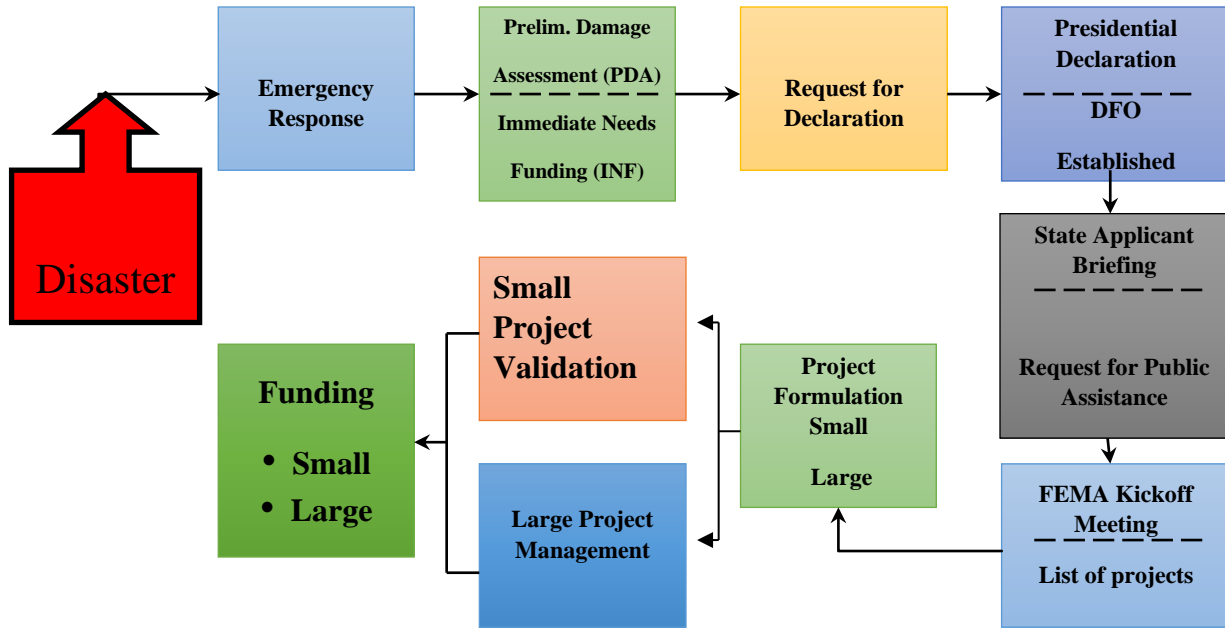
The Local Proclamation allows local jurisdictions to render mutual aid, state agencies to provide mutual aid, and the charging of extraordinary mutual aid services to the state. A State of Emergency Declaration provides the Governor with the following powers:

- Authority over all State agencies
- Police authority
- Authority to promulgate, issue and enforce orders and regulations
- Suspend non-safety related restrictions
- Use of State personnel, equipment, and facilities

### 4.3.4 Disaster Assistance Process Overview

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As mentioned previously, the emergency response and recovery phases overlap to a great extent. Following a Local Emergency Proclamation and based on the scope and extent of damages and the need for state and/or federal resources and financial support, a request will be made by the Operational Area to State OES for a Governor's State of Emergency Proclamation. When warranted, the Governor will request a Presidential Emergency or Major Disaster Declaration via FEMA. The disaster assistance process is summarized in Figure 3, provided by State OES.



In accordance with California Code of Regulations, Title 19, § 2450, after declaring a local emergency for which the governor proclaims a state of emergency, an after action report (AAR) will be completed. The AAR will contain a review of response actions, use of SEMS, suggested modifications to SEMS, and any modification to plans or procedures. It will also contain and identify any training needs and recovery activities. The AAR will be transmitted to CAL OES within 90 days of the close of the incident period.

### 4.3.5 Definition of Local Emergency

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“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, 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 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...” Section 8558(c), Chapter 7 of Division 1 of Title 2 of the Government Code.

# 5

## Information Collection



No two disasters are ever the same; yet virtually all incidents affect individuals in different ways when having to do with access and functional needs (AFN) (i.e., people with disabilities, people with limited or no English proficiency, seniors, children, and people with limited transportation resources).

In compliance with the Americans with Disabilities Act<sup>22</sup>, El Dorado County will provide relevant and culturally responsive public information to persons with access and functional needs in emergency planning, including the integration of interpreters, translators, and accessible content and technology. Communication with individuals with disabilities must be effective in response to their needs.

## 5.1 Alert and Warning Systems

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Sheriff's OES coordinators can activate several systems to alert the public of danger and keep them informed on evacuation orders, and to how to respond. To activate one or more of these systems, call Sheriff's dispatch at (530) 621-6600 and they will in turn put you in contact with the on-call Sheriff's OES coordinator. The alert-warning systems available include the following:

- Emergency Telephone Notification System, El Dorado County Emergency Alerts (Powered by Rave) can deliver a multi-language voice, text, email, Social Media update, and voicemail to a known list of recipients such as the members of a team, organization, and ad-hoc notification list often can be computed for a specified geographic area. Residents also can register cellular and voice over IP telephone numbers to their address through the web-based County of El Dorado Alert Notification System's self-registration portal, <http://ready.edso.org/>
- Integrated Public Alert & Warning System (IPAWS). Federal, state, local, tribal, and territorial alerting authorities can use IPAWS and integrate local systems that use Common Alerting Protocol (CAP) standards with the IPAWS infrastructure. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.
- The Emergency Alert System (EAS) is used by alerting authorities to send warnings via broadcast, cable, satellite, and wireline communications pathways. EAS participants, which consist of broadcast, cable, satellite, and wireless providers, are the stewards of this important public service in close partnership with alerting officials at all levels of government. The EAS is also used when all other means of alerting the public are unavailable, providing an added layer of resiliency to the suite of available emergency

communication tools. KFBK radio at 1530 AM for the west slope of the county, KKOH radio at 780 AM for the South Lake Tahoe area, and KFOK 95.1 FM in Georgetown.

- Wireless Emergency Alert system (WEA) is a public safety system that allows customers who own certain wireless phones and other compatible mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. WEA is part of the FEMA Integrated Public Alert and Warning System (IPAWS).
- NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week. NWR is an "All Hazards" radio network, making it your single source for comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers and other public officials, NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 Telephone outages).
- Social Media is also a tool for messaging the public during emergencies. The EOC may utilize the Sheriff's Twitter and Facebook accounts to pass along important public information to residents. Other social media platforms may also be used to pass along some other non-urgent message as well.
- Changeable Message Signs (CMS) can be strategically placed to inform the public on the danger that exists, evacuation routes, shelter locations, and medical centers.



Note: Alert and warning also includes going door to door by law enforcement officers, fire fighters and other first responders. The extent to which residences and neighborhoods can be reached will be dependent on the nature, severity, and proximity of the danger, and whether access and egress routes are available. Public safety officers will be working near and or in the

path of the impending danger and it will be of critical importance that they be kept continuously informed as to the severity and progress of the incident.

Prior emergency events have shown us that electronic notification systems such as the telephone notification system have their limitations. These systems may not connect to residents if power and telephone lines have been destroyed. The most reliable way of notifying residents of an approaching danger is to make door to door notifications. Residents are encouraged and advised to be prepared for all types of emergencies and to assist their neighbors if they can in a safe manner.

A list has been established of individuals who can read and speak various languages (Spanish, Sign Language, etc.) for the purposes of translating in multiple languages our emergency instructions and follow up disaster recovery messages to the public. El Dorado County currently contracts through Language People (707) 538-8900 or at [www.signlanguagepeople.com](http://www.signlanguagepeople.com) for translation services.

## **5.1.1 Joint Information Center (JIC)**

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To establish the command structure and operating procedures that are essential for the timely and accurate collection and dissemination of emergency instructions and disaster assistance information to the media, disaster victims and the public.

A JIC can be activated by the Incident Commander, and or EOC Director as deemed necessary.

## **5.1.2 Public Information Officer (PIO)**

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A PIO group has been established and it consists of representatives from a wide range of public and private agencies that may have a role and responsibility in disaster prevention, response, and recovery. Individual and group callouts of PIO's are available through OES staff and their mass call-down system. The Incident Commander, and or OES Director may summon as many, and or all the PIO group to staff the JIC. The JIC Manager, once appointed has the authority to staff the JIC as she/he sees fit.

An ICS command structure that is compliant with SEMS and NIMS will be used to manage the JIC function. JIC operational periods will work to coincide with the Incident Command Post (ICP), and or EOC if activated. Operational periods are generally twelve (12) hours in duration. At the beginning of each new operational period, the JIC manager should begin planning to staff the next operational period.

The JIC manager should have a PIO present at all ICP and EOC briefings to ensure accurate information is being collected, assessed, and released in a timely manner to the media and public.

The JIC may use a variety of means to communicate important information to the media and the public. The systems available include Emergency Digital Information System, Emergency Alert System, National Weather Service Broadcasts, agency WEB sites, mass telephone communication systems, and conducting regular briefings at designated locations.

Note: In a unified command, and upon approval of the Incident Commander/EOC Director, the JIC may release information and speak on behalf of all participating agencies. It is essential that the information being released to the public is accurate, consistent among involved agencies, and current. When utilizing multiple PIO's to staff several different locations, the message they deliver must be consistent. Only designated PIO's from the incident command, and or EOC if activated, may release information to the public.

When operational activities begin to decline, public information functions will also decline. The decision to scale down the JIC will be determined by the IC and JIC Manager. Once a decision to scale down or demobilize has been established the JIC Manager should adhere to the following steps:

1. Prepare a comprehensive deactivation news release for agency headquarters approval and distribution.
2. Notify community, media, agency communication managers and local officials about closing and provide local contact information.
3. Provide the lead agency with a casebook.
4. Complete or assist in the after-action report and participate in evaluation discussions.
5. Return borrowed equipment and supplies; and
6. Inventory equipment and supplies.

## 5.1.3 Joint Information Center Organizational Structure Position Check lists

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### Lead PIO/JIC Manager

- Take Direction from the EOC Director
- Identify goals, objectives and strategies for the group that support the overall goals of the EOC director
- Summon key agency PIO representation to staff the JIC
- Utilize the PIO group as deemed necessary to fill JIC support positions and extended operational periods
- Manage JIC operations to ensure timely and accurate information is being exchanged to all affected agencies
- Attend Section meetings and Action Planning Meetings
- Review and approve media and public information releases – forward to the EOC Director for final approval for press release dissemination
- Ensure that a focus remains on providing efficient and courteous services to the affected community

### Research and Writing Branch

- Supervise Situation Status, Writing, Computer-Web Service, and Rumor Control – Phone Bank units
- Identify goals, objectives and strategies for the unit that that will accomplish the overall goals of the JIC Manager
- Equip the office with suitable equipment (computers, fax machines, copier) and communication needs (radio, telephones internet, etc)
- Staff unit as needed – foresee future staffing needs
- Conduct thorough research on related topics and event status
- Attend all ICP and EOC briefings, and public meetings to gather information for news releases
- Coordinate with ICP/EOC section branches
- Produce accurate and timely news releases

### Situation Status Unit

- Supervise the unit
- Remain in contact with all EOC sections and branches for up-to-the-minute information and progress of the disaster event and recovery assistance
- Attend pertinent briefings and meetings
- Assemble information for easy access, retrieval, and interpretation by other JIC units

### Writing Unit

- Collect, analyze, and assemble information into accurate and timely media and public release messages

### Media Relations Branch

- Responsible for overall administration and coordination of the JIC Media Relations Unit Activities include IC/EOC Director approved information releases through the News Desk, media monitoring and analysis, field operations, rumor control and special projects
- Identify goals, objectives and strategies that will accomplish the overall goals of the JIC Manager
- Equip the office with suitable equipment (computers, fax machines, copier) and communication needs (radio, telephones internet, etc)
- Staff unit as needed – foresee future staffing needs
- Ensure the timely dissemination of information
- Coordinate media inquiries
- Monitor all media news outputs

### News Desk Unit

- Responsible for the coordination of media contacts, interview schedules, and the overall dissemination of press releases
- Staff as needed
- Identify unit objectives and strategies that support the goals of the Media Relations Unit and JIC
- Ensure media lists are accurate and all have been included
- Ensure the timely dissemination of information to the media and public in compliance with JIC Manager directives
- Coordinate media inquiries
- Initiate and coordinate media interviews with EOC staff and key officials as deemed appropriate
- Coordinate calls as main point of contact with Field assigned PIO's

**Computer Services – Web Development**

**Unit**

- Take direction from the branch director to establish and maintain a web site to support information releases
- Update the web site with the following:
  - Press releases
  - Fact sheets
  - Graphics/Photos
  - Maps
  - Information on where and how to report damage
  - Find public meeting location information
- Receive media and public releases from the Media Relations Unit

**Rumor Control – Phone Bank Unit**

- Responsible for establishing and maintaining an effective rumor control unit
- Receive briefing from Media Relations Coordinator for continuous updates on information being released
- Review the checklist, check-in and get a briefing from Planning/Intelligence Section Leader
- Attend to various administrative responsibilities in leading the unit including,
  - Supervision of staff
  - Scheduling staff
  - Representing unit in JIC meetings
  - Ensuring record maintenance with the branch
- Phone Bank: Coordinate activation of the OES Safety and Information Referral line
- Ensure that contact and coordination with the phone bank is being done to ensure accurate and timely information is being released
- Ensure the tracking and analysis of public inquiries via calls and other sources for misinformation, rumors, and trends
- Ensure coordination of information about misinformation, rumors, and trends with other JIC units

**Media Monitoring & Analysis Unit**

- Responsible for establishing and supervising groups to review both broadcasts, print and internet media output, capture its essence in summary form, and make this available to JIC Staff for distribution widely within the EOC
- Receive briefing from Media Relations Coordinator
- Attend to various administrative responsibilities in leading the unit, including, supervision of staff, scheduling of staff, represent unit in JIC meetings, and represent the branch within the EOC ensuring record maintenance within the branch.
- Divide unit into specialized sections that monitor specific media:
  - Newspaper- determines coverage area and arranges to receive copies daily.
  - Broadcast- monitors radio/TV 24 hours during and following the disaster.
  - Record TV newscasts for later review.
- Responsible for immediate contact with Logistics Staff for equipment required to operate the JIC.
- Develop a system for creations of clippings/media summaries, i.e., how are they written, what items to include and where to send final product for inclusion in daily distribution.
- Design shifts to cover broadcast news times.

**Media Liaison Unit**

- Serve as a contact for on-site media representatives.
- Ensure on-site media representatives are credentialed.
- Provide on-site media representatives with orientation of facilities in accordance with established JIC policies and procedures.
- Ensure the distribution of media releases, fact sheets and collateral materials to on-site media representatives.
- Ensure maps, timelines and other visual materials within Media Briefing Room are updated. Coordinate media briefing schedules with the Desk Unit.
- Ensure all audio-visual equipment is in operating condition in the Media Briefing Room.
- Accompany media representatives during tours of EOC. (After receiving approval from the EOC director for the tour).

**Operations Unit**

- Supervise PIO units who are assigned to field assignments that are not specifically working with the media. These assignments include:
  - The Local Disaster Assistance Center
  - Public gatherings
  - Federal Joint Operations Center
  - Red Cross Shelter sites
  - The Incident Command Post/EOC
  - FBI Operations Center (terrorist event)
- Duties include:
  - Disseminating information
  - Assessing from the public the level of accurate and timely information they are receiving (quality control) 22-0690 A 78 of 124
  - Providing the public information on ways to get current information

## 5.1.4 JIC Information Dissemination Priorities

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Though all types of information from many different sources will be processed and disseminated through the JIC, some types are more important than others. In recognition of this fact and the necessity of using available public information facilities in the most efficient and effective manner, the following is a list of those priorities:

1. Lifesaving and general safety information essential to survival, health, and safety within the disaster area.
  - Earthquake, provide personal safety instructions
  - Aftershocks, provide warnings of potential and personal safety instructions
  - Fires/hazmat incidents, provide personal safety instructions
  - Personal safety information for other emergencies as appropriate
  - Public health instructions, i.e., water, sewage
  - Medical care first aid information
  - Treatment center locations
  - Out of area hospitals where victims are taken
  - Mass care shelters, locations
  - Where parents can be reunified with their children (schools)
  - Locations of warming, cooling centers, medically fragile shelters
  - Instructions for disposition of dead, get information from law/coroner branch
  - Weather precautions
  - Foreign language instructions as necessary
  - Instructions to volunteers
  
2. Release information regarding the coordination of local governmental response, also to include any State or Federal assistance.
  - Search and Rescue activities
  - Local assistance center established
  - Medical operations
  - Roadblocks/traffic detours
  - Safety assessment programs
  - Damage assessment/mitigation operations
  
3. Release incident status information
  - Deaths (verified through law enforcement branch), injuries, displaced persons – continue to update information to media
  - Homes and other structures damaged/destroyed
  - Hospital status
  - School status
  - Estimate of monetary damages if available
  - Major problems – fire, chemical spills, trapped persons

- Transportation disruption
  - Utilities – water, telephone, gas, electricity, and sewer lines – update continued disruptions or potential problems associated with them
  - Where people can report the damages, they have suffered
4. Release information for relatives across the country/world
    - American Red Cross locator services (when activated)
    - Instructions to new volunteers
    - Instructions to those who want to donate resources/money
  5. Release information for media
    - Times of news briefings
    - Airspace restrictions (check with FAA)
    - Road damage and detours
    - Roadblocks
    - Fires, hazardous material dangers
    - Location of news center in damage area
    - Language assistance for foreign journalists
    - Media tours of affected area

## 5.2 Communication Interface

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It is essential that accurate information be exchanged in a timely manner between tactical units, field incident commands, area commands, department operations centers, emergency operations centers, and the regional emergency operations center. To facilitate and support inter-operability communications, a communications plan has been assembled. It includes the pre-identified:

- a. Primary and tactical radio frequencies available for multi-agency/discipline responses to emergency situations - NIMS requires clear text radio communications be used.
- b. Landline telephone numbers for essential facilities, and fixed command centers.



- c. Internet e-mail addresses for fixed command centers such as department operations centers, area commands, city emergency operations centers, OA emergency operations centers, and regional operation centers.
- d. Communication with the regional emergency operations center will be accomplished using CalEOC, OASIS, and landline telephones.
- e. Amateur radio operators are available via a call-out system for assignment to various field posts, command centers, hospitals, care shelters, and other locations as needed.
- f. Central points of contacts for department and operational area (OA) EOC's shall be through the Agency Liaison positions.

Area commands should not be co-located with a field incident command post but should be close enough to accommodate “face to face” briefings with field command personnel when needed. Area commands may be co-located with an OA EOC. Incident Action Plans should include dates, times, and locations where briefings are going to take place and what pertinent information will be needed and exchanged. Briefing participants should include command level personnel from Field Incident Commands, Area Commands, and Emergency Operations Centers.

## 5.3 Emergency Management Information System

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El Dorado County utilizes Geographic Information System (GIS). It manages, analyzes, and maps all types of data. GIS connects data to a map, integrating location data (where things are) with all types of descriptive information (what things are like there). This provides a foundation for mapping and analysis that is used in science and almost every industry. GIS helps users understand patterns, relationships, and geographic context. The benefits include improved communication and efficiency as well as better management and decision making.



## 5.4 Preservation of Vital Records

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Each county department has the responsibility for preserving their vital records. County Information Technologies (IT) has an oversight role to ensure system integrity. Vital records of this jurisdiction are routinely stored in protected computer systems, and then additionally backed up and stored at a secure facility located outside the county. If for some reason one or more county departments are unable to access their records through in-county “primary” computer storage systems, the records stored off-site can be immediately summoned and transported to wherever they are needed.



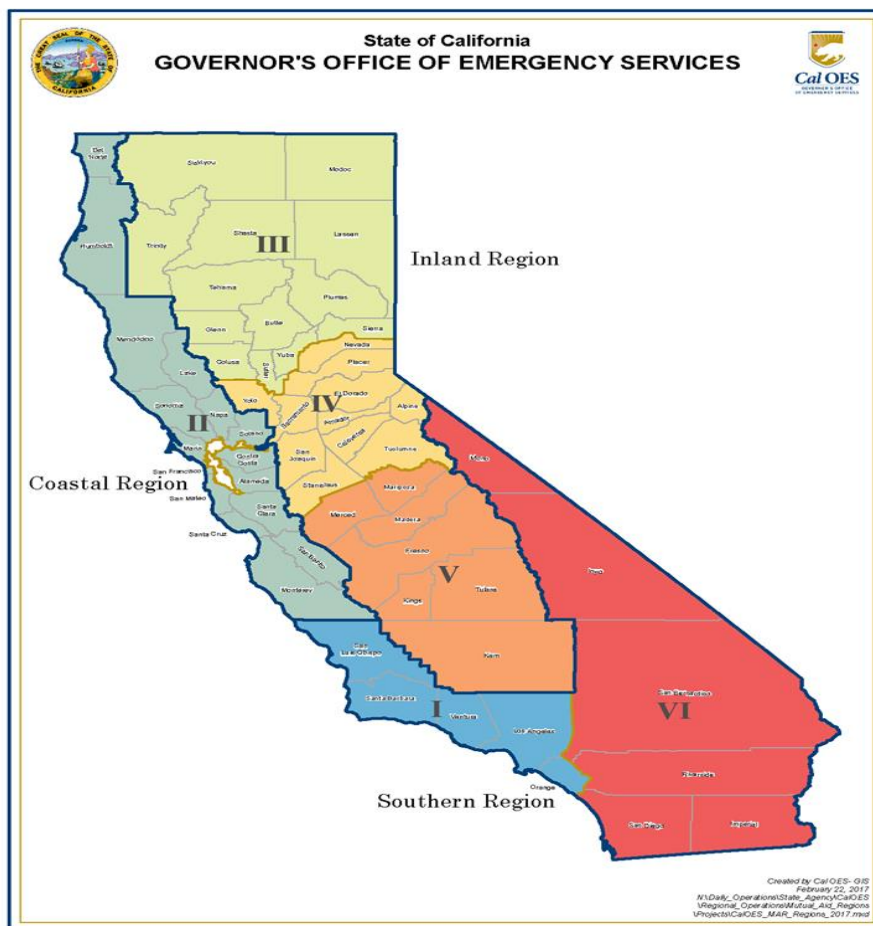
# 6

## MUTUAL AID

Mutual Aid may be required to support the response to a credible threat or actual emergency and is dependent on the needs of the requesting jurisdiction.

## 6.1 Mutual Aid System

The foundation of California's emergency planning and response is a statewide mutual aid system, which is designed to ensure adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Master Mutual Aid Agreement as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities but can give and receive help whenever it is needed. State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions and three administrative regions. El Dorado County is located within the Inland Region and Mutual Aid Region IV.



## 6.1.1 Discipline Specific Mutual Aid

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The statewide mutual aid system includes several discipline-specific systems such as, but not limited to, fire and rescue, law enforcement, public health, search and rescue, and emergency management. The adoption of SEMS does not alter existing mutual aid systems. To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area, Regional and State levels. It is expected that, during a disaster, the El Dorado Operational Area Mutual Aid Coordinators will be assigned to the El Dorado County Emergency Operations Center (EOC). The basic role of a Mutual Aid Coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next SEMS level.

## 6.1.2 Volunteers

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Volunteer and private agencies are part of the El Dorado Operational Area's Mutual Aid System. These groups are represented at the El Dorado County EOC when activated, as needed.

## 6.1.3 Obligatory Mutual Aid

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The Governor may proclaim a State of Emergency when:

- A. There exist 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, 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.

1. The Governor is requested to do so by local authorities.
2. The Governor finds the local authority is inadequate to cope with the emergency.

B. Whenever the Governor proclaims a State of Emergency:

1. Mutual aid shall be rendered in accordance with approved Emergency Plans whenever the need arises for outside aid in any county, city and county, or city.
2. The Governor shall, to the extent he/she deems necessary, have the right to exercise within the area designated, all police power vested in the State by the Constitution and the laws of the State of California.
3. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
4. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting State business, or the orders, rules, or regulations of any State Agency.
5. The Governor may commandeer or utilize any private property or personnel (other than the media) in carrying out his responsibilities.

### **State of War Emergency**

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 receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent, all provisions associated with a State of Emergency apply, plus:

- A. All State agencies and political subdivisions are required to comply with the limits of their authority as provided for in the State Emergency Services Act.

## **6.1.4 Mutual Aid Agreements**

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The following depicts the mutual aid agreements in which El Dorado County is a participant:

- California Master Mutual Aid Agreement
- El Dorado County Western Slope Fire Agency's Mutual Aid Agreement
- Region IV Law Enforcement, Mutual Aid Agreement
- Region IV Medical Services Mutual Aid Agreement
- Coroner's Mutual Aid Agreement
- Emergency Management Mutual Aid Agreement
- El Dorado Operational Area Mutual Aid Agreements
- Lake Tahoe Regional Fire Chiefs' Agreement

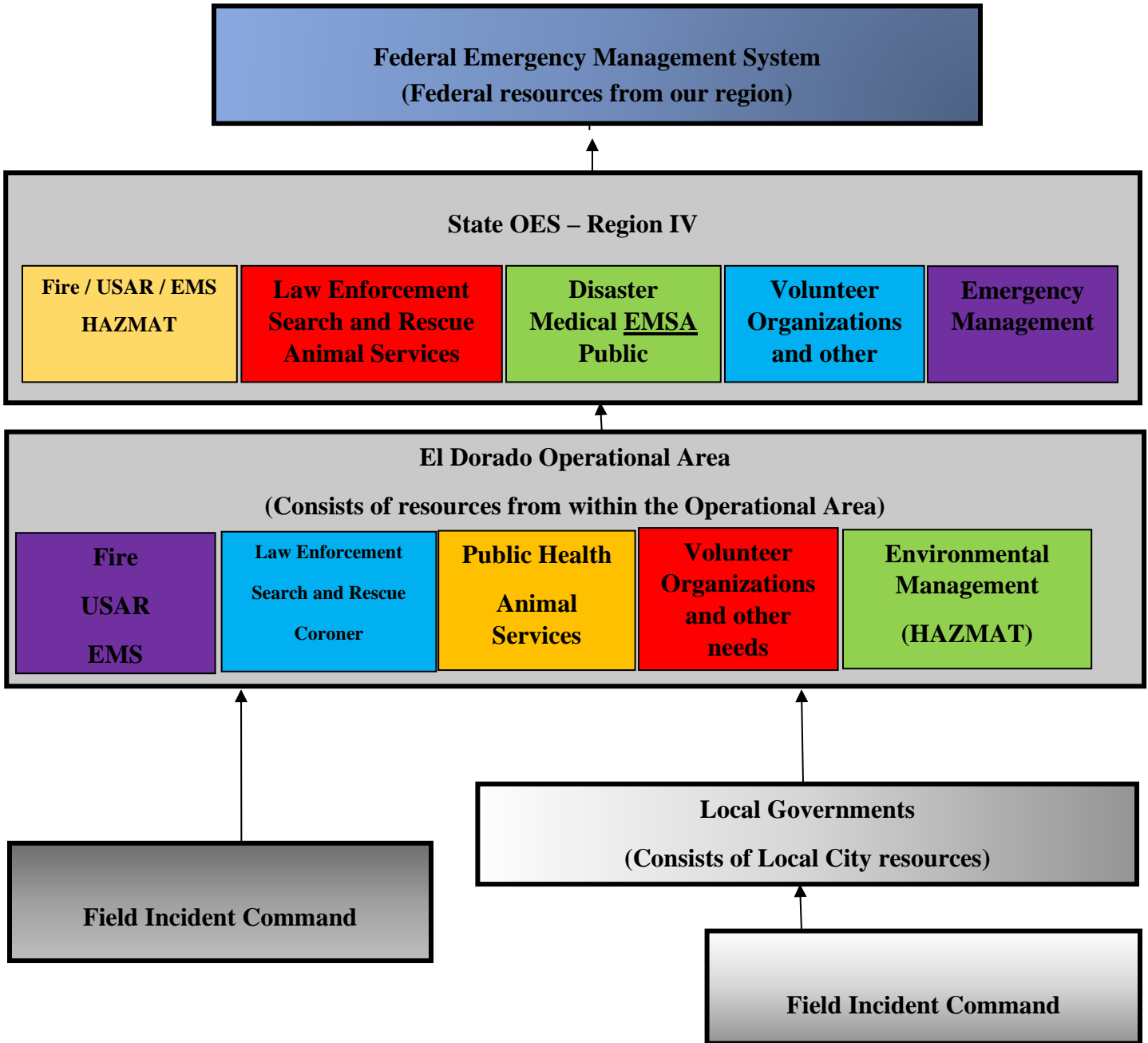
**Coordination with Other Levels of Government:** El Dorado County has identified political jurisdictions, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an emergency or disaster that affects El Dorado County. Their emergency roles have been identified and provisions for coordination with each of them made. The El Dorado Operational Area resolution between the political jurisdictions and special districts defines the roles and responsibilities of each party. The resolution and a diagram of this relationship is included as part of an attachment to this plan.

## 6.1.5 Coordination of Requests

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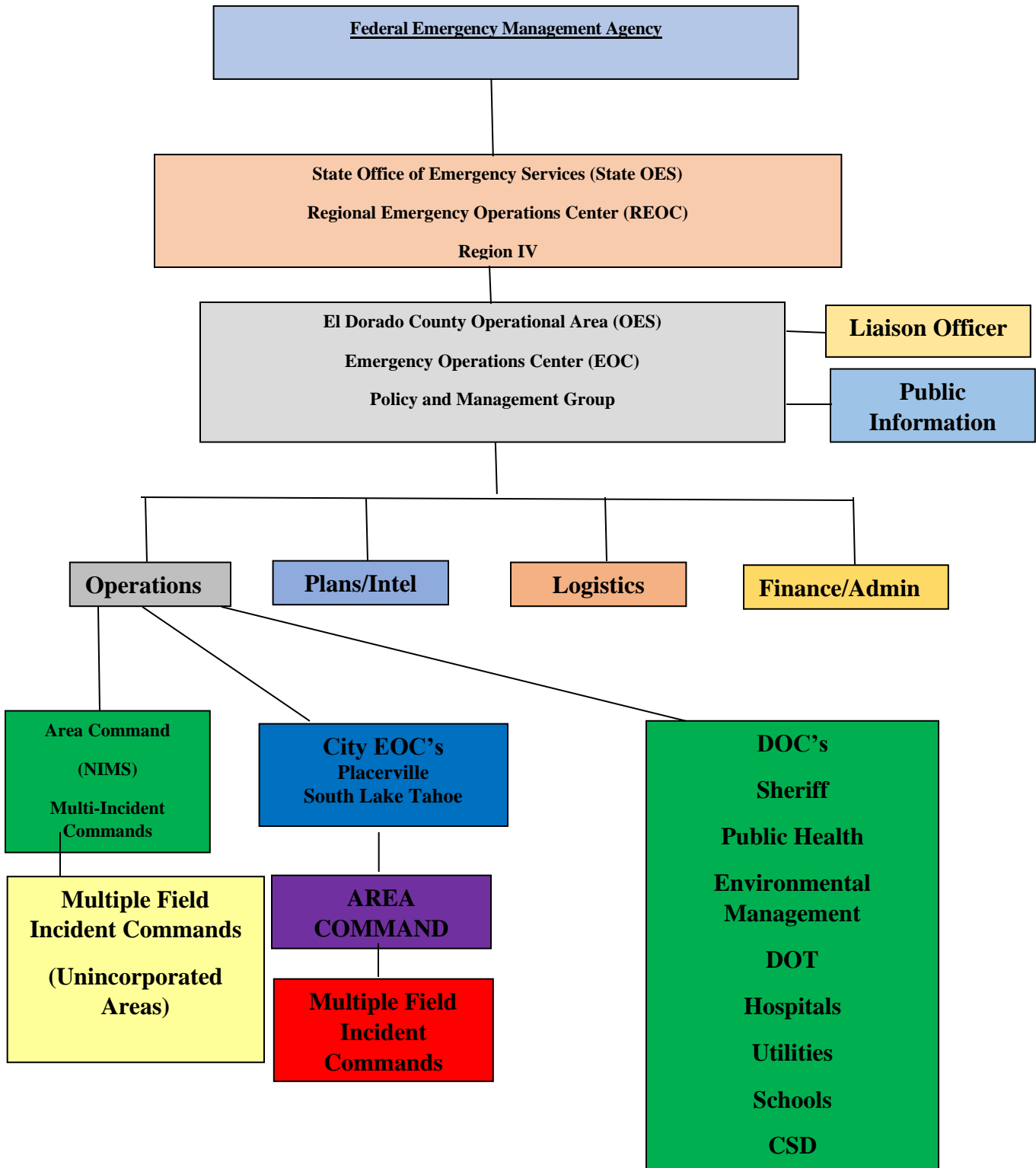
Incoming mutual aid resources may be received and processed at several types of facilities including staging areas, mobilization centers, and incident facilities:

- Staging areas are used for the complete assemblage of personnel and other resources prior to being sent to the disaster site. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.
- Mobilization Centers are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release, or reassignment. Incident facilities include Incident Command Posts, staging areas, bases, and camps.
- During a declared Local and proclaimed State of Emergency, the El Dorado Operational Area EOC will coordinate mutual aid requests with the State OES Inland Region Emergency Operations Center (REOC) for State resources.
- Fire mutual aid requests are coordinated through the El Dorado Operational Area Fire Mutual Aid Coordinator. The person(s) assigned this responsibility can be contacted on 24/7 basis through the Cal Fire Camino Emergency Command Center.
- Law enforcement mutual aid requests are coordinated by the Sheriff's Office, Office of Emergency Services on a 24/7 basis through Central Dispatch.
- Public Health and medical mutual aid requests are coordinated by the Medical Health Operational Area Coordinator (MHOAC) on a 24/7 through the Emergency Medical Services Authority.





## Standardized Emergency Management Structure



# 7

## Plan Development

## **Plan Development**

During the initial Emergency Operations Plan process, the El Dorado County Office of Emergency Services (OES) reviewed the EOP and ensure that all required sections were completed, meeting the Cal OES requirements. To ensure compliance with the following state Senate / Assembly Bills, SB 160, AB 477, AB 580, and AB 2311 El Dorado County Sheriff’s OES staff conducted public planning meetings in each district of El Dorado County. All communities were invited to attend, participate, and provide feedback in these public meetings that included, but not limited to members of the following communities: culturally diverse populations, AFN agencies and members, underserved and vulnerable communities, Social Service Agencies, Non-Profit Organizations, and Transportation Providers. Suggestions and comments, where possible, were incorporated into this document, forwarded to the appropriate departments, or noted for consideration within more specific plans listed in the appendix. Review and concurrence with the Plan provide for a comprehensive and cohesive response within the County during an emergency. After any necessary changes to the EOP were made, the El Dorado County Board of Supervisors has the authority and responsibility to approve.

## **Document of Change**

<b>Date of Change</b>	<b>Individual Making Change</b>	<b>Description of Change</b>

## 7.1 Plan Maintenance

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The Sheriff's Office of Emergency Services will have the lead responsibility for maintaining the EOP and ensuring its compliance with all applicable laws, and is an effective guide for disaster prevention, preparedness, response, and recovery. A review of the EOP will be included as an agenda item for the County's Disaster Council meeting. In addition, the EOP will be reviewed for improvement following the activation of the emergency operations center. The Sheriff's Office of Emergency Services will provide a copy of the EOP to each agency that requests it and has a role and responsibility in the plan.

The Office of Emergency Services will coordinate the review and revision of this Plan at least once every three years or when key changes occur, such as additional lessons learned in after-action reports. Development and revisions of the EOP annexes and non-substantive changes to this Plan may be made by OES without formal approval by the Board of Supervisors.



## 7.2 Plan Distribution

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<b>Department/Agency</b>	<b>No. of Copies</b>
Agricultural Commissioner	1
Animal Services	1
Assessor	1
Auditor / Controller	1
Board of Supervisors	1
Chief Administrative Office	1
Recorder Clerk	1
County Counsel	1
District Attorney	1
Environmental Management	1
Health and Human Services	1
Library	1
Planning & Building	1
Probation	1
Public Defender	1
Department of Transportation	1
Risk Management/ Human Resources	1
Superintendent of Schools	1
Treasurer-Tax Collector	1
City of Placerville	1
City of South Lake Tahoe	1
California Office of Emergency Services – Inland Region	1
Elections	1
Information Technologies	1

<b>Department/Agency</b>	<b>No. of Copies</b>
Air Quality Management	1
Non-county Partners	1
Child Support	1

# 8

## **Authorities and References**

## 8.1 Continuity of Government

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A disaster event, act of war, and or terrorist attack could result in great loss of life and property, including the death or injury of key government officials. We could also experience a partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. In the aftermath of a disaster, and during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained.

To this end, it is particularly essential local units of government continue to function. Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government. Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery.

### 8.1.1 Temporary Seat of Government

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In the event the normal seat of government is not available due to emergency conditions, the choices for a temporary seat of government will be as follows:

- First Alternate:** Planning Commission Room, 2850 Fairlane Court, Placerville, Ca. 95667
- Second Alternate:** El Dorado County Office of Education Complex, 6767 Green Valley Road, Placerville, CA
- Third Alternate:** Superior Court of California, Cameron Park Branch, 3321 Cameron Park Drive, Cameron Park, CA

### 8.1.2 Suspensions and Appointments

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Section 8621 of the Government Code specifies that during a state of war or emergency every department, commission, agency, board, officer, and employee of the state government and of every political subdivision, county, city and county, or city, public district, and public corporation of or in the state is required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for herein. Every such officer or employee who refuses or willfully neglects to obey any such order or regulation of the Governor, or who willfully



resists, delays, or obstructs the Governor in the discharge of any of his functions hereunder, is guilty of a misdemeanor. In the event that any such officer or employee shall refuse or willfully neglect to obey any such order or regulation, the Governor may by his order temporarily suspend him from the performance of any and all the rights, obligations, and duties of his office or position for the remainder of the period of the state of war or emergency, and the Governor may thereupon designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of such suspension.

## 8.1.3 Continuity of Government References

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- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Section 8635, Article 15 of the California Government Code)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government code)
- Temporary County Seats (Section 23600, Title 3, Division 1, Chapter 4, Article 1 of the Government Code)
- Members of the Legislature (Section 9004, Title 2, Division 2, Part 1, Chapter 1.5, Article 1 of the Government Code)
- Legislative Session after War or Enemy-Caused Disaster (Sections 9035-9038, Title 2, Division 2, Part 1, Chapter 1.5, Article 2.5 of the Government Code)
- Succession to the Office of Governor (Article V, Section 10 of the State Constitution)
- Succession to the Office of Governor (Sections 12058-12063, Title 2, Division 3, Part 2, Chapter 1, Article 5.5 and 6 of the Government Code.
- Succession to Constitutional Offices (Sections 12700-12704, Title 2, Division 3, Part 2, Chapter 7 of the Government Code)
- Preservation of State Records (Sections 14745-14750, Title 2, Division 3, Part 5.5, Chapter 5, Articles 2 and 3 of the Government Code)

## 8.1.4 Local Supporting Plans

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- Special District Emergency Response Plans
- City of Placerville Emergency Operations Plan
- City of South Lake Tahoe Emergency Operations Plan
- School Emergency Operations Plans
- County Hazard Mitigation Plan 2019
- Terrorism Response Plan

## 8.2 Authorities

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The following is a list of emergency-related authorities which indicate the legal basis for emergency operations and activities.

### 8.2.1 Federal

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- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).
- Homeland Security Presidential Directive 5 - Management of Domestic Incidents (February 28, 2003).
- Homeland Security Presidential Directive 8 – National Preparedness (December 17, 2003).
- Federal Pets Evacuation and Transportation Standards (PETS) Act (42 U.S.C.A § 5196a-d (2006).
- Post – Katrina Emergency Management Reform Act of 2006 (enacted in Title V of P.L. 109-295, DHS Appropriations Act of 2007).
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007.
- Sandy Recovery Improvement Act of 2013.

### 8.2.2 State

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- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- California Disaster Assistance Act (CA Government Code Section 8550 et.seq.)

- California Disaster and Civil Defense Master Mutual Aid Agreement.
- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code §8607 et seq.).
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §2720-2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code §128).
- Orders and Regulations which may be selectively promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations which may be selectively promulgated by the Governor to take effect upon the Existence of a STATE OF WAR.
- Governor's Executive Order W-9-91
- Administrative Orders (prepared under the authority of the Governor's Executive Order W-9-91).

# 9

## Annexes

# 10

## Acronyms

### ABBREVIATIONS and ACRONYMS

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<b>AAR</b>	<b>After Action Report</b>
<b>ALS</b>	<b>Advanced Life Support</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>CALCORD</b>	<b>CA On-Scene Emergency Coordination Radio Frequency (156.0750)</b>
<b>CAL EPA</b>	<b>CA Environmental Protection Agency</b>
<b>CAL FIRE</b>	<b>CA Department of Forestry and Fire Protection</b>
<b>CAL-MAT</b>	<b>CA Medical Assistance Teams</b>
<b>Cal OES</b>	<b>California Governor's Office of Emergency Services</b>
<b>Cal OSHA</b>	<b>CA Occupational Safety and Health Agency</b>
<b>CalREP</b>	<b>California Radiological Emergency Plan</b>
<b>CalSCIP</b>	<b>California Statewide Communications Interoperability Plan</b>
<b>CalSIEC</b>	<b>California Statewide Interoperability Executive Committee</b>
<b>CalTRANS</b>	<b>CA Department of Transportation</b>
<b>CBO</b>	<b>Community Based Organization</b>
<b>CBRNE</b>	<b>Chemical, Biological, Radiological, Nuclear, Explosive</b>
<b>CCP</b>	<b>Citizens Corps Program</b>
<b>CCR</b>	<b>CA Code of Regulations</b>
<b>CD</b>	<b>Civil Defense</b>
<b>CDC</b>	<b>Centers for Disease Control and Prevention</b>
<b>CDPH</b>	<b>CA Department of Public Health</b>
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CGC</b>	<b>CA Government Code</b>
<b>CHEMPACK</b>	<b>Chemical Pack (Nerve agent antidotes)</b>
<b>CHEMTREC</b>	<b>Chemical Transportation Emergency Center</b>
<b>CHP</b>	<b>CA Highway Patrol</b>
<b>CLETS</b>	<b>CA Law Enforcement Teletype System</b>
<b>CNG</b>	<b>CA National Guard</b>
<b>CST</b>	<b>Civil Support Team</b>
<b>CSTI</b>	<b>California Specialized Training Institute</b>
<b>CSWC</b>	<b>California State Warning Center</b>
<b>CVMA</b>	<b>CA Veterinary Medical Association</b>
<b>CWPP</b>	<b>Community Wildfire Protection Plan</b>

<b>DAT</b>	<b>Damage Assessment Team</b>
<b>DHCS</b>	<b>CA Department of Health Care Services</b>
<b>DHS</b>	<b>Department of Homeland Security (Federal)</b>
<b>DMAT</b>	<b>Disaster Medical Assistance Team</b>
<b>DMORT</b>	<b>Disaster Mortality Assistance Team</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DOE</b>	<b>Department of Energy (US)</b>
<b>DOJ</b>	<b>Department of Justice</b>
<b>DSTC</b>	<b>CA Department of Toxic Substance Control</b>
<b>DSW</b>	<b>Disaster Service Worker</b>
<b>DWR</b>	<b>CA Department of Water Resources</b>
<b>EAP</b>	<b>Emergency Action Plan</b>
<b>EAS</b>	<b>Emergency Alert System</b>
<b>ECC</b>	<b>Emergency Command Center</b>
<b>EDIS</b>	<b>Emergency Digital Information System</b>
<b>EM</b>	<b>Emergency Management</b>
<b>EMAC</b>	<b>Emergency Management Assistance Compact</b>
<b>EMAP</b>	<b>Emergency Management Accreditation Program</b>
<b>EMI</b>	<b>Emergency Management Institute</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMPG</b>	<b>Emergency Management Performance Grant</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>EMSA</b>	<b>Emergency Medical Services Authority</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOD</b>	<b>Explosive Ordnance Disposal</b>
<b>EOP</b>	<b>Emergency Operations Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>ERT</b>	<b>Emergency Response Team (FBI)</b>
<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>ESF</b>	<b>Emergency Support Function</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of So. Ca. Organized for Potential Emergencies</b>
<b>FMAG</b>	<b>Fire Management Assistance Grant</b>
<b>FRF</b>	<b>Federal Response Framework</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GPS</b>	<b>Global Positioning System</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HAZMIT</b>	<b>Hazard Mitigation</b>
<b>HAZUS</b>	<b>Hazards - United States (damage assessment prediction tool)</b>
<b>HAZWOPER</b>	<b>Hazardous Waste Operations and Emergency Response</b>
<b>HEICS</b>	<b>Hospital Emergency Incident Command System</b>
<b>HEPA</b>	<b>High Efficiency Particulate Air</b>
<b>HHSA</b>	<b>Health and Human Services Agency</b>

<b>HMGF</b>	<b>Hazard Mitigation Grant Program</b>
<b>HRSA</b>	<b>Health Resources and Services Administration</b>
<b>HRT</b>	<b>Hazmat Response Team</b>
<b>HSEEP</b>	<b>Homeland Security Exercise and Evaluation Program</b>
<b>HSGP</b>	<b>Homeland Security Grant Program</b>
<b>HSPD</b>	<b>Homeland Security Presidential Directive</b>
<b>IA</b>	<b>Individual Assistance</b>
<b>IAP</b>	<b>Incident Action Plan</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IDE</b>	<b>Initial Damage Estimate</b>
<b>IDLH</b>	<b>Immediate Danger to Life and Health</b>
<b>IMT</b>	<b>Incident Management Team</b>
<b>IRT</b>	<b>Incident Response Team</b>
<b>JFO</b>	<b>Joint Field Office</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JOC</b>	<b>Joint Operations Center</b>
<b>LAC</b>	<b>Local Assistance Center</b>
<b>LEMA</b>	<b>Law Enforcement Mutual Aid</b>
<b>LEPC</b>	<b>Local Emergency Planning Committee</b>
<b>LHMP</b>	<b>Local Hazard Mitigation Plan</b>
<b>MACS</b>	<b>Multi-Agency Coordination System</b>
<b>MARAC</b>	<b>Mutual Aid Regional Advisory Council</b>
<b>MCI</b>	<b>Multi-Casualty Incident</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MSCA</b>	<b>Military Support to Civil Authorities</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NBC</b>	<b>Nuclear, Biological, Chemical</b>
<b>NDMS</b>	<b>National Disaster Medical System</b>
<b>NEMA</b>	<b>National Emergency Management Agency</b>
<b>NFIP</b>	<b>National Flood Insurance Program</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>NIPC</b>	<b>National Infrastructure Protection Center</b>
<b>NMRT</b>	<b>National Medical Response Team</b>
<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NRC</b>	<b>Nuclear Regulatory Commission</b>
<b>NRF</b>	<b>National Response Framework</b>
<b>NRT</b>	<b>National Response Team</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>ODP</b>	<b>Office for Domestic Preparedness (FBI)</b>
<b>OES</b>	<b>Office of Emergency Services</b>
<b>OHS</b>	<b>Office of Homeland Security (State)</b>

<b>OSHA</b>	<b>Occupational Safety and Health Administration (Federal)</b>
<b>PA</b>	<b>Public Assistance</b>
<b>PAO</b>	<b>Public Affairs Officer</b>
<b>PAPR</b>	<b>Powered Air Purifying Respirator</b>
<b>PDA</b>	<b>Preliminary Damage Assessment</b>
<b>PHO</b>	<b>Public Health Officer</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>POC</b>	<b>Point of Contact</b>
<b>PPE</b>	<b>Personal Protective Equipment</b>
<b>PSAP</b>	<b>Public Safety Answering Point (Dispatch)</b>
<b>PSPS</b>	<b>Public Safety Power Shutdown</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Services</b>
<b>RDMHC</b>	<b>Regional Disaster Medical Health Coordinator</b>
<b>REOC</b>	<b>Regional Emergency Operations Center</b>
<b>RTF</b>	<b>Rescue Task Force</b>
<b>RTTAC</b>	<b>Regional Terrorism Threat Assessment Center</b>
<b>SAC</b>	<b>Special Agent in Charge (FBI)</b>
<b>SAP</b>	<b>Safety Assessment Program</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>SBA</b>	<b>Small Business Administration</b>
<b>SCBA</b>	<b>Self-Contained Breathing Apparatus</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>
<b>SOC</b>	<b>State Operations Center</b>
<b>SOP</b>	<b>Standard Operating Procedures</b>
<b>SNS</b>	<b>Strategic National Stockpile (Pharmaceuticals)</b>
<b>SRA</b>	<b>State Responsibility Area</b>
<b>STTAC</b>	<b>State Terrorism Threat Assessment Center</b>
<b>SWAT</b>	<b>Special Weapons and Tactics</b>
<b>TTX</b>	<b>Tabletop Exercise</b>
<b>UC</b>	<b>Unified Command</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>
<b>USBR</b>	<b>US Bureau of Reclamation</b>
<b>USDA</b>	<b>US Department of Agriculture</b>
<b>USFA</b>	<b>US Fire Administration</b>
<b>USFS</b>	<b>US Forest Service</b>
<b>USGS</b>	<b>US Geological Survey</b>
<b>VA</b>	<b>Veterans Affairs</b>
<b>VIPS</b>	<b>Volunteers in Police Service</b>
<b>VOAD</b>	<b>Volunteer Organizations Active in Disasters</b>
<b>WMD</b>	<b>Weapons of Mass Destruction</b>



# 11

## Glossary Of Terms

## 11.1 Introduction

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The Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS). The Glossary was developed from a glossary used in the Incident Command System National Training Curriculum. It does not contain terms or definitions related to specific resources for application areas. Users should supplement this glossary with agency-specific terms and definitions as appropriate.

### A

**Access and Functional Needs Population:** A population whose members may have additional needs before, during, and after an incident in functional areas, including, but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

**Action Plan (AP):** The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also Incident Action Plan.

**Activation:** 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Government organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

**All Hazards:** Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

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

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

**Agency:** An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or 1 Part III Supporting Documents Glossary of Terms Standardized Emergency Management System (SEMS) Guidelines assistance). (See Assisting Agency, Cooperating Agency, and Multi-agency.)

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

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

**All-Hazards:** Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

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

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

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

## **B**

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

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

## C

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

**Catastrophe:** any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

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

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

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

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

**Command Post:** (See Incident Command Post)

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

**Common Terminology:** Normally used words and phrases – avoids the use of different words/phrases to provide consistency and allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

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

**Community Based Organizations:** A local organization (which may or may not be an affiliate of a national organization) with a primary mission to provide services to specific groups of people. This could include services to people who are developmentally disabled, homeless, low-income elderly, non-English speaking, or others. CBOs are usually nonprofit organizations. Most have a 501 (c) (3) tax-exempt status from the Internal Revenue Service. Some may have the nonprofit status from the Franchise Tax Board. In size, they range from all-volunteer organizations that get by on virtually no budget, to multi-million-dollar operations. Examples include Food Banks, Centers for Independent Living, Immigration Assistance Programs, Easter Seals, Neighborhood Clinics, and Family Centers.

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

**Complex:** Two or more individual incidents located in the same general area, which are assigned to a single Incident Commander or to a Unified Command.

**Continuity Government (COG):** Includes measures to ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanism and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.

**Continuity of Operations Planning (COOP):** An internal effort within an organization to assure that the capability exists to continue essential business functions across a wide range of potential emergencies, including localized acts of nature, accidents and technological and/or attack/terrorist-related emergencies. Accordingly, an effective Emergency Management Program (EMP) not only addresses the four phases of mitigation, preparedness, response, and recovery, but includes COOP planning activities to ensure that ancillary and support functions would continue with little or no interruption.

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

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra-or inter-agency) does not involve

dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

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

**Corrective Actions:** The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

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

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

**Credentialing:** The authentication and verification of the certification and identity of designated incident managers and emergency responders.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the community that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic security, local public health or safety, or any combination of those matters.

**Cyber Threat:** An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email, and Internet connectivity.

## D

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

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

**Department Operations Center (DOC):** A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

**Deputy Incident Commander (Section Coordinator or Branch Director):** A fully qualified individual who, in the absence of a superior, could be delegated the authority to

manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

**Disaster:** A sudden and extraordinary misfortune; a calamity which threatens or causes extraordinary loss of life or property.

**Disaster Council:** The El Dorado County/City Disaster Council consists of policy-level representatives from each city and the county in El Dorado. Their duties include overseeing the preparedness activities of the various County departments and other jurisdictions in the El Dorado County operational area and administering a disaster service worker volunteer program.

**Disaster Service Worker (DSW) Volunteer:** A disaster service worker volunteer is any person registered with an accredited Disaster Council for the purpose of engaging in disaster service without pay or other consideration. “Disaster service worker” includes public employees performing disaster work that is outside the course and scope of their regular employment without further pay.

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

## E

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, civil disturbance, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Emergency Alert System (EAS):** An established system to enable the President, Federal, State, and local jurisdiction authorities to disseminate emergency information via the Commercial Broadcast System (CBS), (composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters and the cable industry); formerly known as the Emergency Broadcast System (EBS).

**Emergency Management:** The discipline and the profession of applying science, technology, planning and management to deal with extreme events that can injure or kill large numbers of people, do extensive damage to property, and disrupt community life. As a process, it involves preparing, mitigating, responding and recovery from an emergency. Critical functional components include planning, training, simulating drills (exercises) and coordinating activities.

**Emergency Management Assistance Compact (EMAC):** The nation's state to state mutual aid system. EMAC is implemented through the State Emergency Management Agencies (State EMAs) within the Member States on behalf of their respective Governors.

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

**Emergency Management Director (Emergency Services Director):** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

**Emergency Management Mutual Aid (EMMA):** The State of California Emergency Management Mutual Aid Plan defines the purpose of EMMA as providing emergency management personnel and technical specialists to support the disaster operations of affected jurisdictions during an emergency.

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

**Emergency Operations Plan (EOP):** The EOP is the document that each jurisdiction maintains that describes strategies for managing emergency situations.

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

**Emergency Support Functions (ESFs):** ESFs are annexes specific to the Emergency Operations Plan (EOP) that provide the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, and assistance in responding to the emergency needs of communities in all phases of emergency management.

**Essential Facilities:** May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

**Essential Records:** Information systems technology, applications, and infrastructure, electronic and hardcopy documents, references, and records needed to support the continued performance of essential functions during a continuity activation.

**Evacuation:** The process of moving persons out of an area affected or potentially affected by a disaster situation.

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

## **F**

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



**Federal Coordinating Officer (FCO):** The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally declared disaster.

**Federal Disaster Area:** An area of a state (oftentimes defined by counties) that is declared eligible for disaster relief under the Stafford Act. These declarations are made by the President usually because of a request made by the Governor of an affected state.

**Federal Emergency Management Agency (FEMA):** An agency created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all Federal agencies in the event of a presidential disaster declaration.

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

**Full-Scale Exercise (FSE):** An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated, and field command posts may be established. A FSE is always formally evaluated.

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning/Intelligence, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function.

**Functional Annex:** A document that supplements the EOP, which provides further planning information for a specific aspect of emergency management.

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

## G

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

Operations Section Chief/Coordinator

Planning Section Chief/Coordinator

Logistics Section Chief/Coordinator

Finance/Administration Section Chief/Coordinator

At some SEMS EOC levels, the position titles are Section Coordinators.

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

## H

**Hazardous Materials Team (HazMat):** A term used to describe a team of highly skilled professionals who specialize in dealing with hazardous materials incidents.

## I

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

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

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

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

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

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

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

**Individual Assistance:** Supplementary Federal assistance available under the Stafford Act to individuals, families and businesses which include disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief and other services or relief programs.

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

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

**Initial Response:** Resources initially committed to an incident.

**Intelligence:** Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination.

**Interoperability:** Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

## J

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

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

**Jurisdiction:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district, city,

county, state, or federal boundary lines), or functional (e.g., police department, health department, etc.). (See **Multijurisdictional Incident**)

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

## K

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

## L

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

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

**Local Government:** Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

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

## M

**Management Staff:** See **Command Staff**.

**Major Disaster:** As defined in Federal law as “ any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship or suffering caused thereby.

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

**Master Mutual Aid Agreement:** An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivision,

municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

**Mitigation:** Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster or emergency.

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

**Multi-Agency or Inter-Agency Coordination:** The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Multi-Agency Coordination Group (MAC Group):** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-Agency Coordination System(s) (MACS):** Multi-Agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multi-agency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident.

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

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

**Mutual Aid:** Voluntary aid and assistance if a disaster should occur, by the interchange of services and facilities, including, but not limited to fire, police, medical and health, communication and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

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

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

**Mutual Aid Region:** A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

## N

**National Incident Management System (NIMS):** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life or property and harm to the environment.

**National Response Framework (NRF):** A guide to how the nation conducts all-hazards incident management.

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

**National Warning System (NAWAS):** The Federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities which affect public safety.

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## O

**Office of Emergency Services (OES):** The Governor's Office of Emergency Services or El Dorado County Office of Emergency Services.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

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

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

## P

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

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

**Political Subdivisions:** Any city, city and county, county, district or other local governmental agency or public agency authorized by law.

**Preliminary Damage Assessment (PDA):** The joint local, State, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential Declaration of Disaster. The PDA is documented through surveys, photographs, and other written information.

**Preliminary Damage Assessment Team:** An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of local, State, and Federal representatives to do an initial damage evaluation to sites damaged.

**Preparedness:** Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications, EOCs, EOPs, emergency

public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel and warning systems.

**Presidential Declaration:** A formal declaration by the President that an emergency or major disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA PDAs.

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

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

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

**Protocols:** Set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Assistance (PA):** A supplementary Federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation, resources committed and other matters of general interest to the public, media, responders, and additional stakeholders (both directly affected and indirectly affected).

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

## R

**Recovery:** An activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster



unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and business resumption full scale.

**Recovery Plan:** A plan developed to restore the affected area or community.

**Region Emergency Operations Center (REOC):** Facilities found at Cal OES Administrative Regions. REOCs are used to coordinate information and resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

### **Reporting Locations**

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

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

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

**Resources Unit:** Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, EAS activation, emergency instructions to the public, emergency medical assistance, staffing the EOC, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act:** (Public Law 93-288, as amended by Public Law 100-707). The act authorizes the greatest single source of Federal disaster assistance. It authorizes coordination of the activities of Federal, State and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct Federal assistance as necessary and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

## **S**

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

**Section:** The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command.

**Section Chief:** The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics, and Administration/Finance. At the EOC level, the position will be Section Coordinator.

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

**Situation Report:** Often contains confirmed or verified information regarding the specific details relating to the incident.

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

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

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

**Staging Area:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

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

**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or any number of interrelated functions in a uniform manner.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multijurisdictional

emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

**Standardized Emergency Management System (SEMS) Guidelines:** The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

**Standardized Emergency Management System (SEMS) Regulations:** Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by State agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept, and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at Title XIX, Division 2, Chapter 1, Section 2400 et. seq.

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

**Strategy:** The general plan or direction selected to accomplish incident or EOC objectives.

**State of Emergency:** A governmental declaration that may suspend some normal functions of government, alert residents to change their normal behaviors or order government agencies to implement emergency operations plans.

**Supporting Materials:** Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

## T

**Tabletop Exercise (TTX):** An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS or EOC organization.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction,

assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107–296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Time Unit:** Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

## U

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command)

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning/Intelligence, Logistics, or Finance/Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person.

## V

**Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

**Volunteer:** For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

## W

**Windshield Survey:** A quick visual overview of the affected disaster area performed within the first 24 hours after the disaster.