Emergency Operations Plan

Version 1.0

April 2017

Sacramento County Office of Emergency Services

ACKNOWLEDGEMENTS

There are numerous individuals who have contributed their time, efforts, insights and resources towards the completion of this version of the Sacramento County Emergency Operations Plan (EOP). The strategies, guidance, and information in this plan represent the diligent work of numerous persons in the County of Sacramento.

The Sacramento County Office of Emergency Services would like to thank the people who extended their time and energy into developing this Plan and to all those who contributed during the planning meetings, provided insights and data, and supported the development of the plan.

As with any working plan, this document represents planning strategies and guidance as understood as of the date of this plan's release. This plan provides a framework to facilitate an organized and effective county response to a catastrophic disaster event Sacramento County.

LETTER OF PROMULGATION

July 2017

To: Officials and Employees of Sacramento County

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, Sacramento County must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The Sacramento County Emergency Operations Plan (EOP) establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts of multiple jurisdictions within Sacramento County.

This plan was developed for each Sacramento County department, local special districts with emergency services responsibilities, and the cities within Sacramento County. The content is based upon guidance approved and provided by the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA). The intent of the EOP is to provide direction on how to respond to an emergency from the onset, through an extended response, and into the recovery process.

Once adopted, this plan is an extension of the California State Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The Sacramento County Board of Supervisors and County Executive give their full support to this EOP, and urge all public employees and individuals to prepare for times of emergency before they occur.

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Navdeep S. Gill
County Executive

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APPROVAL AND IMPLEMENTATION

Foreword

The County of Sacramento Emergency Operations Plan (EOP) addresses the County's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting the County of Sacramento. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters, which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the County of Sacramento.
- Identifies the roles and responsibilities required to protect the health and safety of Sacramento residents, public and private property and the environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the County of Sacramento Emergency Operations Center (EOC) activities and the recovery process.

Plan Approval and Implementation

Upon concurrence of the Board of Supervisors, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those county departments, supporting allied agencies and community organizations having assigned primary functions or responsibilities within the EOP.

Plan Activation

The County of Sacramento Emergency Operations Plan may be activated by the Director of Emergency Services or designated alternates under any of the following circumstances:

- On the order of the Director of Emergency Services as designated by **Chapter 2.46 – Emergency Services** of the County of Sacramento Government Code.
- Upon proclamation by the Governor that a STATE OF EMERGENCY exists in an area of the state.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

Plan Modifications

Upon the delegation of authority from the Director of Emergency Services, specific modifications can be made to this plan without the signature of the Board of Supervisors. This 2017 Emergency Operations Plan, its Emergency Support Annexes, Hazard Specific Appendices and other EOP attachments supersede all previous versions of the County of Sacramento Emergency Operations Plan.

RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

REVISION NUMBER	ENTERED BY	DATE	REVISION NUMBER	ENTERED BY	DATE
1			21		
2			22		
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RECORD OF CONCURRENCE

The County Executive signature documents his concurrence and receipt of the 2017 County of Sacramento EOP. The signed Board Resolution documents Board concurrence and receipt of the 2017 County of Sacramento EOP. As needed, revisions will be submitted to the Sacramento Office of Emergency Services.

Navdeep S. Gill
County Executive

Signature DATE

PLAN

SECTION 1.0 PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

Purpose
The purpose of the County of Sacramento EOP and its Functional Annexes is to provide the basis for a coordinated response before, during and after a disaster incident affecting the County of Sacramento.

This plan is the principal guide for the County's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination in emergency operations, particularly between local government, private sector, operational area (geographic county boundary), and state response levels, and appropriate federal agencies.

- Serve as a county plan, a reference document, and when possible, may be used for pre-emergency planning in addition to emergency operations.

- To be utilized in coordination with applicable local, state and federal contingency plans.

- Identify the components of an Emergency Management Organization (EMO), and establish associated protocols required to effectively respond to, manage and recover from major emergencies and/or disasters.

- Establish the operational concepts and procedures associated with field response to emergencies, and EOC activities.

- Establish the organizational framework of the California Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS), within the County of Sacramento.

Allied agencies, private enterprise, special districts and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

In collaboration with the Sacramento Access and Functional Needs Coordination Advisory Group (AFN-CAG), this EOP has been developed utilizing a whole community approach which includes the integration and coordination of emergency preparedness, response, and recovery for people with disabilities and those with access and/or functional needs, as well as limited English proficiency, before, during and after a disaster.

1.1.1 Planning Organization and Format
The plan is divided into several elements that contain general and specific information relating to county emergency management operations. Those elements are as follows:

Plan

This section provides the structure and organization of the County of Sacramento EMO, identifies individual roles and responsibilities**,** describes the concept of emergency operations**,** and identifies how the County integrates SEMS and NIMS into their emergency management organizations. In addition, this section contains supporting materials to the overall EOP and its components.

Functional Annexes
The Functional Annexes contain descriptions of the methods that the County of Sacramento and its departments follow for critical functions during emergency operations. These Functional Annexes address both the State Emergency Support Functions (CA-ESF) and the Federal Emergency Support Functions (ESF), as of the date of this plan and are explained in more detail in *Section 1.2 Scope.*

Support Annexes
The support annexes focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles and responsibilities that agencies and departments carry out before, during, and after nay emergency.

Hazard Specific Appendices
Hazard specific appendices identify hazard-specific risk areas and other important information such as suggested evacuation routes. They specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders.

1.2 Scope
The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural or human caused which may affect the County of Sacramento that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the county. The other governmental agencies within the County of Sacramento maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

Incorporating the FEMA Comprehensive Preparedness Guide (CPG) 101 version 2.0 and State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for the County. The Sacramento County EOP is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the County of Sacramento and its jurisdictions, as well as special districts, utilities, major businesses, the American Red Cross, community groups, state agencies, and the federal government. Emergency operations in Sacramento will be coordinated through the structure of the EOC. This plan will be used in coordination with the *State Emergency Plan and the National Response Framework*.

1.2.1 California Emergency Support Functions (CA-ESF)
The State Emergency Plan establishes the California Emergency Support Functions as a key component of California's system for all-hazards emergency management. The California Governor's Office of Emergency Services initiated the development of the California Emergency

Support Functions in cooperation with California's emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management. The development of the California Emergency Support Functions involves organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the California Emergency Support Functions as a permanent component of California's emergency management system. Sacramento County OES will both approved Emergency Support Functions for planning purposes and to comply with state and federal grant funding guidance. The California Emergency Support Functions will be used to interpret the State Emergency Plan and bridge the federal and state guidance in Sacramento County's emergency planning efforts. A comparison of Sacramento County/State/Federal Emergency Support Functions are found on the following pages.

1.2.2 Federal Emergency Support Functions (ESF)

The National Incident Management System identifies through its National Response Framework fifteen (15) Emergency Support Functions.

Both the State and Federal Emergency Support Functions are listed with a brief description and are found on the following pages.

This plan is part of a larger framework that supports emergency management within the State. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the County of Sacramento together with its political subdivisions, the Inland Region of the State of California Office of Emergency Services (Cal OES) and the federal government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

Each element of the EMO is responsible for assuring the preparation and maintenance of appropriate response plans and current standard operating procedures (SOPs), resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

Elements to be addressed in SOPs are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center or Department Operations Center (DOC) to manage organizational resources and response personnel and, to maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate the agency's response efforts with other responding entities.

- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

It is the County's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

California Emergency Support Functions (CA-ESF)/Federal Emergency Support Function (ESF) Matrix

California Emergency Support Functions

The California Emergency Support Functions (CA-ESFs) are intended for use by the State of California. Local governments and OAs are not required to implement the CA-ESF concept unless they choose to do so. The California Emergency Support Functions are established to augment State operations during all phases of emergency management.

OA	County Department	CA-ESF Title	State Agency	Federal ESF Title	Federal Agency	Definition
Transportation Unit	P – Municipal Services S – General Services	CA-ESF – 1 Transportation	Business, Transportation and Housing Agency	ESF #1 Transportation		Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents. • Aviation/airspace management and control • Transportation safety • Restoration/recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment
Information Systems & Communication Unit	P – Department of Technology S – Office of Emergency Services	CA-ESF – 2 Communications	Office of Chief Information Officer	ESF #2 Communications		Provides resources, support and restoration of government emergency telecommunications, including voice and data. • Coordination with telecommunications and information technology industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of national cyber and information technology resources • Oversight of communications within the Federal incident management and response structures
Construction and Engineering Branch	P – Municipal Services	CA-ESF– 3 Construction and Engineering	State and Consumer Services Agency	ESF #3 Public Works and Engineering		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. • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management Emergency contracting support for life-saving and life-sustaining services
Fire Branch	P – County Fire Coordinator	CA-ESF – 4 Fire and Rescue	California Emergency Management Agency	ESF #4 Firefighting		Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wild land fires and emergency incident scene rescue activities and provides

OA	County Department	CA-ESF Title	State Agency	Federal ESF Title	Federal Agency	Definition
						personnel, equipment and supplies to support local jurisdictions. • Coordination of federal firefighting activities • Support to wildland, rural and urban firefighting operations
Management Section	P – County Executive S – Office of Emergency Services	CA-ESF – 5 Management	California Emergency management Agency	ESF #5 Information and Planning		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 • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management
Care and Shelter Branch	P – Human Assistance S – Health & Human Services	CA-ESF – 6 Care and Shelter	Health and Human Services Agency	ESF #6 Mass Care, Emergency Assistance, Temporary Housing and Human Services		Coordinates the 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 • Mass care • Emergency assistance • Disaster housing • Human services
Logistics Section	P – General Services S – Municipal Services	CA-ESF – 7 Resources	State and Consumer Services Agency	ESF #7 Logistics Management and Resource Support		Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations • Comprehensive, national incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment and supplies, contracting services, etc.)
Health & Medical Branch	P – Health & Human Services S – County Fire Coordinator S – Environmental Management	CA-ESF – 8 Public Health and Medical	Health and Human Services Agency	ESF #8 Public Health & Medical Services		Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters. • Public Health • Medical • Mental health services • Mass fatality management

OA	County Department	CA-ESF Title	State Agency	Federal ESF Title	Federal Agency	Definition
Fire Branch	P – County Fire Coordinator	CA-ESF – 9 Search and Rescue	California Emergency Management Agency	ESF #9 Search & Rescue		** Merged with EF – 4 and EF – 13 as appropriate ** 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. • Life-saving assistance • Search and rescue operations
Fire Branch	P – County Fire Coordinator	CA-ESF – 10 Hazardous Materials	California Environmental Protection Agency	ESF #10 Oil & HazMat Response		Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases. • Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short- and long-term cleanup
Care and Shelter Branch	P – Agricultural Commissioner S – Animal Care and Regulation	CA-ESF – 11 Food and Agriculture	Department of Food and Agriculture	ESF #11 Agriculture & Natural Resources		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. • Nutrition assistance • Animal and plant disease and pest response • Food safety and security • Natural and cultural resources and historic properties protection and restoration • Safety and well-being of household pets
Utilities Branch	P – Municipal Services Agency S – Water Resources	CA-ESF – 12 Utilities		ESF #12 Energy		• Energy infrastructure assessment, repair and restoration • Energy industry utilities coordination • Energy forecast

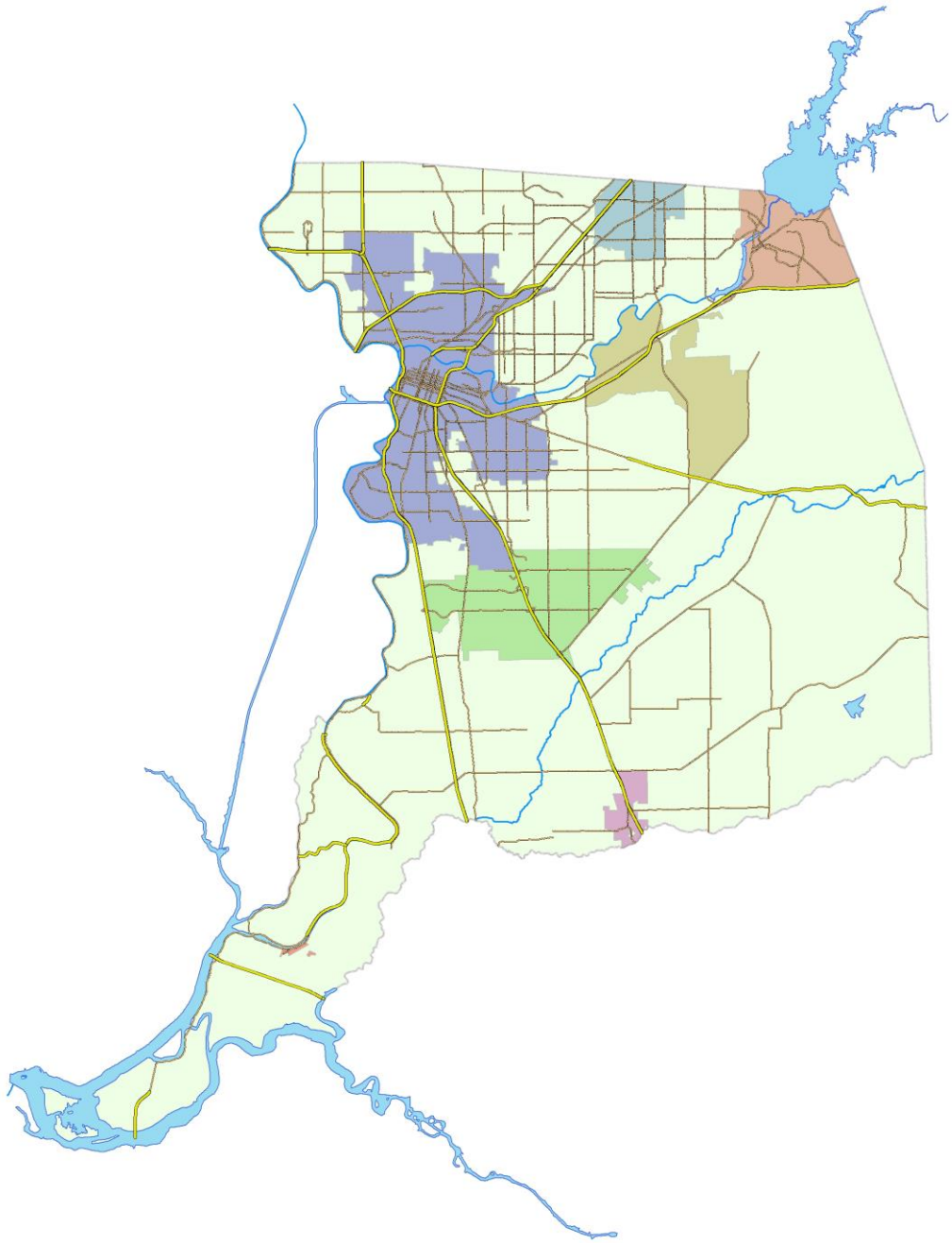
OA	County Department	CA-ESF Title	State Agency	Federal ESF Title	Federal Agency	Definition
Law Branch	P – Sheriff's Department S – School Districts S – Probation S – Regional Parks	CA-ESF – 13 Law Enforcement	California Emergency Management Agency	ESF #13 Public Safety		Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans. • Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
Recovery Framework	P – Finance S – Office of Emergency Services	CA-ESF – 14 Recovery	SCSA and BTHA	ESF #14 Long-Term Community Recovery		Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters. • Social and economic community impact assessment • Long-term community recovery assistance to States, local governments, and the private sector • Analysis and review of mitigation program implementation
Public Information	P – County Executive S – Office of Emergency Services	CA-ESF – 15 Public Information	California Emergency Management Agency	ESF #15 External Affairs		Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including people with disabilities and those with access and functional needs. • Emergency public information and protective action guidance • Media and community relations • Congressional and international affairs • Tribal and insular affairs
Alert & Warning	P – County Executive S – Sheriff S – Office of Emergency Services	CA-ESF – 16 Evacuation	Business, Transportation and Housing Agency	N/A		** Merged with EF – 13 ** Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.
Volunteer Coordinator	Hands-on	CA-ESF – 17 Volunteer and Donations Management	California Volunteers	N/A		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.
Donations Coordinator	United Way					
Technical Specialist IT	P -- Technology	CA-ESF – 18 Cyber Security	Government Operations Agency	N/A		

OA	County Department	CA-ESF Title	State Agency	Federal Title	ESF	Federal Agency	Definition
			Department of Technology				

1.3 Situation Overview

This chapter describes a number of potential hazards that could affect the County of Sacramento upon their occurrence, which would warrant the activation of the Sacramento Emergency Management Organization.

Figure 1 - Base Map of Sacramento



1.3.1 Hazard Analysis Summary

In 2011, the County of Sacramento's Office of Emergency Services and a consortium of community stakeholders worked to complete the County of Sacramento Hazard Mitigation Plan. The purpose of this analysis was to identify and discuss the natural, technological and human caused threats confronting the communities and the mitigation efforts that have taken place or are underway that might address those threats. For more in-depth details, please refer to the County of Sacramento Hazard Mitigation plan within the Office of Emergency Services.

The County of Sacramento is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats including emerging and increasing technological factors. It is important to consider past events for future planning, with the consideration that the location and scope of hazards changes over the years.

Although an attempt has been made to identify all major hazards and their respective impacts, it must be remembered that we live in a time of emerging threats, and nature, coupled with mankind's ongoing development and tendencies toward violence ensures that the material contained within this document will surely require modification over time.

1.3.2 Capability Assessment

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness**,** and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts. Some of those efforts are outlined below:

- Increased capabilities in the Sacramento Operational Area Training and Exercise Program
- Staffing experience in Local Disaster Response events since the last planning cycle
- Full update of many Operational Area planning documents

As an established organization, the County of Sacramento Office of Emergency Services has the capabilities to perform the necessary emergency response duties outlined in this EOP. As outlined in the County Code Chapter 2.46 – Emergency Services**,** Sacramento County has identified the response capabilities and resources (equipment, personnel, etc.) to provide a response to an emergency situation.

1.3.3 Mitigation Overview

The County of Sacramento has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. The County's Hazard Mitigation Plan, approved in 2011, identifies mitigation efforts to reduce the likelihood that a defined hazard will impact their community. As the cost of damage from natural disasters continues to increase nationwide, the County of Sacramento recognizes the importance of identifying effective ways to reduce their vulnerability to disastrous events.

For detailed information on the County of Sacramento's mitigation strategies, please refer to ***County of Sacramento Hazard Mitigation Plan, April 2017, Draft document.***

1.3.4 Assumptions

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. "Assumptions" provide context, requirements, and situational realities that must be addressed in plan development and emergency operations.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the County of Sacramento.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System (SEMS), and in many cases a Unified Command, be implemented immediately by responding agencies and expanded as the situation dictates.
- The County of Sacramento is primarily responsible for emergency actions within the County boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.
- Large-scale emergencies and/or disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- A minimum of 20% of the population in Sacramento County are People with Disabilities and/or Access and Functional Needs and they may require additional assistance in an emergency or disaster.
- Large-scale emergencies and/or disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and/or disasters may generate widespread media and public interest. The media must be considered a partner in large-scale emergencies and/or disasters; this relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and/or emergencies, all strategic decisions must consider each of these consequences.
- Disasters and/or emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization (EMO) is familiar with this plan and with SEMS and NIMS.

1.3.5 Quick Facts – Sacramento County

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. The County's largest city, the City of Sacramento, is the seat of government for the State of California and also serves as the county seat. Sacramento became the State Capital in 1854. The County is the major component of the Sacramento Metropolitan Statistical Area (SMSA) which includes Sacramento, El Dorado, and Placer Counties.

Sacramento County encompasses approximately 994 square miles in the middle of the 400-mile long Central Valley, which is California's prime agricultural region. The County is bordered by Contra Costa and San Joaquin Counties on the south, Amador and El Dorado Counties on the east, Placer and Sutter Counties on the north, and Yolo and Solano Counties on the west. Sacramento

County extends from the low delta lands between the Sacramento and San Joaquin rivers north to about ten miles beyond the State Capitol and east to the foothills of the Sierra Nevada Mountains. The southernmost portion of Sacramento County has direct access to the San Francisco Bay. The following bullet points are some quick facts about Sacramento County:

Community/Area Facts:

- 30 parks with 6 million trees and 4 public golf courses
- Sacramento River - longest river within California, flowing south for 447 miles
- American River - in 1848, gold was found, which lead to the Gold Rush
- Leading agricultural crops - wine grapes, milk, Bartlett pears, field corn, turkeys
- The area of the County is 944 square miles.

Weather/Climate:

- Average temperature
  - maximum: 73.6 F
  - minimum: 49 F
- Average rainfall: 19.6 inches

Transportation:

- 36.87 miles of light rail system
- mainline railroad tracks
- 8.8 million passengers passed through Sacramento International Airport
- 870,000 short tons of cargo shipped annually

Public Facilities:

- 19 major public & private colleges & universities
- California State University, Sacramento - major local university and one of the 23 campuses in the California State University system
- University of California, Davis is located nearby (west of the capital) and one of the 10 campuses in the University of California system
- 16 public school districts
- 15 major art and historical museums
- 26 public libraries
- 10 hospitals

Population

As of 2016, the estimated population was just short of 1.5 million (of this population approximately 43% fall into the Disability Community) by the California State Department of Finance. Sacramento is the core cultural and economic center of its four-county metropolitan area (El Dorado, Placer, Sacramento and Yolo counties) with a combined population of more than 2 million. The Sacramento Metropolitan Area is the largest in the Central Valley, and is the fourth-largest in California, behind Los Angeles, San Francisco Bay and San Diego.

History

1839 Captain John A. Sutter arrives in Sacramento
1848 Gold is discovered at Sutter's Mill (January 24)

1850 First Sacramento volunteer Fire Department is organized
1854 Sacramento becomes the California State Capital
1857 Sacramento City and County governments merge
1860 Pony Express begins run between Sacramento and St. Joseph, Missouri
1863 Track for the first continental railroad is laid in Sacramento
1863 Sacramento City and County governments are separated
1955 Folsom Dam is completed

Government

The Board of Supervisors is the governing body of the County and a number of special districts. Within the limits of state law and county charter, the Board is empowered to adopt ordinances, establish programs, levy taxes, appropriate funds, appoint certain officials, and zone property in the unincorporated area. The five members of the Board are elected on a non-partisan basis to serve four-year terms. Each is elected from one of the five supervisorial districts of the County. The County Executive is the Chief Executive Officer of the County and is responsible for implementing Board policies, administering County departments not headed by an elected official, and preparing budgets, reports and proposals for Board consideration. He/she is appointed by a majority vote of the Board and may be removed by a 4/5 vote.

SECTION 2.0 CONCEPT OF OPERATIONS

2.1 Goals, Priorities and Strategies

During the response phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies, and describes what should occur during each step, when and at whose direction.

2.1.1 Operational Goals

During the response phase, the agencies that are charged with responsibilities in this plan should focus on the following five goals:

- Mitigate hazards.
- Meet basic human needs.
- Address needs of the People with Disabilities and Access and Functional Needs.
- Restore essential services.
- Support community and economic recovery.

2.1.2 Operational Priorities

Operational priorities govern resource allocation and the response strategies for the County of Sacramento and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.

2.1.3 Operational Strategies

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, general needs assistance, and support for re-establishing employment after the emergency passes.
- **Address Needs of People with Disabilities and Access and Functional Needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed.

- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

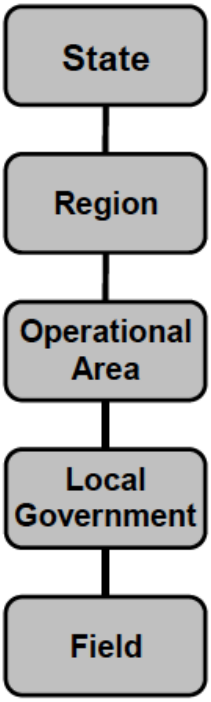


Figure 2 - SEMS Organizational Levels

2.2 Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

2.2.1 SEMS Organization Levels

There are five SEMS organizational levels, as illustrated in ***Figure 2 - SEMS Organization Levels***.

Field – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

Local Government – The Local Government Level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

Operational Area (OA) – An OA is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

Region – The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and also between the OA and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region.

California is divided into three California Office of Emergency Services (Cal OES) Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC). ***See Figure 5 – California Mutual Aid Regions.***

State – The State Level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The State Level operates out of the State Operations Center (SOC).

At the **Federal Level**, the National Response Framework (NRF) identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the SEMS process through the mutual aid region and State Operations Center.

2.2.2 SEMS Functions

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in ***Figure 3 - SEMS Functions***. These functions must be applied at each level of the SEMS organization.

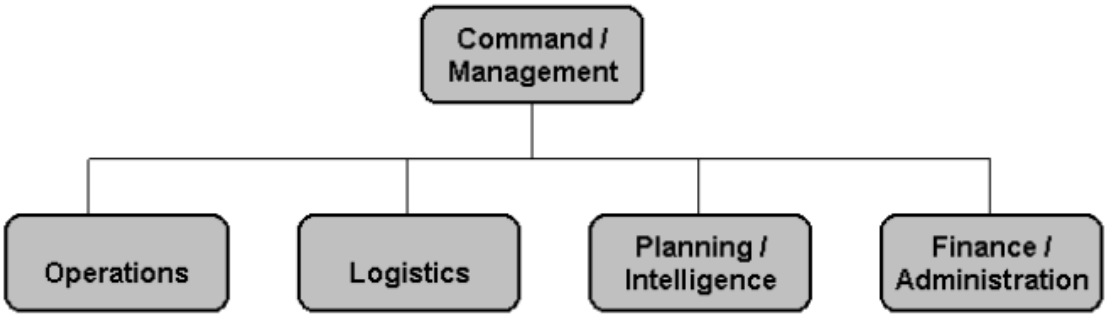


Figure 3 - SEMS Functions

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

- **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
    - Facilitates multiagency coordination and executive decision making in support of the incident response
    - Implements the policies established by the governing bodies
    - Facilitates the activities of the Multiagency (MAC) Group

- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator/Chief manages functional coordinators who share information and decisions about discipline-specific operations.

- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and EOC functions are further illustrated in ***Figure 4 - Comparison of Field and EOC SEMS Functions***.

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
Command/Management	Command is responsible for directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

Figure 4 - Comparison of Field and EOC SEMS Functions.

2.2.3 SEMS Components

- **Management by Objectives -**The Management by Objectives (MBO) feature of ICS, as applied to SEMS, means that each SEMS Level establishes for a given Operational Period, measurable and attainable objectives to be achieved. An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective.
- **Operational Period -**The Operational Period is the length of time set by command at the Field Response Level and by management at other levels to achieve a given set of objectives. The period may vary in length from a few hours to days, and will be determined by the situation.
- **Action Plans -** Action planning should be used at all SEMS Levels. There are two types of action plans in SEMS: Incident Action Plans and EOC Action Plans. Incident Action Plans (IAP) are used at the Field Response Level. The IAP can be either written or verbal although for documentation purposes the written IAP is preferable. The IAP contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next Operational Period. Incident Action Plans are an essential and required element in achieving objectives under ICS.
- **EOC Action Plans** are crafted at Local Government, Operational Area, Region, and State EOC Levels. The use of EOC Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. EOC Action Plans not

only provide direction, but also serve to provide a basis for measuring achievement of objectives and overall system performance. Action Plans can be extremely effective tools during all phases of a disaster.

- **Organizational Flexibility – A Modular Organization -** The intent of this SEMS feature is that at each SEMS Level, only those functional elements that are required to meet current objectives need to be activated. All elements of the organization can be arranged in various ways within or under the five SEMS essential functions. The functions of any non-activated element are the responsibility of the next highest element in the organization. Each activated element must have a person in charge; however, one supervisor may be in charge of more than one functional element.
- **Organizational Unity and Hierarchy of Command -** Organizational unity means that every individual within an organization has a designated supervisor. Hierarchy of command/ management means that all functional elements within each activated SEMS Level are linked together to form a single overall organization with appropriate span of control limits.
- **Span of Control -** Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS Levels. The optimum span of control is three to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the Field Response Level and all EOC Levels should be in the one-to-three to one-to-seven ratio. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.
- **Personnel Accountability -** An important feature to all SEMS Levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management features, along with the use of check-in forms, position logs and various status forms. The intent is to ensure that there are proper safeguards in place so all personnel at any SEMS Level can be accounted for at any time.
- **Common Terminology -** In SEMS, common terminology is applied to: functional elements, position titles, facility designations, and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This will vary from level to level in terms of directing, controlling, coordinating, and resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.
- **Integrated Communications -** This feature of SEMS relates to: hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the Field Response Level, integrated communications are used on any emergency. At and between all SEMS Levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are accomplished in an effective manner. The specifics of how this is accomplished at EOC Levels may be different than at the Field Response Level.

More on the SEMS Regulations and SEMS Guidelines can be found on the Cal OES Website.

2.2.4 National Incident Management System (NIMS)

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two HSPDs that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents: identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).
- HSPD-8, National Preparedness: describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, NIMS, California Recovery Framework and the National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

NIMS structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on ICS and NIMS provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. NIMS structure requires the institutionalization of ICS and its use to manage all domestic incidents.

NIMS structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the NIMS system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

2.2.5 Mutual Aid

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement* (MMAA), which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information
- Medical and Health
- Communications
- Transportation Services
- Facilities
- Hazardous Materials Mutual Aid System
- Volunteer and Private agencies

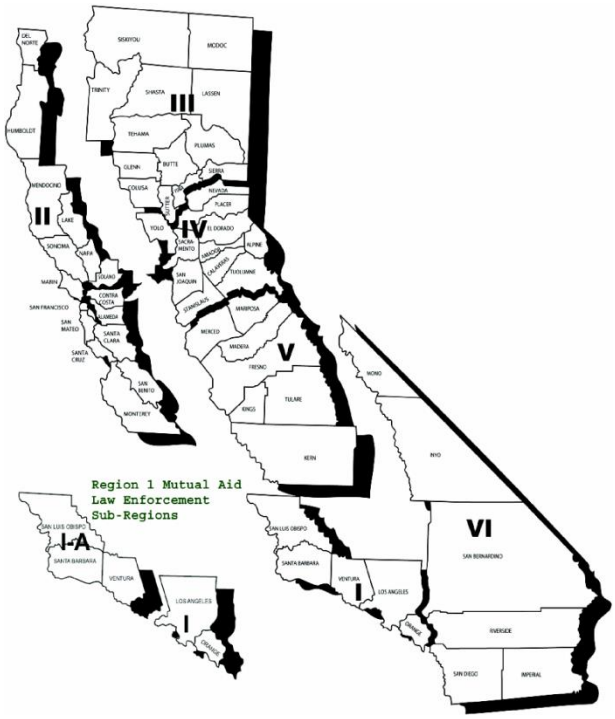


Figure 5 - CA Mutual Aid Regions

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas. A map of Inland Region is shown in ***Figure 5 – California Mutual Aid Regions***, which details the Mutual Aid Regions, III, IV and V. Sacramento County is located in Mutual Aid Region IV.

2.2.6 Mutual Aid Coordination

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

Field Level Requests: Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

Local Government Request: Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

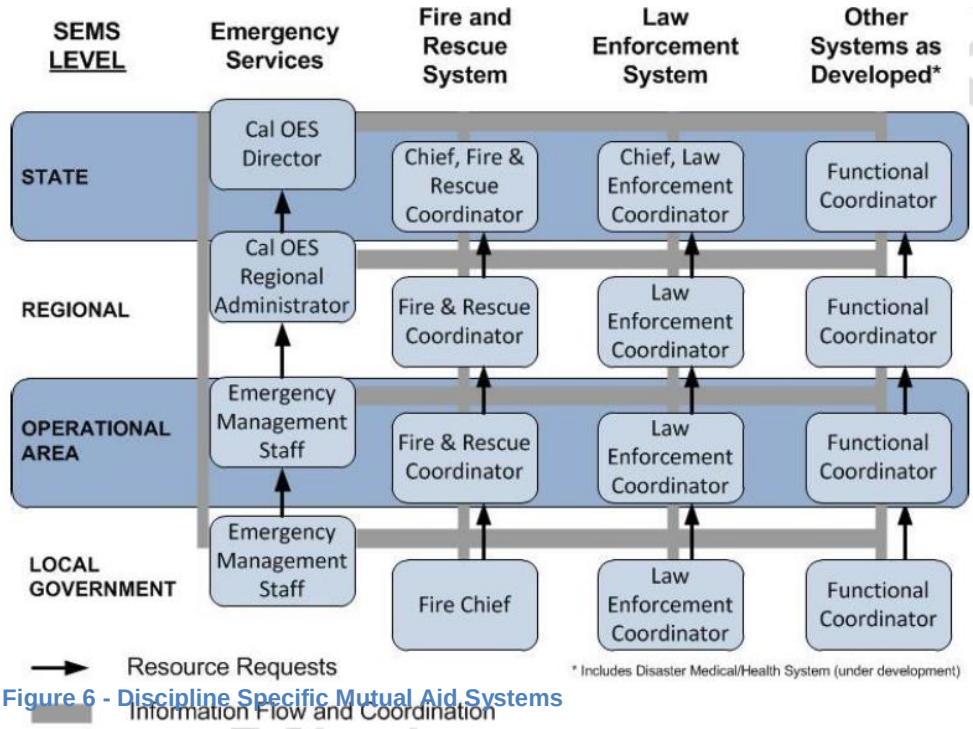


Figure 6 - Discipline Specific Mutual Aid Systems

Operational Area Requests: The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.

Region Level Requests: The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Region Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region Level, the request is forwarded to the State Mutual Aid Coordinator to be filled.

State Level Requests: On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need. ***Figure 6 - Discipline-Specific Mutual Aid Systems*** documents the flow of information, resource requests and resources within specific mutual aid agreements relative to the SEMS organization levels.

Figure 7 – Flow of Requests and Resources depicts the resource management process for the state under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

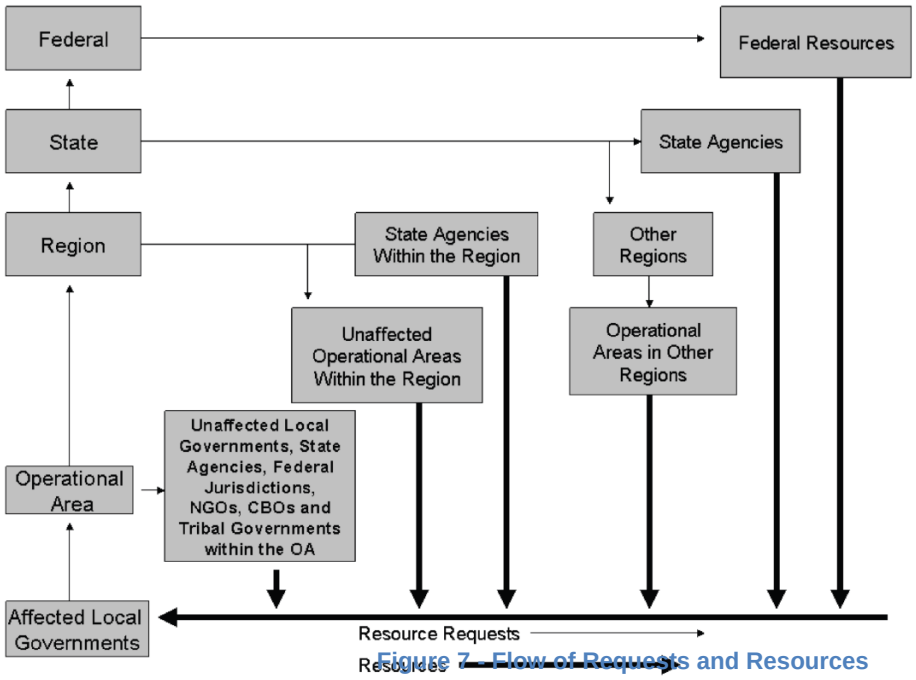


Figure 7 – Flow of Requests and Resources

2.3 Sequence of Events During Disasters

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.3.1 Before Impact

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Activating Emergency Operations Centers (EOCs), even if precautionary.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, resources are mobilized and evacuation begins.

2.3.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster. Below is a partial list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources from within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the County by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with ICS organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC). The IC develops an initial Incident Action Plan (IAP), which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post (ICP) to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System (MACS): Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and MAC Groups. This includes developing and maintaining connectivity capability between ICP, local 9-1-1 Centers, local Emergency Operations Centers (EOC), REOC, the SOC and federal EOC and NRF organizational elements.

Local EOC Activation: Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the IC by providing a single point of contact to support multiagency coordination. When activated the local EOC notifies the OA lead that the local EOC has been activated.

Communications between field and the EOC: When a jurisdiction EOC is activated, communications and coordination are established between the IC and the Department Operations Center (DOC) to the EOC, or between the IC and the EOC.

Operational Area (OA) EOC Activation: If one or more Local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Sacramento OA EOC activates. The OA EOC also activates if a Local Emergency is proclaimed by the affected local government. The OA EOC then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the REOC and mutual aid coordinators.

Regional Emergency Operations Center (REOC) Activation: Whenever an Operational Area EOC is activated the Cal OES Regional Administrator will activate the REOC within the affected region and notifies Cal OES Headquarters. The REOC will then coordinate resource requests from the affected OA to unaffected OAs within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center (SOC) for coordination.

State Level Field Teams: The State may deploy Field On-Site Observation Teams (FOOT) to provide situation reports on the disaster to the REOC in coordination with the responsible Unified Command.

State Operations Center (SOC) Activation: The SOC is activated when the REOC activates in order to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers (DOCs).
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams (IMATs) when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact (EMAC) or Interstate Disaster and Civil Defense Compact.
- The SOC may also be activated independently of a REOC to continuously monitor emergency conditions.

Joint Information Center (JIC) Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center (JIC) to facilitate the dissemination of consistent information. Refer to the Joint Information System Annex for more information.

Department Operations Center (DOC) Activation: Each county agency may activate a DOC to manage information and resources assigned to the incident. If a DOC is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

FEMA Regional Response Coordination Center (RRCC) Activation: The FEMA RRCC may deploy a liaison or IMAT to the SOC to monitor the situation and provide situational awareness to federal officials.

2.3.3 Sustained Operations

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

2.3.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, Local Assistance Centers (LAC) and both the federal and state governments work together on the recovery from a Joint Field Office (JFO), in a centralized location close to both the State Office of Emergency Services and the disaster areas.

Local Assistance Centers (LACs): LACs are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a federal DRC may be co-located with the state/local LACs.

Joint Field Office (JFO): The State coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The State will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions. For more information on the Recovery effort before, during and after a disaster, refer to the ***Recovery Framework Annex E.***

2.3.5 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC) or state agencies.

- **Local Emergency Proclamation:** A Local Emergency may be proclaimed by the Director of Emergency Services as specified by Chapter 2.46 – Emergency Services of the County of Sacramento Government Code or the Deputy Director of Emergency Services who is the Chief of Emergency Services or their designee. A Local Emergency proclaimed by these individuals must be ratified by the Sacramento Board of Supervisors within seven (7) days.

  The governing body must review the need to continue the proclamation at least every thirty (30) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. A Proclamation is normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the County of Sacramento, caused by natural, technological or human-caused situations.

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

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

- **Request for Cal OES Director's Concurrence:** Local governments can request cost reimbursement from the State for certain disaster–related repair costs under the California Disaster Assistance Act (CDAA) following the Proclamation of a Local Emergency. The Director's concurrence with the local proclamation is required for this reimbursement. This step is not required if a Governor's Proclamation of a State of Emergency is received for the same event.

- **Request for the Governor to Proclaim a State of Emergency:** When emergency conditions exceed or have the potential to exceed, local resources and capabilities, local government may request the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten (10) days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of state regulations impacting response or recovery operations.

- **Initial Damage Estimate (IDE):** The request for a Director's Concurrence or a Governor's Proclamation should include a copy of the proclamation document and an IDE that estimates the severity and extent of the damage caused by the emergency. An IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

- **Analysis of Request:** The request and the IDE are reviewed by the Cal OES Region and a recommendation is made to the Governor through the Director of Cal OES.

- **Proclamation of a State Emergency:** The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal OES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

    - Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
    - Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
    - Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
    - May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

- **Governor's Proclamation without a Local Request:** A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.

- **Proclamation of a State of War Emergency:** In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

- **State Request for a Presidential Declaration:** When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response,

recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

- **Preliminary Damage Assessment (PDA):** Upon submission of the request, FEMA coordinates with the State to conduct a PDA and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. The PDA may not be required if immediate response assistance is necessary.

- **Federal Analysis of the State's Request:** The FEMA Regional Administrator assesses the situation and the request, then makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the State, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the State's hazard mitigation history.

- **Federal Declarations without a PDA:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.

- **Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in ***Figure 8 – Response Phase Sequence of Events.***

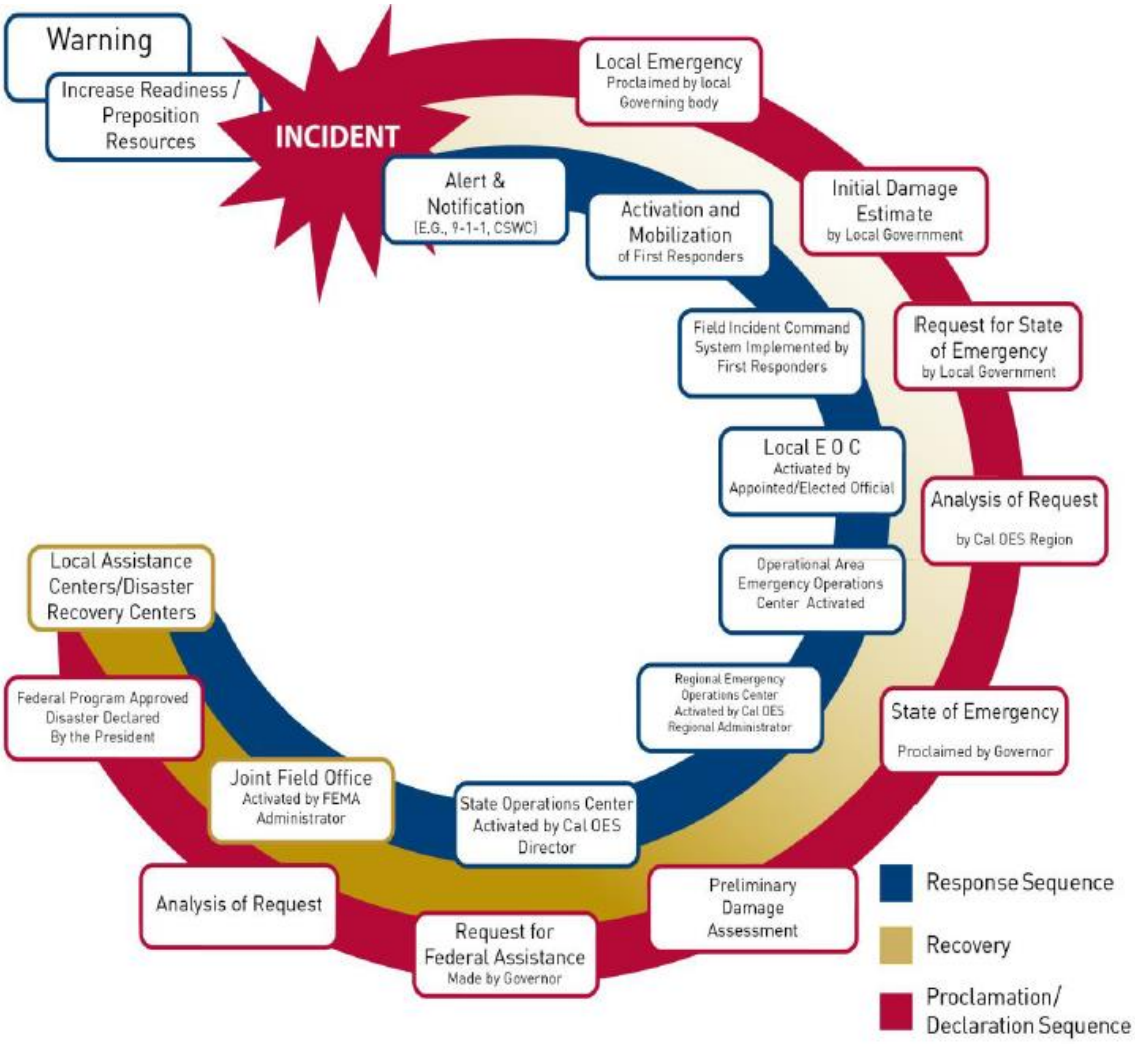


Figure 8 - Response Phase Sequence of Events

2.4 Continuity of Government (COG) Operations

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and/or the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. These services can best be completed by civil government. To this end, it is particularly essential that the 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. For more information on the Sacramento County Continuity of Government Operations refer to the ***Continuity of Government Operations Functional Annex B.***

2.4.1 County of Sacramento Emergency Operations Policy Statement

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, County employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other County departments, if required.

Households of Emergency Response Personnel: County employees may not be at peak efficiency or effectiveness during a disaster if the status of their households are unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the County of Sacramento Emergency Operations Center (EOC).

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the County's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the County's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The County will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

2.4.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers (DSW's). Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, County employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the EOC, support shelter operations, or work at a logistics base in the field.

- County employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Assignments may include duties within the EOC, in the field or at another designated location.

Under no circumstances will County employees that do not usually have a response role in their day to day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or that are beyond their recognized capabilities.

2.5 Continuity of Operations (COOP)

A critical component of the County emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible. Sacramento County has a comprehensive COOP plan for each county department that was developed in 2011, For more information on the Sacramento County COOP refer to the ***Continuity of Operations Functional Annex B.***

SECTION 3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1 Emergency Management Response Levels

The County of Sacramento Emergency Operations Plan (EOP) will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

For planning purposes, the California Office of Emergency Services (Cal OES) has established three "levels" of response to emergencies. The County of Sacramento also employs this system to guide local response to emergencies. Emergency Response includes the following three levels:

- **Level Three EOC Activation:** Level Three is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short term earthquake prediction at level one or two; alerts of storms, tsunamis; or monitoring of a low risk planned event. At a minimum, Level Three staffing consists of the EOC Director. Section Coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level. Other members of the organization could also be part of this level of activation e.g., the Communications Unit, from the Logistics Section, or an Information Officer.

- **Level Two EOC Activation:** Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.

Level One EOC Activation: Level One activation involves a complete and full activation of all organizational elements at full staffing and all Emergency Support Functions. Level One would normally be the initial activation during any major emergency requiring extreme State level help.

The County EOC will be activated and staffed accordingly by County personnel and representatives from allied agencies, jurisdictions, and organizations as appropriate.

3.1.1 National Emergency

In the event of a declared National Emergency, the County EOC could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the County of Sacramento and surrounding jurisdictions.

For additional information regarding the County of Sacramento Direction and Control and EOC Functions, refer to ***Emergency Operations Center (EOC) Functional Annex A.***

3.2 County Department/Allied Agency EOC Organization Assignments

In the event of an EOC activation, each County department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the Responsibility Matrix on the following page for Primary (P) and Support (S) roles for each County department or organization.

Sacramento County Department/Allied Agency EOC Responsibility Matrix *P=Primary, S=Support

	Sacramento County Departments																				Allied Agencies				
Sacramento EOC Functions	Agricultural Commissioner	Animal Care & Regulation	Coroner	County Counsel	County Executive	County Fire Coordinator	County Recorder	Department of Technology	Environmental Management	Finance Department	General Services	Health & Human Services	Human Assistance	Municipal Services	Office of Emergency Services	Regional Parks	Personnel Services	Probation	Sheriff's Department	Water Resources	School Districts	Hands On Superior California	United Way	American Red Cross/Other NGO	State/Federal Agencies
Access and Functional Needs													S				P								
Alerting and Warning					P										S				S		S				S
Animal Control	S	P																							S
Care and Shelter												S	P											S	S
Communications								P							S										S
Construction and Engineering														P											S
Coroner			P																						S
Donations																							P		S
Evacuation		S																	P						S
Facilities											P														S
Finance/Recovery					S					P					S										S
Fire and Rescue						P																			S
Flood Control																				P					S
Health and Medical						S			S			P													S
Law Enforcement																S		S	P						S
Legal Considerations				P																					S
Management					P										S										S
Personnel																	P								S
Procurement											P														S
Public Information					P										S										S
Situation Analysis	S	S	S			S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S
Traffic Control														S					P						S
Transportation											S	S	S	P					S						S

Utilities											S			P						S						S
Vital Records							P																			S
Volunteers																						P				S

3.2.1 Director of Emergency Services

As defined by the County Government Code, Chapter 2.46 – Emergency Services, the County Executive is the Director of Emergency Services and EOC Director. If the Director is unavailable, the Deputy Director of Emergency Services who is the Chief of Emergency Services will assume the role.

Within the County of Sacramento government organization, the County Executive is responsible to the County Board of Supervisors for the County's Office of Emergency Services program and has the authority to implement the program goals. The County Executive has delegated this responsibility to the Office of Emergency Services Chief. The County has taken the necessary steps and has a budgeted full-time Office of Emergency services program that performs the overall emergency management program coordination and day-to-day emergency management functions and activities.

3.3 Role of Private Sector

3.3.1 Sacramento Residents

The residents of Sacramento are the primary beneficiaries of the County's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

Many residents join disaster volunteer programs such as Community Emergency Response Teams (CERT) and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

3.3.2 Populations with Disabilities and Access and Functional Needs

According to the U.S. Census of 2000 there are almost 6 million people who identify as having a disability in California. Populations with access and functional needs include those members of the community that 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 assistance may include those who:

- Have disabilities – temporary and/or lifelong;
- Live in institutionalized settings;
- Are elderly or living alone without any assistance particularly those that are medically fragile and with mobility sensory impairments;
- Are unaccompanied children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking;
- Have sight or hearing losses (impairments);
- Are transportation dis-advantaged; or,
- Other situations that would require assistance.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, with cognitive impairments, learning disabilities, limited English proficiency or deaf/blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and their assisted devices and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters including their mobility devices, services animals and other support people or equipment.
- **Americans with Disabilities Act** - When shelter facilities are activated, the State will work with local, state and federal officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).

For more information on People with Disabilities and Access and Functional Needs refer to the People with Disabilities and Access and Functional Needs Annex of the County's Mass Care and Shelter Plan, both supporting documents to the County EOP.

3.3.3 At-Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless.
- Without transportation.
- Without radio or television to know they need to take action.
- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.
- Limited in their understanding of English.
- Geographically or culturally isolated.

3.3.4 Businesses

Much of Sacramento's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This

requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *Cal OES Hazardous Materials Program* requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Sacramento County Certified Unified Program Agency (CUPA) or Administering Agency (AA). The AA can then develop Hazardous Materials Area Plans to respond to a release of hazardous material within Sacramento County.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shutdown procedures.
- A company command post.
- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

3.3.5 Volunteer Organizations

Sacramento recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organizations in Sacramento are the following:

- Volunteer Organizations Active in Disasters (VOAD)
- Hands on Superior California
- American Red Cross Capital Region

3.3.6 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

SECTION 4.0 DIRECTION, CONTROL AND COORDINATION

Responsibility for emergency response is based on statutory authority. The emergency response is coordinated under SEMS, which provides a flexible adaptable and expandable response organization to address all-hazards of varying magnitude and complexity.

- **Command and Control:** During response to minor or moderate events, the County of Sacramento may manage the emergency with existing resources. The Emergency Operations Center (EOC) may not be activated under this scenario. Personnel that are part of a field level emergency response will utilize the Incident Command System (ICS) to manage and direct on-scene operations.

- **Field/EOC Communications and Coordination**: The Sacramento County EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed that which is available from within the jurisdiction. Field Incident Commanders and the County EOC will establish communications when the EOC is activated. The Sacramento County EOC will communicate with the Sacramento Operational Area EOC (usually the same depending on the event) and the Sacramento Operational Are EOC will communicate with the Inland Region Emergency Operations Center (REOC) and the REOC will communicate with the State Operations Center (SOC).

- **Multi-agency Coordination**: Larger scale emergencies involve one or more responsible jurisdictions and or multiple agencies. Management personnel from the responsible jurisdictions form a Unified Command and or a Multi-Agency Coordination (MAC) group. Provision is made for situation assessment, determining resource requirements, establishing a logistical system and allocating resources. Various emergency operations centers, dispatch centers and other essential facilities located in or adjacent to the affected area are activated at this time.

4.1 EOC Coordination with Other Government Levels and the Private Sector

4.1.1 Coordination with Field Response Level

Communications and coordination must be established between the EOC and field responders who are responding within the county boundaries. This is accomplished through coordination with the Department Operations Centers (DOC), when activated, and as necessary through the EOC.

4.1.2 Coordination with Sacramento Operational Area and Member Jurisdictions

Direct communications and coordination will be established between Sacramento County and any Operational Area member jurisdictions' activated EOC. Additionally, as time permits, communications will be established by the County with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination amongst the cities and special district EOCs will occur along functional lines.

An agency representative from any OA jurisdiction that activated its EOC may request to have a liaison at the EOC; this will be coordinated through the Sacramento OA EOC or the Emergency Services Manager if the County EOC is not activated. Due to space limitations, this would only be recommended during complex or large operations within the Sacramento OA and will depend on personnel resources at the time of the disaster.

4.1.3 Coordination with the Cities and Special Districts

The emergency response role of cities and special districts is generally focused on restoring their normal services or functional area of responsibility. During disasters, cities and some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments (for instance utilizing school districts for incidents involving shelters, school facilities, or the children.) If a city or special district does not send a representative to the EOC, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the city or special district liaison.

4.1.4 Coordination with the Inland Region Emergency Operations Center

Communications with the Inland Region Emergency Operations Center (REOC) are conducted through the Sacramento Operational Area. The REOC will work with the OA directly on behalf of the County and the methods are described as follows:

- Primary Method - The REOC sends a field representative to the Operational Area.
- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems.

Coordination and communications between the Sacramento County EOC and the Inland REOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who may be located in the REOC.

4.1.5 Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field responses may result from a flood fight effort, oil spill, and hazardous materials accident on a highway or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, and/or terrorism incidents. When a state agency or federal agency is involved in field operations, coordination may be established with the County EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit, or part of a Unified Command. The agency's responsibilities in responding to the incident will determine their location in the organization. Per NIMS, any multi-agency response will require the formation of a Unified Command structure.

4.1.6 Coordination with Volunteers and the Private Sector

Within Sacramento County, coordination of response activities with non-governmental organizations may occur. Privately-owned utilities, such as PG&E will frequently send representatives to activated EOCs to facilitate coordination of critical facility restoration. The County EOC will address volunteer requests from the general public by directing them to the Logistics Section, the Volunteer Liaison in the EOC, or the Emergency Volunteer Center (EVC), if activated. Other private sector corporate interests may contact the EOC through the appropriate liaisons to express their interest in assisting in response and recovery operations.

For additional information regarding the County of Sacramento Direction and Control and EOC Functions, refer to ***Emergency Operations Center Functional Annex A.***

SECTION 5.0 INFORMATION COLLECTION AND DISSEMINATION

5.1 Action Planning

The use of Action Plans in the Sacramento EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the EOC Director and Section Chiefs (one from each Section), along with other EOC staff, as needed, such as agency representatives.

5.1.1 Planning Requirements

The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. A written EOC Action Plan is required whenever:

- Two or more agencies are involved in the response.
- The incident overlaps more than one operational period.
- All EOC functions are fully staffed.

The EOC Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period, and revised or updated as warranted.

5.1.2 Plan Elements

The elements to be included in the EOC Action Plan are:

- Operational period covered by the plan.
- Identify parts of EOC organization that have been activated on an organization chart.
- Assignment of primary and support personnel and material resources to specific tasks and locations.
- Describe any logistical or technical support to be provided and by whom.

- State the objectives (attainable, measurable and flexible) to be accomplished.
- Establish the current priorities to meet the objectives.
- Describe the strategy to be utilized to achieve the objectives.

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments.
- Policy and/or cost constraints.
- Any inter-agency considerations.

5.1.3 Planning Responsibilities

Primary responsibility for developing the EOC Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the EOC Management and General Staff. The Operations Section, in particular, must work closely with the Planning Section during Action Plan development. When indicated, the Planning Section Chief will request specific technical experts to provide input to the plan. The EOC Director is responsible for approving the plan.

Incidents requiring close coordination with external agencies (e.g., Cal OES, first response agencies, special districts, etc.), input from the involved agencies should also be included in the Action Planning process. For additional information regarding the County of Sacramento Action Planning, refer to ***Emergency Operations Center Functional Annex A***.

5.2 EOC Reporting

Information may be sent to County departments, EOC personnel, the Sacramento Operational Area and other key agencies using the County's EOC reporting system, OASIS, radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Sacramento EOC should transmit the following reports to County departments, the Sacramento OA EOC, and DOCs, if activated.

5.2.1 Preliminary Reports

Preliminary Reports are used during the first two (2) hours of an emergency to provide an initial picture of the scope and magnitude of the situation.

5.2.2 Situation Reports

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.

- At the beginning of an emergency response, the EOC Management and planning staff will determine appropriate times for submitting data and issuing Situation Reports.
- The Situation Report is intended for use after the first two (2) hours of an emergency and can be updated as requested or needed.
- The Inland Region Situation Status forms contain the information presented on the Situation Report form. The information may be transmitted via the Internet or fax.

5.2.3 Flash Reports

Flash Reports are used for transmitting critical, time-sensitive information outside regularly scheduled Preliminary Reports or Situation Reports. For example, a Flash Report would be used to report an impending dam failure, a receipt of a Federal Declaration of a Major Disaster.

Oral Flash Reports may precede written reports. The written report later serves as confirmation and documentation.

5.2.4 Documentation

Unit/activity logs are used to record significant events, communications and actions associated with an emergency for a given operational period or shift. Each EOC staff position is responsible for maintaining a unit/activity Log.

All copies of reports, SEMS forms, and logs must be submitted to the Planning Section, Documentation Unit, prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).

5.2.5 Status Boards

Status Boards are erasable boards, easels / easel pads, or projections from computer systems located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels etc.

5.3 EOC Reporting Systems

Sacramento County is an active user with WebEOC. This internet based reporting system was purchased through a grant by the Sacramento Office of Emergency Services. Sacramento County is the WebEOC administrator through an agreement with the participating jurisdictions in the County. The County reports critical disaster information between its users and the State of California via WebEOC.

The State of California currently has an internet-based information reporting system for use during emergencies. The purpose of the Response Information Management System (RIMS) is to improve the State's ability to respond to major disasters. The system will increase the level of service and efficiency by improving the State's ability to:

- Respond to, manage and coordinate requests for resources.
- Collect, process, and disseminate information during and after a disaster.

5.4 Emergency Public Information

Emergency Public Information is a priority of utmost importance during emergencies and disasters. County government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

For additional information regarding the County of Sacramento Emergency Public Information, refer to ***Joint Information System Functional Annex D.***

SECTION 6.0 COMMUNICATIONS

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as a threat is detected, using the most direct and effective means possible.

6.1 Warning Responsibility

When the EOC is not activated, the County Public Safety Departments will coordinate the dissemination of official alerts and warnings to the general public and allied agencies using available methods. This alert and warning activity will be coordinated through the County PIO, the dispatch center and other available alert and warning mechanisms available to the County.

6.2 Warning and Alert Mechanisms

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Activation of the IPAWS
- Activation of the Emergency Alert System (EAS).
- Activation of the California Law Enforcement Mutual Aid Radio System (CLEMARS).
- Activation of the Sacramento Alert (Everbridge).
- Media broadcast alerts.
- Social Media.

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability.
- Initial notice of threat.
- Time of day.
- Language barriers.
- Receiving challenges for the hearing and sight impaired.

6.3 Warning Conditions

Typically, warnings will be issued during periods of flash flooding, major hazardous material incidents, public health emergencies, fast moving fires, severe weather conditions, and potential acts of violence. However, warnings may be issued wherever a threat is perceived and the potential for safeguarding public safety is possible through rapid alerting.

For additional information regarding the County of Sacramento Communications and Warning procedures, refer to ***Communications and Warning Functional Annex C.***

SECTION 7.0 ADMINISTRATION, FINANCE AND LOGISTICS

ADMINISTRATION

Introduction
The Administration function manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

7.1 Damage Assessment
Damage Assessment is the process of identifying and quantifying damages that occur as a result of a disaster. The objective of the damage assessment is to provide situational awareness to the EOC about the state of critical and essential functions to help facilitate the move from response into recovery. It also facilitates the decisions to appropriately direct resources and teams. Additionally, the damage assessment results are used as the initial basis to justify or determine state or federal assistance. Damage assessment is conducted in two phases as outlined below.

7.1.1 Initial Damage Assessment
This assessment begins immediately after the incident occurs and helps to determine life safety issues, identify the hardest hit areas and to estimate the damaged infrastructure. The initial damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

7.1.2 Preliminary Damage Assessment (PDA)
This assessment is done to verify the initial damage assessment (especially for state/federal assistance) and gather additional information on areas or functions that are going to require additional resources so recovery can be prioritized.

7.2 Process

7.2.1 Windshield Surveys
Following a disaster, on-duty fire, Law Enforcement and public works field units perform windshield surveys. The survey is done quickly, without exiting the vehicle and includes a brief observation of the structure or area for obvious damages. The Red Cross also may conduct windshield surveys, if requested. Windshield surveys may also be used to develop the Initial Damage Estimate (IDE) discussed in the previous section.

7.2.2 Safety Assessment
As soon as possible following the emergency event, a Rapid Safety Assessment is conducted on occupied buildings and pre-designated essential facilities (e.g., occupied structures, access roads, bridges, utilities etc.) The assessment involves an immediate visual inspection by Safety Assessment Teams (SATs) assigned by the EOC Safety Assessment staff to identify unsafe structures/area and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are secured and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated. The inspection and assessment process will be performed in accordance with the Applied Technology Council (ATC-20-2) *Procedures for Post-Earthquake Safety Evacuation of Buildings*. Mutual aid for the conduct of these assessments can be obtained through the Safety Assessment Program, overseen by Cal OES.

7.2.3 Detailed Inspection

Based on findings from the SATs, detailed inspections are performed on damaged facilities by personnel assigned by the EOC Safety Assessment staff. This inspection includes a more thorough examination to document damages, identify repairs, bracing and shoring requirements, evaluate the initial posting of occupied structures and identify facilities that require an engineering assessment. The condition of occupied structures may be upgraded or downgraded based on the results of the inspection.

7.2.4 Engineering Assessment

Licensed engineers conduct detailed assessments on damaged structures and facilities to prepare plans for repairs, reconstruction and engineering cost estimates. Depending on the type of facility and the nature of the damage, civil, structural, mechanical, and other specialty engineering services may be contracted, or requested through the Sacramento OA EOC.

7.2.5 Damage Assessment Chronology Summary

Refer to ***Figure 10 - Damage Assessment Chronology Summary Chart*** on the following page:

Damage Assessment Chronology		
Time Frame	**Purpose**	**Method/Teams**
Windshield Survey		
0-12 hours post-event	Locate and identify casualties and hazards to aid the direction of response efforts.	1. Windshield Survey Form 2. LAW ENFORCEMENT, Fire and Public Works field units, and ARC
Safety Assessment		
0-24 hours post-event	Identify life safety problems, obvious structural or utility damage. Includes assessment of roads, bridges, tunnels, and access areas. Buildings are posted "Unsafe" (Red), "Restricted Use" (Yellow), or "Inspected" (Green). The assessment is also used to identify requirements for barricades.	1. ATC-20-2 Rapid Evaluation Safety Assessment Form 2. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Detailed Damage Assessment		
24 hours to 1 week post-event	Identify and document damage and initial cost estimates. Inspect structures, bridges, tunnels, water lines, fire alarm systems, sewer lines, streetlights, and roadways. The assessment is also used to prepare for emergency repairs, bracing and shoring.	1. ATC-20-2 Detailed Evaluation Safety Assessment Form 2. ATC-20-2 Fixed Equipment Checklist 3. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Engineering Assessment		
1 week to 2 months post-event	A quantitative engineering evaluation of damage. This assessment is used to prepare plans for permanent repairs and to prepare engineering cost estimates.	1. Engineers and architects 2. Consulting structural, mechanical and geotechnical engineers

Figure 9 - Damage Assessment Chronology Summary Chart

7.3 Documenting and Reporting Damage Assessments

7.3.1 Reporting

Any damage that endangers life safety, the operation of a facility or damage that could result in additional damage will be reported immediately to the EOC Operations Section via phone or radio. Copies of all damage reports are forwarded to the Planning Section for review, analysis and posting on status boards, as indicated.

7.3.2 Windshield Survey

Field units report hazards or major damage to the assigned EOC Operations Section Chief or designee via phone or radio.

7.3.3 Safety Assessment

The results of safety assessments are reported by SATs to the assigned Operations Section Safety Assessment staff via phone or radio. Based on the results of these assessments, initial response strategies and priorities may be received by the Operations Section Chief.

7.3.4 Detailed Damage Assessment

Each SAT submits its findings in writing on the appropriate form to the EOC Safety Assessment staff. The Safety Assessment staff arranges for further engineering assessments based on the findings from this assessment. Copies of all forms are forwarded to the Planning Section for the Situation/Status Report.

7.3.5 Engineering Evaluation

Each SAT submits its findings in writing to the EOC Safety Assessment staff. The engineering reports will include all supporting materials, such as drawings, calculations, cost estimates, etc., and will be used to develop, repair and reconstruct plans.

7.3.6 Documentation

Law Enforcement, Fire and Public Works field units conduct the Windshield Surveys and document their findings. The information may be reported verbally to the EOC, or to the appropriate Law, Fire or Public Works representative who in turn records the information.

Inspections and assessments are recorded by assigned SATs on the appropriate ATC-20-2 forms and photographs are taken of all damages observed. Where indicated, appropriate maps and schematics are attached to the ATC-20-2 forms. Completed forms, photographs and schematics are forwarded to the EOC Planning Section as soon as practical.

7.4 After Action Reporting

The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) protocols require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report (AAR) to Cal OES within ninety (90) days of the close of the incident period.

The AAR will provide, at a minimum, the following:

- Response actions taken.
- Application of SEMS.
- Suggested modifications to SEMS.
- Necessary modifications to plans and procedures.

- Training needs.
- Recovery activities to date.

The AAR will serve as a source for documenting the County of Sacramento emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An AAR will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

The AAR will include an overview of the incident, including attachments, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the AAR.

The Sacramento Office of Emergency Services is responsible for the completion and distribution of the AAR to county leadership and department directors as well as ensuring that it is sent to Cal OES within the required ninety (90) day timeframe.

For Sacramento, the AAR's primary audience will be Cal OES and county employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available through the Sacramento Office of Emergency Services.

The AAR will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the AAR will be collected from debrief reports and other documents developed during the disaster response, and discussions with emergency responders. The most up-to-date form, with instructions, can be obtained from Cal OES.

FINANCE

7.5 Expenditure Tracking

The County may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

7.5.1 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

7.5.2 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and by operator.
- Vehicle operating expenses should include fuel, tires, tubes and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), EOC Director, and EOC staffs are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The County will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the disaster. For more information on state and federal disaster assistance programs refer to ***Recovery Framework Annex***.

LOGISTICS

7.6 Resource Management

7.6 1 Resource Priorities

When activated, the County of Sacramento EOC establishes priorities for resource allocation during the emergency. All county resources are considered part of a pool, which may be allocated by the EOC to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

7.6.2 Resource Requests

Resource Requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.

- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the county will be coordinated with the Sacramento OA EOC to determine if the resource is available internally or other more appropriate sources located within the OA. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from the EOC to the Inland Region REOC may be verbally requested and then documented. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the EOC are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel or technical assistance not available to the County should be coordinated with the Sacramento OA EOC to the Inland Region REOC. Once the request is coordinated, approved and resources deployed, the Resource Status Unit, in coordination with various Operations Branches, is responsible for tracking the resources.

SECTION 8.0 PREPAREDNESS, TRAINING AND EXERCISES

8.1 Preparedness Planning

County government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, county departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan (DOP) is an integral supporting component of the master Emergency Operations Plan (EOP).

Emergency readiness cannot be conducted within a vacuum. The County is responsible for working with all county departments, special districts and allied agencies that are considered a component of the Sacramento Emergency Organization. Such coordination extends to the following activities:

- Interagency plan development
- Interagency training coordination
- Interagency exercise development and presentation
- Interagency response management
- Interagency emergency public information activities

Additionally, the Sacramento Office of Emergency Services acts as the County's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment,

development of preparedness and mitigation strategies, grant administration and support to response agencies.

8.1.1 Community Preparedness and Awareness

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect the County of Sacramento's emergency operations and recovery efforts. For this reason, the County of Sacramento will make emergency preparedness information from county, state and federal sources available to the member jurisdictions and our citizens upon request.

8.1.2 Preparedness Actions

In identifying general preparedness actions, county government works with community based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating too individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

8.2 Readiness Training

The Sacramento Office of Emergency Services will notify holders of this plan of training opportunities associated with emergency management and operations. Individual departments and agencies within the County of Sacramento are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The Sacramento Office of Emergency Services will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed SEMS and NIMS training requirements.

8.3 Exercise and Evaluation

Elements of this plan will be exercised regularly. The Sacramento Office of Emergency Services will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of corrective action plans to initiate appropriate corrections.

The planning development and execution of all emergency exercises will involve close coordination between all county departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the County of Sacramento.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* (HSEEP) guidance and may be designed as one or more of the following exercise types:

- Drills
- Seminars (Workshops)
- Table Top Exercises (TTX)
- Functional Exercises (FE)
- Full Scale Exercises (FSE)

SECTION 9.0 PLAN DEVELOPMENT AND MAINTENANCE

9.1 Plan Development and Maintenance Responsibility

This plan is developed under the authority conveyed to the Sacramento Office of Emergency Services in accordance with the County's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

9.2 Review and Updating

This plan and its supporting documents or annexes, such as Continuity of Operations, Communications and Warning, and Recovery, will be reviewed annually, with a full document update conducted minimally every two years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the Sacramento Office of Emergency Services, reviewed and distributed for comment on a regular basis.

Elements of this plan may also be modified by the Sacramento Office of Emergency Services any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.

SECTION 10.0 AUTHORITIES AND REFERENCES

10.1 Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007

State

- California Emergency Services Act (CA government Code Section 8550 et. seq.)
- California Disaster Assistance Act (CA government Code Section 8680 et. seq.)
- California Code of Regulations Title 19, (Standardized Emergency Management System and California Disaster Assistance Act)
- California Disaster and Civil Defense Master Mutual Aid Agreement

County

- Sacramento County Emergency Services Code Chapter 2.46 of the Sacramento County Code

10.2 References

Federal

- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Comprehensive Preparedness Guide (CPG) 101 version 2.0

State

- California State Emergency Plan, July 2009 edition
- Standardized Emergency Management System (SEMS)
- California Disaster Assistance Act (CDAA)
- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government

County

- Sacramento County Emergency Operations Plan, 2008
- Sacramento County Hazard Mitigation Plan, 2011 & 2016

SECTION 11.0 GLOSSARY AND ACRONYMS

11.1 Glossary of Terms

Access and Functional Needs: Those specific actions, services, accommodations, programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the American with Disabilities Act (ADA) Amendments Act of 2008, P.L. 110-325, and those associated with them. – The Department of Justice.

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.

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

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

Americans with Disabilities Act: Legislation passed in 1990 that prohibits discrimination against people with **disabilities**. Under this Act, discrimination against a disabled person is illegal in employment, transportation, public accommodations, communications and government activities.

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.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

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 officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

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.

Continuity of 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 mechanisms 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.

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.

Department Operations Center (DOC): A centralized location for a single department or agency where their internal incident management and response takes place.

Disability: a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

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

Disaster Service Worker (DSW): All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

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

Emergency Alert System (EAS): An established system to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public 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 recovering from an emergency. Critical functional components include planning, training, simulating drills (exercises), and coordinating activities.

Emergency Operations Center (EOC): A centralized location where individuals responsible for responding to a large scale emergency can have immediate communication with each other and with emergency management personnel for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

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

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

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

Emergency Resource Directory (ERD): A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

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

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 federal disaster relief under the Stafford Act. These declarations are made by the President usually as a result of a request made by the Governor of the 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.

Federal Emergency Response Team: An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal Coordinating Officer's staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations,

exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the Federal Coordinating Officer. The Emergency Response Team may be expanded by the Federal Coordinating Officer to include designated representatives of other federal departments and agencies as needed.

Full-Scale Exercise: An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. 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 full-scale exercise is always formally evaluated.

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

Functional Exercise: Activities designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

Governor's Authorized Representative (GAR): An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

Hazardous Materials Team: A term used to describe a team of highly skilled professionals who specialize in dealing with hazardous material incidents.

Hazard Mitigation Grant Program (HMGP): A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

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 System (ICS): A nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with

responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Individual Assistance: A supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

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

Joint Information System (JIS): Integrates incident information and public affairs 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.

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

Local Government: Local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, CDAA, §2900(y).

Major Disaster: As defined in federal law, is " 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."

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

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: A process of activating resources including personnel, equipment and supplies. The process would include notification, reporting, and setup to attain full or partial readiness to initiate response and recovery actions.

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.

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

Mutual Aid Region: A subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

National Response Framework (NRF): A national level plan developed by the Federal Emergency Management Agency (FEMA) in coordination with 26 federal departments and agencies plus 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.

Operational Area (OA): An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The OA is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an OA. An OA may be used by the County and the political subdivisions for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the State's emergency operating centers and the operating centers of the political subdivisions comprising the OA. The OA augments, but does not replace, any member jurisdiction.

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, emergency operations centers, emergency operations plans, 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 preliminary damage assessments.

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.

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

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

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 Assistance Officer (PAO): A member of the FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

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, responders and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

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.

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 major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

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, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, 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.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Level) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. 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).

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

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

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

Standardized Emergency Management System (SEMS): The consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in CCR Title 19, Division 2, §2400 et sec. It identifies at each level of the statewide emergency organization the direction of field forces and the coordination of joint efforts of government and private agencies. The Incident Command System (ICS) is the field level component of SEMS.

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

Table Top Exercise (TTX): A TTX is 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.

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.

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

11.2 Acronyms

A

AAR	After Action Report
ADA	Americans with Disabilities
AFN	Access and Functional Needs
ARC	American Red Cross
ATC	Air Traffic Control
ATC-20-2	Applied Technology Council (20-2 refers to the training course for building inspectors)

B

BOS	Board of Supervisors

C

Cal OES	California Office of Emergency Services
CAHAN	California Health Alert Network
CBP	Customs and Border Protection
CDAA	California Disaster Assistance Act
CERT	Community Emergency Response Team
CGC	California Government Code
CGS	California Geological Survey
CISD	Critical Incident Stress Debriefing
COG	Continuity of Government
COOP	Continuity of Operations

D

DCF	Disaster Control Facility
DHS	Department of Homeland Security
DMC	Debris Management Center
DOC	Department Operations Center
DOP	Department Operations Plan
DRC	Disaster Recovery Center
DSW	Disaster Service Worker

E

EAP	Emergency Action Plan
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EMS	Emergency Medical Services
EMO	Emergency Management Organization
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERC	Emergency Response Coordinator
ESA	Emergency Services Act

F

FAA	Federal Aviation Administration
FCO	Federal Coordinating Officer

FE Functional Exercise

Acronyms (Continued)

FEMA Federal Emergency Management Agency
FMAG Fire Management Assistance Grant
FSE Full Scale Exercise

G
GAR Governor's Action Request

H
HM Hazard Mitigation
HMGP Hazard Mitigation Grant Program
HSPD Homeland Security Presidential Directive

I
IAP Incident Action Plan
IC Incident Commander
ICP Incident Command Post
ICS Incident Command System
IDE Individual Damage Estimate
IMT Incident Management Team
IT Information Technology

J
JFO Joint Field Office
JIC Joint Information Center

L
LAC Local Assistance Center

M
MACS Multi Agency Coordination System
MBO Management by Objectives
MCI Multi-Casualty Incident
MHOAC Medical Health Operational Area Coordinator
MOU Memorandum of Understanding

N
NAWAS National Warning System
NIMS National Incident Management System
NFIP National Flood Insurance Program
NRF National Response Framework
NRP National Response Plan
NWS National Weather Service

O
OA Operational Area

OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OEM	Office of Emergency Management

P

PA	Public Assistance
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
PGE	Pacific Gas and Electric
PSAP	Public Safety Answering Point
PIO	Public Information Officer
PWDE	People with Disabilities and Access and Functional Needs

R

RDMHC	Regional Disaster Medical Health Coordinator
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System

S

SAP	Safety Assessment Program
SAT	Safety Assessment Team
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SRRCS	Sacramento Regional Radio Communications System
SOP	Standard Operating Procedure

T

TT	Table Top Exercise

U

USGS	Untied State Geological Survey

V

VIPS	Volunteers In Policing

SECTION 12.0 SUPPORTING DOCUMENTS

Record of Distribution
The following documents the County of Sacramento plan distribution and record list of the 2017 County of Sacramento Emergency Operations Plan.

Department/Agency	Title of Recipient	Number of Copies